



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 22 OF 2023

DATE ISSUED 30 JUNE 2023

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

NATIONAL TREASURY: Kindly note that the position of Director: Strategic Planning, Monitoring and Evaluation (Ref no: S034/2023) (For National Treasury) advertised in the Public Service Vacancy Circular 15 of 2023 dated 05 May 2023 with a closing date of 22 May 2023, The requirements section of the advert was captured erroneously and should read as follows: The requirements for the role: A Grade 12 is required coupled with a minimum Degree (equivalent to an NQF level 7) in any of the following disciplines: in Public / Business Administration/ Management/ Social Sciences/ Economics. All applicants who have already applied need not reapply. The closing date has been extended to 17 July 2023. We apologize for the inconvenience caused. For enquiries please send to Recruitment.Enquiries@treasury.gov.za **EASTERN CAPE: DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS:** Kindly note that the following one post was advertised in Public Service Vacancy Circular 18 dated 26 May 2023 with closing date: 09 June 2023, The Assistant Director:

Traditional Governance & Finance with Ref No: COGTA 11/05/2023; The correct component is as follows: (01) Assistant Director: Traditional Leadership Rural Development Facilitation. Enquiries: Mr W.M Cwele at (040) 940 7073 / 7083 / 7071 / 7077 / 7078 /7075/7081/7080. The closing date remains the same.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT	A	04 - 25
BASIC EDUCATION	B	26 - 30
CIVILIAN SECRETARIAT FOR POLICE SERVICE	C	31 - 32
CORRECTIONAL SERVICES	D	33 - 59
DEFENCE	E	60 - 68
EMPLOYMENT AND LABOUR	F	69 - 72
FORESTRY, FISHERIES AND THE ENVIRONMENT	G	73 - 78
GOVERNMENT TECHNICAL ADVISORY CENTRE	H	79 - 81
HEALTH	I	82 - 84
HIGHER EDUCATION AND TRAINING	J	85 - 86
HOME AFFAIRS	K	87 - 93
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE	L	94 - 95
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	M	96 - 103
MILITARY VETERANS	N	104 - 106
MINERAL RESOURCES AND ENERGY	O	107 - 108
NATIONAL PROSECUTORIAL AUTHORITY	P	109 - 119
OFFICE OF THE CHIEF JUSTICE	Q	120 - 123
OFFICE OF THE PUBLIC SERVICE COMMISSION	R	124 - 125
PUBLIC ENTERPRISES	S	126 - 129
PUBLIC SERVICE AND ADMINISTRATION	T	130 - 131
PUBLIC WORKS AND INFRASTRUCTURE	U	132 - 148
SMALL BUSINESS DEVELOPMENT	V	149 - 150
SOCIAL DEVELOPMENT	W	151 - 152
THE JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICE	X	153 - 154
TOURISM	Y	155 - 157
TRADITIONAL AFFAIRS	Z	158 - 159
WATER AND SANITATION	AA	160 - 163
DEPARTMENT OF WOMAN, YOUTH AND PERSONS WITH DISABILITIES	BB	164 - 165

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	CC	166 - 177
FREE STATE	DD	178 - 180
GAUTENG	EE	181 - 246
KWAZULU NATAL	FF	247 - 360
NORTHERN CAPE	GG	361 - 396
NORTH WEST	HH	397 - 404
WESTERN CAPE	II	405 - 443

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 14 July 2023 at 16:00
- NOTE** : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at the Senior Management Service (SMS) level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the NSG. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

MANAGEMENT ECHELON

- POST 22/01** : **SURVEYOR-GENERAL (REFERENCE: 3/2/1/2023/444)**
 Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R1 371 558 per annum (Level 14) (All-inclusive remuneration package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS)
- CENTRE REQUIREMENTS** : Office of The Surveyor General: North West (Mmabatho)
 : Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS) and a Grade 12 Certificate and a NQF Level 7 Degree recognized by the South African Geomatics Council as Satisfying Section 8(1)(d)(iii), (v) of the Geomatics Professions Act 2013, specifically, a four-year Bachelor's Degree or a Bachelor's of Science Degree in Geomatics / Land Surveying. Registered as a Professional Land Surveyor with the South African Geomatics Council (SAGC). Registered as a Sectional Titles Practitioner in terms of Section 5(2) of the Sectional Titles Act, 1986. Minimum of 5 years of experience at a senior management level in Land Surveying environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey Knowledge. Technical System knowledge. Cadastral Spatial Information knowledge. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral Survey System. Performance management and monitoring. Public finance management. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with Misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management skills. Team management skills. Interpersonal skills. Budget forecasting skills. Computer literacy. Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication skills (verbal and written). A valid driver's licence.
- DUTIES** : Manage the approval of diagrams, general plans and Sectional Title Plans that comply with legislation and provide tenure security and sustainable rural and urban development. Examine for approval all cadastral documents (Diagrams and General Plans) prepared in accordance with the Land Survey Act and all applicable statutory consents. Examine for approval of all cadastral documents (Sectional Plans) prepared in accordance with the Sectional Titles Act and all applicable statutory consents. Examine for approval of all cadastral documents prepared in accordance with the Mining Titles Registration Act or any other law requiring the approval of the Surveyor-General. Archive, preserve and maintain the currency of all records pertaining to approved land parcels and land rights created in terms of the Land Survey Act and Sectional Titles Act and Regulations. Ensure that all approved cadastral documents are registered and housed within a secure document vault. Ensure an electronic repository of scanned images to facilitate information provisioning. Update, endorse, re-scan and re-archive the hard copy (original approved) documents because of any lawful approval, withdrawal, cancellation or change to cadastral information. Accept and file survey records associated with cadastral survey. Maintain correspondence files relating to cadastral surveys for research purposes. Ensure the compilation of a complete, accurate, current and correct Cadastral Spatial Information dataset. Update the cadastral geo-spatial database through the addition of every approved cadastral land parcel. Ensure that management information systems are created to provide timely and accurate management information constantly. Comply with the custodianship responsibilities of Cadastral Spatial information as directed by the South African Spatial Data Infrastructure Act and the Committee on Spatial Information established thereunder. Train Professional Land Surveyors, Geomatics Technologists, Survey Technicians and Geomatics Officers. Train Professional Land Surveyors, Geomatics Technologists, Geomatics Technicians in line with the registration requirements set by the South African Geomatics Council. Provide in-house training to Geomatics Officers. Draft circulars and notices when required. Provide support to various programmes including Land and Tenure Reform and Restitution Programmes and the Land Administration Institutions. Provide technical support and advice as well as information from time to time. Assist with research services. Undertake field

surveys and inspections to re-identify boundaries of state land properties and resolve boundary disputes. issue report to court, certificates of remaining extent, closure's of public places, maintenance of schedule's. Ensure effective financial management, human resource management and supply chain management. Ensure effective budgeting and management of the Provincial Office. Manage the recruitment and selection. Ensure realisation of Employment Equity targets when filling vacancies. Utilise Employee Performance Management and Development System (EPMDS) to measure staff performance on an on-going basis. Manage labour relations matters. Draft and implement management action plan on audit findings. Manage supply chain processes.

**ENQUIRIES
APPLICATIONS**

: Mr K Sebitiele Tel: (018) 388 7115
 : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735

POST 22/02

: **DIRECTOR: GROOTFONTEIN AGRICULTURAL DEVELOPMENT INSTITUTE (REFERENCE: 3/2/1/2023/447)**
 Directorate: Grootfontein Agricultural Development Institute
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY

: R1 162 200 per annum (Level 13) (All-inclusive remuneration package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the SMS

**CENTRE
REQUIREMENTS**

: Eastern Cape (Middelburg)
 : Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS) and a Grade 12 Certificate and a Bachelor's Degree in Agriculture and a Master's Degree in Agriculture / Education / Education Management / Business Administration (NQF level 9). Minimum of 5 years' experience in middle / senior managerial level in a teaching and learning environment. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that governs the Public Service including the Public Finance Management Act, Treasury Regulations, Public Service Act and Labour Relations Act, etc. Understanding of the South African government's vision, priorities and priority outcomes in terms of skills development. Knowledge of other relevant legislation (e.g. Higher Education Act, Skills Development Act, National Qualifications Framework Act and Continuation of Education and Training Act). Knowledge of Sector Education and Training Authorities and their functions, South African Qualifications Authority (SAQA) processes and curriculum development skills. Knowledge and understanding of the management of training programmes. Knowledge and understanding of the White Paper on the Transformation of the Public Service (Batho Pele). Job related skills: Financial management skills. Strategic capabilities and leadership skills. Programme and project management skills. Knowledge management skills. Service delivery innovation. Problem solving and analysis skills. People management and empowerment skills. Client Orientation and Customer focus. Communication skills (verbal and written). Honesty and integrity. Change management skills. Computer literacy with excellent skills in the use of word processing and spreadsheet software with specific reference to the use of Microsoft Excel formulas and functions. Willingness to travel and work extended hours. A valid driver's licence.

DUTIES

: Give strategic direction at institutional level and create an enabling environment for delivery by line functions. Conduct strategic planning for the Institute. Oversee policy alignment and development. Establish strategic partnerships with relevant stakeholders, academic institutions and service providers. Build strong and effective internal service delivery support structures. Monitor the delivery of effective support services and implement corrective measures where required. Implement a Total Quality Assurance System to ensure and continuously improve relevance and quality of services. Provide oversight towards promotion of knowledge, skills and attitudes among the youth and farmers through formal learning programmes. Provide oversight in the establishment and review of program delivery structures. Provide oversight in delivery of the different learning programmes. Oversee policy alignment and development. Establishment of partnership arrangements with stakeholders. Sourcing of capacity and resources for delivery on mandate. Provide oversight towards the development, evaluation and provisioning of

new technology for profitable and sustainable small stock production. Engaging with stakeholders on research priority setting and coordination in the sector. Review research projects before approval and implementation. Exercise quality control over research publications of the Institute through the Research and Development and Editorial Committees. Source funding for national research assets housed at the Institute. Oversee the development partnership agreements. Promote the skills level of existing farmers and community members through extension and outreach programs. Review community development projects before approval and implementation. Review information packs before publication. Monitor and evaluate progress with extension and outreach activities. Oversee the compilation of an Institutional Annual Report for Extension and Outreach. Manage the resources of the Directorate. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Develop solutions to technical challenges. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor evaluate and report on performance of the Directorate. Manage client relations. Ensure the management and development of human resources.

**ENQUIRIES
APPLICATIONS**

: Ms L Botsheleng Tel: (012) 319 7328
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.

OTHER POSTS

POST 22/03

: **SCIENTIST MANAGER (GRADE A) (REFERENCE: 3/2/1/2023/432)**
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY

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

CENTRE

: Directorate: Plant Health: Gauteng (Pretoria)

REQUIREMENTS

: Applicants must be in possession of a Grade 12 Certificate and a Master of Science (MSc) or equivalent qualification specialising in any one of the fields of Plant Pathology, Nematology, Entomology or Plant Protection (NQF Level 9). A valid driver's licence. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist (submit proof of registration of application for registration, if shortlisted). Minimum of 6 years post qualification natural scientific experience. Job related knowledge: International agreements, conventions and bilateral agreements. National and International trade. Pest Risk Analysis. Plant pest surveillance and response. Pest eradication and control. Relevant phytosanitary legislation and regulations. Related legislation (interpretation, drafting). Departmental and Directorate Organisational structure and functions. Insight of relevant technical field of application. Scientific methodology. Departmental initiatives. Export programs standards and requirements. Import requirements and programs. Work related policies and procedures. Financial legislation, policies and procedures and other legal compliance. Provisioning Administrative System, policies and procedures. Personnel management. Disciplinary code. Personnel evaluation system. Problem solving techniques. Effective communication. Meeting procedures. Negotiating principles. Computer knowledge (use of software) and scientific applications. Auditing procedures. Relevant industries structures. Programme and project management. Research and development. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Policy development analysis. Scientific presentation. Mentoring. Job related skills: Strategic capability and leadership skills. Decision making skills. Team leadership skills. Creativity skills. Financial management skills. Customer focus and responsiveness skills. Communication skills (verbal and written). Computer literacy. Networking skills. Planning, organising and execution skills. Conflict management skills. People management skills. Change management skills. Problem solving analysis skills. Ability to communicate well and interact with people at different levels. Planning skills. Management and organising skills. Creativity skills. Interpersonal skills. Problem solving skills. Interpretation

skills. Analytical skills. Listening skills. Report writing skills. The ability to drive. Willingness to travel and work irregular hours.

DUTIES

: Ensure the development and implementation of policies, systems and procedures. Develop and maintain Early Warning System (EWS), scientific standards and standard operating procedures (SOPS), service levels according to organizational objectives. Conduct policy audits to monitor and ensure pest management is in compliance with national and international plant health measures and standards and organizational goals. Visit Inspection Services (IS) Inspectors and other role players to audit running surveillance and pest control actions to ensure or amend viability. Update protocols and plans against newest available information. Ensure the development of training material (presentations / manuals) with regard to the execution of early warning systems for specific pests. Facilitation of innovative proposals in relation to EWS. Review and recommend or approve specific scientific projects for the division. Provide strategic leadership and direction. Align projects to organizational strategies. Provide support and advice to industry and stakeholders. Develop and maintain relationships and collaborations. Coordinate early warning systems operational procedures and actions through colleagues of the Directorate: Inspection Services (DIS), Directorate: Food Import and Export Standards (DFIES) and other role players. Arrange, chair and attend pest specific or commodity specific steering committees, workshops and meetings with current and future role players to enhance role player participation and pest awareness of current projects. Review scientific documents. Lead, coordinate and develop scientific models and regulatory frameworks. Manage and ensure that pest-initiated plant health risk assessments (PRA), surveillance and pest control are conducted, on international accepted standards. Coordinate PRA processes and priorities. Evaluate draft pest import conditions and work programs. Evaluate and / or audit import regulatory systems. Provide regulatory advice and inputs to draft legislation pertaining to plant health and biosecurity. Drafting of pest survey protocols, contingency plans and eradication programs to establish early warning systems for identified pests including the management and maintenance of established early warning systems regarding plant health biosecurity. Provide and customize effective scientific early warning system models to prevent and respond to the incursions of exotic pests. Establish and maintain the drafting of early warning system policies, through pest survey protocols, contingency plans and eradication programs for specific pests on a scientific and international accepted level. Evaluate surveillance programs results and ratify, monitor and disseminate data. Ensure the design the scientific methodology. Research and development. Ensure the development of publishable scientific documents according to the relevant SOPS regarding, PRAs surveillance and eradication actions, results and way forward. Publish PRAs, survey results and control actions. Maintain information regarding early warning systems in an information database. To transfer relevant data to a national database, evaluate and improve on the database. Financial management. Allocate, monitor, control expenditure according to the budget to ensure efficient cash flow management. Manage the commercial value add at the discipline related programmes and projects. Asset management. People management. Manage the development, discipline, motivation and utilization of human resources to ensure a competent knowledge base for the continued success of scientific services according to organisational needs and requirements. Manage staff key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental 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. Manage and implement knowledge sharing initiatives in support of individual development objectives. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Facilitate and liaise with structures / stakeholders on scientific matters.

ENQUIRIES
APPLICATIONS

: Mr JH Venter Tel: (012) 319 6384
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

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

POST 22/04 : **SCIENTIST MANAGER (GRADE A) (REFERENCE: 3/2/1/2023/433)**
Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R990 747 per annum (Salary will be in accordance with the OSD requirements)
: Directorate: Plant Health: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and a Master of Science (MSc) or equivalent qualification specialising in any one of the fields of in Plant Pathology, Nematology, Entomology or Plant Protection (NQF Level 9). A valid driver's licence. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist (submit proof of registration of application for registration if shortlisted). Minimum of 6 post qualification natural scientific experience. Job related knowledge: International agreements, conventions and bilateral agreements. National and international trade. Relevant phytosanitary legislation and regulations. Related legislation (interpretation, drafting). Departmental and Directorate Organisational structure and functions. Insight of relevant technical field of application. Scientific methodology. Departmental initiatives. Export programs standards and requirements. Import requirements and programs. Work related policies and procedures. Financial legislation, policies and procedures. Provisioning Administrative System, policies and procedures. Personnel management. Disciplinary code. Personnel evaluation system. Problem solving techniques. Effective communication. Meeting procedures. Negotiating principles. Computer knowledge (use of software). Auditing procedures. Relevant industries structures. Job related skills: Ability to communicate well (both verbal and written) and interact with people at different levels. Planning skills. Management and organising skills. Creativity skills. Interpersonal skills. Problem solving skills. Interpretation skills. Analytical skills. Listening skills. Computer literacy and report writing skills. The ability to drive. Willingness to travel and work irregular hours.

DUTIES : To manage the resources of the Division Plant Health Import / Export Protocols regarding personnel, finance and infrastructure. Human Resource Management. Financial Management. Line Function Management. Provision of and inventory management. To ensure an effective plant health system that supports agricultural marketing and trade in compliance with international plant health obligations and responsibilities. Managing and maintaining the Plant Health aspects of import and export work programmes and protocols for specific plants and plant commodities on request of and in consultation with relevant role players and stakeholders. Establishing, maintaining and applying national phytosanitary standard operating procedures, in consultation with relevant role players and stakeholders; related to export regulatory service pertaining to plants, plant products and regulated articles in international trade and import control of plants, plant products and regulated articles. Coordinate and participate in different bilateral and multilateral meetings. Management of information system in support of the relevant line functions. Establish and maintain effective communication channels regarding work programmes, protocols, import conditions, contact details and other relevant information. Establish and maintain communication with internal / external clients (producers and exporters), National / International organization and other industry. Provide Republic of South Africa National Plant Protection Organisation (NPPO) input regarding International Standards for Phytosanitary Measures (ISPM) and phytosanitary standards. Provision of technical inputs or perform other functions that enhance the performance of the Directorate Plant Health.

ENQUIRIES APPLICATIONS : Mr M Silimela Tel: (012) 319 6241
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

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

POST 22/05 : **LAND INFORMATION SPECIALIST (REFERENCE: 3/2/1/2023/430)**
Directorate: Property Systems and Data Management

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

SALARY : R958 824 per annum (Level 12) (All-inclusive remuneration package to be structured in accordance with the rules for the Middle Management Services (MMS))

CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree in Property Valuations or Town and Regional Planning or Informatics or Geographic Information Systems (GIS). Minimum of 3 years junior management experience in the relevant field. Experience in system development. Experience in compilation of training manuals, presentations and in leading / presenting training sessions. Experience in providing support to users. Extensive experience in Land / property data management. Extensive computer literacy in Microsoft Office and other relevant software (Access, Structured Query Language (SQL)). Job related knowledge: Good data and information management i.e. capturing, preserving and maintenance of data. Knowledge in land administration related legislation and policies. Sound knowledge of land information (Deeds, sub-divisions, vesting, disposals of Surveyor-General diagrams. etc.). Job related skills: Technical aptitude skills. Training and presentation skills. System development skills. Good project management skills. Good human relation skills. Ability to read and interpret Surveyor-General diagrams, title deeds, map and aerial photographs. Excellent communication skills (verbal and written), Research skills, Accuracy and attention to detail. A valid driver's licence. Ability to work within a team and independently.

DUTIES : Develop, refine and maintain existing land administrative systems. Continuous refinement and maintenance of Land Administration Web (LAW) system and additional work related thereto. Development of new and refinement of existing functionality of LAW via enhancements includes: Compile change requests. Oversee compilation of system development life cycle documentation (e.g. user requirements and functional requirements specifications, user acceptance testing documents). Participate in joint applications design sessions. Render technical user support for system and application modification on LAW. Render technical support for system development and normalising data structures. Capacity building on property management systems. Develop training plan and schedule for LAW. Review and update training manuals. Compile training manuals and training presentation. Coordinate logistical arrangements for training. Facilitate and present capacity building programme. Provide technical support to users on LAW and other property management systems. Compile property management systems related technical documentation and provide inputs on such documentation. Comment on documents e.g. audit findings, draft policies / procedures. Draft internal procedures. Research and motivate upgrades on equipment, software and software maintenance. Draft relevant memoranda / documents on continuous basis (e.g. approval documentation to supply chain management). Liaise with service providers / suppliers where necessary. Compile and update system user manual(s) applicable and obtain sign off. Maintain state and public database on Land Administration Web. Verify land data for accuracy and completeness. Update land data continuously based on vesting certificates, disposals and custodian immovable asset registers. Update property description and related information in the state and public land database continuously based on Surveyor-General Diagram and title deed information.

ENQUIRIES : Mr A Erasmus Tel: (012) 312 8252
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.

NOTE : African, Coloured and Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job.

POST 22/06 : **STRATEGIC PLANNING FACILITATOR (REFERENCE: 3/2/1/2023/428)**
Directorate: Strategic Planning

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

- CENTRE REQUIREMENTS** :
- Gauteng (Pretoria)
- Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Strategic Management / Public Administration / Public Management. Minimum of 3 years junior management experience in strategic planning and monitoring and evaluation. Job related knowledge: Knowledge of the development of Strategic Plans, Annual Performance Plans and Operational Plans. Knowledge of project and programme management. Knowledge of National outcomes, Public Finance Management Act, Treasury Regulations and all other legislation relevant to government planning. Job related skills: Computer literacy (Microsoft Office). Interpretation of relevant documents. Report writing skills. Research skills. Facilitation skills. Good Interpersonal relations. Planning and organising skills. Problem-solving skills. Ability to communicate well (both verbal and written) with people at different levels. Ability to act with tact and discretion. A valid driver's licence and willingness to travel and working irregular hours as well as within a team.
- DUTIES** :
- Coordinate the Medium-Term Strategic Framework (MTSF) outcomes within the Department. Develop MTSF outcome indicators and targets for the Department in response to the National Development Plan (NDP). Facilitate the alignment of Branch deliverables and indicators to the MTSF priorities and targets. Align the strategic plan of the Department to the MTSF, State of the Nation Address (SONA) and Cluster Priorities. Participate and represent the Department in the relevant fora (e.g. Technical Implementation Forum / Technical Working Groups). Develop and review guidelines and procedures for strategic planning and operational planning. Develop and implement guidelines and procedures for strategic planning and operational planning. Review developed guidelines, identify the gaps and develop interventions to mitigate the identified gaps. Develop and review Standard Operating Procedures (SOP's) for adoption by the relevant stakeholders. Conduct workshops and information sessions regarding the implementation of the guidelines. Coordinate and facilitate strategic, operational and annual performance plans for the Department. Develop the planning calendar and schedule dates. Facilitate the review of the Department's impact and outcomes. Review and develop the planning templates. Review and develop the planning templates. Coordinates and facilitate strategic and operational planning sessions within the Department. Ensure contents of MTSF, Strategic Plan, Annual Performance Plan and Operational Plan correlates. Alignment of Provincial Plans and National Plan. Strategic Plan document must comply with Department of Planning, Monitoring and Evaluation (DPME) guidelines and frameworks. Ensure alignment of outputs with indicators through verification and consultation with the relevant stakeholders. Coordinate the development of the strategic and operational plan documents. Provide guidance and support on the implementation of strategic and operational planning guidelines. Develop (Specific, Measurable, Attainable, Reasonable and Time bound (SMART) planning indicators in line with the relevant government prescripts and frameworks (MTSF, Treasury, DPSA and DPME frameworks and guidelines). Facilitate the alignment of the Provincial Department of Agriculture (PDA's) and Public Entities (PE's) plans to DALRRD plans and MTSF priorities. Provide guidance in the development of PDAs and PEs plans through the Planning, Monitoring and Evaluation (PME) working Committee. Analyse submitted PDA's and PE's plans and provide feedback. Facilitate the development / review of standardised indicators through workshops. Coordinate and facilitate the alignment of the strategic plans of the PDA's and PE's to the departmental strategic plan. Review the performance indicators of the PDA's and PE's. Coordinate and facilitate the development and review of transversal indicators for PDA's and PE's. Coordinate the alignment of the strategic plans of the PDA's and PE's to the Department's strategic priorities. Provide guidance in the development of strategic plans for PDA's and PE's.
- ENQUIRIES APPLICATIONS** :
- Ms M Molotsi Tel: (012) 312 6049
- Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.
- NOTE** :
- African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

<u>POST 22/07</u>	:	<u>DEPUTY DIRECTOR: PROPERTY LEASES (REFERENCE: 3/2/1/2023/445)</u> Directorate: Property Management
<u>SALARY</u>	:	R811 560 per annum (Level 11) (All-inclusive remuneration package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga (Mbombela)
	:	Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Real Estate / LLB / Property Law / Property Management / Property portfolio Management / Town and Regional Planning. Minimum of 3 years junior management experience in property management or related field. Job related knowledge: Public Service Regulations. Treasury Regulations. Public Finance Management Act of 1999. Government Immovable Asset Management Act of 2007. Land Reform: provision of Land and Assistance Act of 1993. State Land disposal Act of 1961. Any other relevant Law. Job related skills: Project management skills. Analytical skills. Computer literacy (Microsoft Word, Excel, PowerPoint, Project). Communication skills (verbal and written). Problem solving and decision-making skills. Planning and organizing skills. Facilitation and presentation skills. Report writing skills. Interpersonal relations. valid driver's licence. Willingness to travel.
<u>DUTIES</u>	:	Manage compliance with land management system and support to district. Verify the correctness and completeness of approval documents. Facilitate the adding of newly acquired state property on Land Administration Web (LAW). Verify the compliance of captured contract on State Land Lease System. Develop lease schedule for all state properties. Coordinate the signing of lease and caretaker agreements. Finalise and facilitate signing off leases and caretaker agreements. Maintain records of original contract and inspection reports. Manage records of original contracts and inspection reports. Supervise the verification of movable and immovable assets. Coordinate and conduct inspection of state properties. Supervise the coordination of assets barcoding. Secure, protect the state assets against vandalism. Monitor lessee or caretaker performance and duties as contractually specified. Provide support to the beneficiary selection committee. Participate and provide policy guidance on the selection of beneficiaries. Ensure proper usage and maintenance of warehoused and leased assets. Manage compliance with state land lease and disposal policy. Provide support to the District.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms ZP Hadebe Tel: (013) 754 8020
	:	Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200
<u>NOTE</u>	:	Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 22/08</u>	:	<u>DEPUTY DIRECTOR: LAND RIGHTS POLICY AND SYSTEMS DEVELOPMENT (REFERENCE: 3/2/1/2023/448)</u> Directorate: Land Rights Policy and Systems Development
<u>SALARY</u>	:	R811 560 per annum (Level 11) (All-inclusive remuneration package to be structured in accordance with the rules for the MMS)
<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria)
	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Degree in Law / Humanities / Social Science. Minimum of 3 years' at junior management level experience in Land Reform Policy and Legislation environment. Job related knowledge: Policy and legislation development. Project management. Alternative dispute resolution. Capacity building and awareness. Research analysis. Contract management. Litigation. Interpretation of statutes relative to land rights. Budget planning. Content development. Operational management. Job related skills: Project management skills. Report writing skills. Analytical skills. Consultation skills. Interpersonal skills. Computer literacy. Resource management skills (financial and human). Problem solving and decision-making skills. Time management skills. Facilitation and presentation skills. Communication skills (verbal and written). Training and development. Organisation skills. Strategic leadership capability. A valid driver's licence. Willing to travel and work irregular hours. Ability to work independently.
<u>DUTIES</u>	:	Ensure the development of policy and systems for land rights. Identify policy, legislation gaps and or needs. Conduct research and analysis on land rights policy, legislation and products. Conduct policy, legislation and products

reviews on land rights. Refine policy, legislation and products on land rights. Ensure drafting of systems and procedures on legal and mediation services. Manage Extension of Security Tenure Act (ESTA) and Labour Tenants Act (LTA) mediation referrals through Land Rights Management Forum (LRMF). Attend quarterly case review meetings. Review ESTA and LTA settlement agreements and close out reports. Deal with complaints from officials. Ensure and provide capacity and awareness building on land rights policy, legislation and products. Conduct needs analysis. Design and develop capacity building programmes. Facilitate and present capacity and awareness programmes. Conduct impact assessments on capacity and awareness programmes. Review and refine capacity and awareness programmes. Ensure the provision of products implementation support to Provincial and District offices. Consult Provincial offices on the support needs. Vet compliance of submissions for disposal of land to ESTA occupiers. Vet compliance of submissions for acquisition of land for ESTA occupiers. Vet compliance of submissions for development of land for ESTA occupiers.

- ENQUIRIES** : Mrs N Mehlomakulu Tel: 071 856 0562
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.
- NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 22/09** : **PROFESSIONAL SURVEYOR (GRADE A - C) (REFERENCE: 3/2/1/2023/445)**
Directorate: Examination, State and Land Reform Surveys Services
- SALARY** : R687 879 – R1 035 084 per annum (Salary will be in accordance with the OSD requirements)
- CENTRE** : Free State (Bloemfontein)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a four-year Bachelor of Science Degree in Survey / Geomatics. Compulsory registration with South African Geomatics Council (SAGC) as Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as Professional Land Surveyor to perform cadastral surveys. Minimum of 3 years post qualification survey experience. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Creating high performance culture. Technical report writing. Networking. Professional judgement. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management skills, Financial management skills, Customer focus and responsiveness, Communication skills (verbal and written), Computer literacy, Planning and organising, Conflict management skills, Problem solving analysis skills, People management skills, Change management skills and Innovation skills. A valid driver's licence.
- DUTIES** : Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety. Investigate applications on new and existing technologies. Plan and perform surveys of a complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide professional advisory and support services. Develop tender specifications. Provide human capital development services. Ensure training and development of candidate professional surveyors to promote skills / knowledge transfer and adherence to sound survey principles and code of practice. Supervise the survey work and processes. Administer performance management and development. Render office administration and budgeting planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Conduct research and development. Provide continuous professional development to keep up with new technologies and procedures. Research / literature studies on survey technology to improve expertise. Liaise with relevant bodies / councils on survey related matters.

- ENQUIRIES** : Ms R Mdubeki Tel: (015) 448 0955
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300
- NOTE** : African, Coloured, Indian and White Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 22/10** : **CHIEF LAND INFORMATION ANALYST (REFERENCE: 3/2/1/2023/449)**
- SALARY** : R527 298 per annum (Level 10)
- CENTRE** : Directorate: Property Research And Support: Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree or National Diploma in Town and Regional Planning or Geography or Real Estate or Surveying or BAdmin Degree or BAdmin Public Management Degree or a Degree in Law or LLB. Minimum of 3 years' experience at supervisory level in land related research work, land use investigations / surveys or land administration. Job related knowledge: Sound knowledge of geography and computer. Understanding of the principles of types of land. Understanding of the land reform principles and related processes. Understanding of the research methodology. Job related skills: Ability to interpret maps, aerial photographs, Surveyor-General diagrams, Title Deeds and proclamations. Ability to understand and see land in a spatial context. Good project management skills. Highly creative. Good interpersonal skills. Map reading, analysis and interpretation skills. Good communication skills (verbal and written). Accuracy and attention to details. A valid driver's licence. Ability to work in a team as well as independently.
- DUTIES** : Process vesting applications in Land Administration Web (LAW) system. Process vesting applications to the Deputy Director. Prepare acknowledgement of receipt of signed item 28(1) certificate to the Deputy Director for handing over to the applicant. Prepare submissions for cancellation of signed item 28(1) certificate to Deputy Director for Director's signature. Request for certified copies of signed item 28(1) certificates researched and submitted to Deputy Director for Director's signature. Process disposal and long-term lease applications in the LAW system. Verify applications received from Provincial Shared Service Centre's (PDDC's) for District Shared Service Centre (DSSC) meetings. Scribe DSSC meetings and prepare DSSC minutes. Process DSSC supported submissions to the Deputy Director. Prepare letters to National Treasury to obtain approval for the donation or disposal at less than market value to Deputy Director for Director's signature. Inform the Provincial Office by standard email about the disposal approval and include a copy of the signed memorandum. Prepare acknowledgement of receipt for the handing over of original signed memorandum and relevant documentation to the Deputy Director to be forwarded to the relevant official to conclude the transaction. Process land survey consent letter received from the Provincial Office to the Deputy Director. Process land survey consent letters to the Deputy Director. Inform client of signed consent letter. Prepare hand over acknowledgement of receipt of signed consent letter. Execute land research and prepare responses on land status enquiries: Do land research. Prepare responses on land status enquiry to Deputy Director.
- ENQUIRIES** : Ms K Taljard Tel No: (012) 312 8211
- NOTE** : African, Coloured and Indian Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083
- POST 22/11** : **ASSISTANT DIRECTOR: CLIENT LIAISON AND COMMUNICATION (REFERENCE: 3/2/1/2023/436)**
Chief Directorate: Land Restitution Support
- SALARY** : R424 104 per annum (Level 9)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree or National Diploma in Communications / Public Administration / Public Relations. Minimum of 3 years' experience in related work environment. Job related knowledge: Query management. Client relation management.

<u>DUTIES</u>	: Knowledge of Land Restitution Programme. Knowledge of Rural Development and Land Reform mandates. Business / Organisational management and Stakeholder management. Job related skills: Strong ability to communicate with members of the public at all levels. Analytical skills. Organising skills. Interpersonal relations skills. Report writing skills. Communication skills (verbal and written). Strong business / Organisational acumen skills. Project / Programme management skills. Advanced computer literacy skills. Problem solving and decision-making skills. A valid driver's licence.
	: Build and maintain client relationships. Administer client database. Ensure that services are delivered to customer specifications within the organisations business plan. Seek customer feedback and ensure that it is used to improve the provision of service standards. Make adjustments to services to improve quality and customer satisfaction. Strengthen relationships with the media: media visits and outings. Advise colleagues on enquiries received. Perform administrative functions. Ensure that communication takes into account social and cultural sensitivity and tact. Analyse communication environment (national and local) and submission of specific recommendations, i.e. communication environment reports. Provide ideas and information to colleagues which are accepted and supported. Identifies appropriate course of action when required and ensure that contingencies are in place. Apply technologies effectively to manage work priorities and work activities. Ensure that deadlines are met as set out in team and organisation processes. Manage and resolve queries. Attend to daily walk-in clients. Provide report back to internal and external clients. Provide communication and providing feedback on the status of claims to the external clients (claimants and stakeholders). Facilitate feedback sessions to inform claimants about the progress of their claims. Provide strong communication support to the operational division of the Restitution Office. Ensure all officials are clear on the vision and mission of the Commission in order to communicate correct message across the organization. Provide and facilitate the use of internal platforms to communicate to staff. Advise clients on land restitution programme. Arrange meetings between clients. Facilitate District Based Stakeholder engagements so as to inform the clients about the Land Restitution programme. Communicating progress by the office in settling and finalizing the restitution claims. Strengthen stakeholders engagements in the Province by hosting or attending the communication forums in the local municipalities, district municipalities and the Province in order to engage the relevant parties and share information on the progress of land restitution. Provide communication services. Communicate with the stakeholders by regular use of media and advertising platforms i.e. community radio station, local newspapers, television and social media space. Maintain and strengthen relations with media fraternity. Facilitate community outreach programmes as per communication plan.
<u>ENQUIRIES</u>	: Mr B Sibiyi Tel: (012) 337 3629
<u>NOTE</u>	: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>APPLICATIONS</u>	: Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered during office hours to: Sunaracdia Building, 6th floor, 524 Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0083.
<u>POST 22/12</u>	: <u>ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION (REFERENCE: 3/2/1/2023/435)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R424 104 per annum (Level 9) : Directorate: Human Resource Administration: Gauteng (Pretoria) : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resource Management (NQF Level 6). Minimum of 3 years experience at supervisory level in recruitment and selection environment. Job related knowledge: Public Service Act. Public Service Regulations. Public Finance Management Act. Project Management. Department of Public Service and Administration directives. Personnel and Salary Administration (PERSAL) system. Job related skills: Communication skills (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People and Project management skills. Monitor and evaluation skills. Analytical skills. Negotiation and conflict resolution skills. Customer focus. Advanced computer literacy. Attention to detail. A valid driver's licence. Willingness to work irregular hours.

DUTIES

: Ensure the advertisement and filling of vacant funded vacancies. Check and quality assure relevant documentation required to advertise vacancies submitted by line managers. Ensure that the correct delegated authority has signed the documents. Draft and quality assure the advertisement of vacancies before placement and ensure alignment with approved job description and relevant Occupational Specific Dispensation where applicable. Obtain sign-off on advertisement from line management before placement. Submit a recruitment plan to line manager with shortlisting and interview dates as per the timelines with the approved recruitment and selection process of the Department. Pro-actively identify posts to be vacated due to retirement, resignation etc and follow up with line managers to ensure that posts are advertised within 5 working days of becoming vacant. Render support, advisory and Human Resource secretariat services to line manager during shortlisting process. Keep track of progress in respect of applications received and closing date. Conduct pre-screening on applications received for Senior Management Service posts. Request dates from Chairperson to conduct shortlisting. Ensure compliance with policy and legislations. Keep minutes of the shortlisting process. Ensure that shortlisted candidates meet the requirements of the post as advertised. Render support, advisory and Human Resource secretariat services to line manager during the interview process. Conduct interviews for the posts after shortlistings are finalised. Liaise with relevant stakeholders regarding completion of personnel suitability checks and competency assessments for recommended candidates and follow up. Submit selection committee's recommendations for approval and follow up on submissions. Follow up and provide regular feedback to clients with regards to recruitment and selection processes. Ensure proper record keeping of the recruitment and selection processes. Finalise submissions for approval by the delegated authority. Maintain and update recruitment and selection database with statistics on the filling of vacancies. Update recruitment and selection database on a weekly and monthly basis. Generate recruitment and selection reports on a regular basis. Attend Branch Management Meetings and present recruitment and selection reports. Submit monthly reports on posts filled. Identify no movement posts and escalate to the head of Department. Supervision of employees. Implementation of the Performance Management System and management of employee performance. Provide on the job training to staff and arrange training to address departmental needs of staff. Conduct information sessions with the Branches and Labour representatives on recruitment and selection processes. Resolve problems and enquiries. Check and quality assure work done by staff and ensure compliance with the legislative framework. Provide information sessions on recruitment and selection. Monitor and ensure compliance with turnaround times for attending to tasks and filling of vacancies. Manage leave arrangements. Maintain discipline. Respond to requests from Auditors within the required timeframes. Represent the Department at various forums as per the requirements of human resource projects and advise on recruitment and selection policies where applicable.

**ENQUIRIES
APPLICATIONS**

: Mr MG Matloga Tel No: (012) 312 9416
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

NOTE

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

POST 22/13

: **STRATEGIC PLANNING OFFICER (REFERENCE: 3/2/1/2023/429)**
Directorate: Strategic Planning

**SALARY
CENTRE
REQUIREMENTS**

: R424 104 per annum (Level 9)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Strategic Management / Public Administration / Public Management. Minimum of 3 years' experience in strategic planning, monitoring and evaluation. Job related knowledge: Knowledge of the development of Strategic Plans, Annual Performance Plans and Operational Plans. Knowledge of project and programme management. Knowledge of National outcomes, Public Finance Management Act, Treasury Regulations and all other legislations relevant to government planning. Job related skills: Computer literacy (Microsoft office). Interpretation of relevant documents. Report writing

skills. Research skills. Facilitation skills. Good interpersonal relations. Planning and organising skills. Problem-solving skills. Ability to communicate well (both verbal and written) with people at different levels and ability to act with tact and discretion. A valid driver's licence and willingness to travel and working irregular hours as well as within a team.

DUTIES

: Coordinate and facilitate operational planning workshop / sessions with Directorates. Develop planning calendar and schedule the dates for operational planning. Coordinate and facilitate and operational planning workshop / sessions with Directorates. Collate, verify and consolidate operational planning inputs from programmes. Coordinate the development of the operational plan documents. Provide guidance and support on the implementation of operational planning guidelines. Ensure the alignment of outputs on the implementation of operational plans with the set indicators through verification processes with stakeholder. Render support service with regard to the administration of strategic and operational planning. Ensure all relevant documentation is available to clients. Analyse and edit operational plan from the Branches. Coordinate the printing and distribution of operational and strategic plans to the relevant stakeholders. Liaise with Directorate on operational planning principles and activities. Attend to enquiries on queries from stakeholders. Provide support in the collating and consolidation of inputs into the strategic plan from the various stakeholders. Maintain and update the database. Develop, review and update guidelines for operational planning. Develop guidelines for operational planning. Review and identify gaps in the current operational planning guidelines and make recommendations for improvement. Consolidate recommendations and inputs for adoption by the relevant stakeholders. Ensure the guidelines are published and accessible for all users planning guidelines. Develop (Specific, Measurable, Attainable, Reasonable and Time bound (SMART) planning indicators in line with the relevant government prescripts and frameworks (e.g. Medium-Term Strategic Framework (MTSF), Treasury, Department of Public Service and Administration (DPSA) and Department of Planning, Monitoring and Evaluation (DPME) frameworks and guidelines). Coordinate and facilitate the alignment of the strategic plans of the Provincial Departments of Agriculture (PDA's) and Public Entities (PE's) to the departmental strategic plan. Review the performance indicators of the PDA's and PE's. Coordinate and facilitate the development and review of transversal indicators for PDA's and PE's. Coordinate the alignment of the strategic plans of the PDA's and PE's to the Department's strategic priorities. Provide guidelines in the development of strategic plans for the PDA's and PE's. Facilitate the alignment of the PDA's and PE's plans to DALRRD plans and MTSF priorities. Assist to provide guidance in the development of PDA's and PE's plans through the Planning, Monitoring and Evaluation (PME) Working Committee. Assist with the PDA's and PE's plans. Assist with the development / review of standardised indicators through workshops.

ENQUIRIES

: Ms T Kanti Tel No: (012) 312 6809

APPLICATIONS

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

NOTE

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

POST 22/14

: **PROJECT OFFICER: PRE-SETTLEMENT MANAGEMENT**
(REFERENCE: 3/2/1/2023/451)
Directorate: Operational Management

SALARY CENTRE REQUIREMENTS

: R294 321 per annum (Level 7)
: Northern Cape (Kimberley)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in the field of Law / Agriculture / Development Studies / Social Studies. Minimum of 1 year experience in Restitution / Land Reform environment. Job related knowledge: Knowledge of Restitution of Land Rights. Knowledge of Land Reform. Knowledge of Rural Development. Knowledge of African languages spoken in the Province. Job related skills: Sound communication skills (verbal and written). Negotiation skills. Excellent report writing skills. Initiative skills, able to take responsibility and meet deadlines. Computer literacy skills. Ability to produce reports. Ability to facilitate

- community meetings. Project management skills. Good networking skills. Ability to draft terms of reference for service providers and Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. A valid driver's licence. Ability to work under pressure.
- DUTIES** : Validate lodged claims. Establish the validity of land claims. Verify validated claims. Assess available documents and decide what documents are still needed. Find documents required for further research, including archival research. Gazette land claims. Prepare for negotiations regarding settlement of claims. Liaise with stakeholders and community. Obtain verbal evidence regarding the background and circumstances of removal and the claim. Prepare settlement agreement. Facilitate negotiations through settlement phase and package land claims. Facilitate community participation in projects and write reports and submissions. Settle negotiated claims. Prepare and package Section 42D memorandum for presentation. Manage, monitor and evaluate the implementation of projects. Complete the necessary administrative task related to implementation of projects.
- ENQUIRIES** : Ms T Oliphant Tel: (053) 830 4056
- APPLICATIONS** : Applications can be submitted by post to Private Bag X5007, Kimberley, 8302 or hand delivered during office hours to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 22/15** : **PROJECT OFFICER: PRE-SETTLEMENT MANAGEMENT (REFERENCE: 3/2/1/2023/452) (3 POSTS)**
Directorate: Operational Management
- SALARY** : R294 321 per annum (Level 7)
- CENTRE** : Limpopo (Polokwane)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in the field of Law / Agriculture / Development Studies / Social Studies. Minimum of 1 year experience in Restitution / Land Reform environment. Job related knowledge: Knowledge of Restitution of Land Rights. Knowledge of Land Reform. Knowledge of Rural Development. Knowledge of African languages spoken in the Province. Job related skills: Sound communication skills (verbal and written). Negotiation skills. Excellent report writing skills. Initiative skills, able to take responsibility and meet deadlines. Computer literacy skills. Ability to produce reports. Ability to facilitate community meetings. Project management skills. Good networking skills. Ability to draft terms of reference for service providers and Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. A valid driver's licence. Ability to work under pressure.
- DUTIES** : Validate lodged claims. Establish the validity of land claims. Verify validated claims. Assess available documents and decide what documents are still needed. Find documents required for further research, including archival research. Gazette land claims. Prepare for negotiations regarding settlement of claims. Liaise with stakeholders and community. Obtain verbal evidence regarding the background and circumstances of removal and the claim. Prepare settlement agreement. Facilitate negotiations through settlement phase and package land claims. Facilitate community participation in projects and write reports and submissions. Settle negotiated claims. Prepare and package Section 42D memorandum for presentation. Manage, monitor and evaluate the implementation of projects. Complete the necessary administrative task related to implementation of projects.
- ENQUIRIES** : Mr M Shai Tel: (015) 495 1954
- APPLICATIONS** : Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 22/16** : **AUDITOR: FINANCIAL AUDIT (REFERENCE: 3/2/1/2023/438)**
Directorate: Performance and Financial Audit
- SALARY** : R294 321 per annum (Level 7)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Accounting / Auditing. Minimum of 1 year credible and applicable

experience (financial management, financial accounting, auditing). Membership of the Institute of Internal Auditors is recommended. Job related knowledge: The Standards of the Institute of Internal Auditors. Risk based financial audit methodologies and procedures. Job related skills: Communication skills (verbal and written). Interviewing skills. Analytical and problem-solving ability. Interpersonal skills. Computer skills. Business process analysis skills. Risk and control assessment skills.

DUTIES : Plan the financial audit projects allocated to the employee. Organise opening meetings with clients. Attend opening meetings and compile minutes thereof. Prepare pre-audit survey (gathering background information e.g. acts, policies and procedures, legislations, previous audit reports and any other information related to the audit). Prepare a detailed system description which documents the entire process to be audited. Attend and participate in risk workshop with the audit client to identify and rate the audit risks per sub-process. Deliberate on the controls pertaining to each risk identified and produce a risk report. Conduct analytical reviews to identify patterns, trends etc in order to guide your sampling plan. Prepare audit programme to test the adequacy and effectiveness of the controls identified. Update teammate project file (ensure teammate is updated with all planning documents). Execute the defined scope of the financial audit projects allocated to the employee. Select a sample from the population. Prepare working papers. Execute the audit procedures according to the approved audit programme. Prepare the following documents whenever necessary: Document control sheet. Incomplete or missing documents. Factual correctness sheets. Collect audit evidence for each finding raised. Prepare finding sheets with relevant recommendations. Discussion of findings raised with relevant officials. Update teammate project file (ensure teammate is updated with all fieldwork documents including finding sheets). Report on the results of execution of the financial audit projects allocated to the employee. Participate in the compilation of the stream reports. Participate in the deliberation of the final report with audit manager and the audit client. Closure of the audit project. Organise closing meetings with clients. Prepare and discuss Audit Project Performance Evaluation. Complete the finding register. Update teammate project file (align findings raised and working papers to the final stream and Audit Committee reports).

ENQUIRIES : Mr ME Rammutla Tel: (012) 312 8168
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

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

POST 22/17 : **ADMINISTRATION CLERK SUPERVISOR (REFERENCE: 3/2/1/2023/441)**
Office Of The Registrar Of Deeds

SALARY : R294 321 per annum (Level 7)
CENTRE : Eastern Cape (Mthatha)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years experience. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislation framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Computer literacy. Language. Good verbal and written communication. Planning and organisation. Interpersonal relations. Flexibility. Teamwork.

DUTIES : Supervise and sender general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update register and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distributes documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and / or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Checking draft minutes for accuracy against recording or notes. Supervise and provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the assets register of the component. Supervise and provide personnel administration clerical

support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms N Socikwa, Tel: 072 313 2543
APPLICATIONS : Applications can be submitted by post to: Private Bag X5040, Mthatha, 5100 or Hand deliver it to the Office of the Chief Registrar of Deeds, Ground Floor, Botha Sigcau Building, Corner Leeds and Owen Streets, Mthatha, 5100.

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

POST 22/18 : **PROPERTY SUPPORT ASSISTANT (REFERENCE: 3/2/1/2023/439)**
 Directorate: Property Research and Support
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R241 485 per annum (Level 6)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate, N3 or NQF Level 4). Minimum of 1 year administrative experience especially in land related matters e.g. record administration. Job related knowledge: Knowledge of document management and office management. Job related skills: Computer literacy (Microsoft Word, Excel and Groupwise). Planning and organising skills. Communication skills (verbal and written). Interpersonal relations. Accuracy and attention to detail. Ability to work under pressure and tight deadlines. Ability to work individually and as part of a team. Accuracy and attention to detail.

DUTIES : Property Research and Support. Provision of property research information on request in accordance with internal practices and procedures. Scan property research related documents on request in accordance with internal practices and procedures. Strongroom organisation. Draw the title deed folders from the strongroom on receipt of a valid request. Assist the conveyance section in tracking a title deed folder that they cannot find, only after they have exhausted all avenues in finding a title deed folder. Filing of title deed folders, numerical, alphabetical and per Province in the strongroom. Organisation of title deed folders as well as combining of duplicate title deed folders when identified. Title Deed Folder Booking System. Perform check to establish validity and correctness of request against portfolio of evidence provided by requestor and obtain own portfolio of evidence to conclude final status of property for update of the Immoveable Asset Register or the cancellation of the Request for Comments (RFC) with a comment. Booking out the title deed folders for verification and conveyancing RFC's and DALRRD RFC's purposes from the strongroom on receipt of a valid request. Book the returned title deed folders back on the title deed folder booking system. Opening Title Deed Folder. Opening of new title deed folders on receipt of new information of properties added to the Immoveable Asset Register and check the correctness of these properties against Land Administration Web (LAW). Liaise with Deeds Office and Surveyor-General Offices regarding property research related document. Verification on request of new title deed folders and file accordingly per unique new title deed folder. Scan and upload title deeds on Land Administration Web (LAW).

ENQUIRIES : Ms A Gibbs (012) 312 8245

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

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

POST 22/19 : **SENIOR TELECOM OPERATOR (REFERENCE: 3/2/1/2023/434)**
 Directorate: Financial and Supply Chain Management Services

SALARY : R241 485 per annum (Level 6)

<u>CENTRE REQUIREMENTS</u>	:	Kwazulu Natal (Pietermaritzburg)
	:	Applicants must be in possession of a Grade 12 Certificate. Minimum of 1-year relevant working experience within the switchboard environment. Job related knowledge: Knowledge of Microsoft package. Job related skills: Telephone etiquette skills. Computer literacy. Customer care skills. Good communication skills (verbal and written). Interpersonal skills. Switchboard operation skills. Ability to communicate well with people at different levels and different backgrounds. Ability to learn the Department's service delivery components. Ability to take initiatives and work independently. Ability to organise and prioritise work.
<u>DUTIES</u>	:	Render telephone services. Keep and maintain incoming and outgoing calls register of the component. Screen and forward incoming calls. Receive and record telephone messages. Develop and maintain a database of contact numbers for all officials. Provide information to clients and address all general enquiries. Render customer services. Ensure that customers are referred promptly and correctly. Ensure that customers are attended to at all times. Supply basic information to customers regarding the Department's services when required. Manage switchboard services. Operate switchboard by answering incoming and outgoing calls at all times. Keep database of other important contact numbers on an on-going basis. Report fault on the telephone system and report to supervisor and service provider when needed. Identify and inspect default and defective equipments. Utilise the telephone management system to monitor telephone cost on an ongoing basis. Ensure that switchboard and all telephone lines are in good working condition at all times. Administer telephone accounts. Complete telephone register and submit to the supervisor. Implement barring and other facilities. Update internal telephone directory when required. Distribute internal telephone directory to internal user's when required. Print telephone cost reports for each extension monthly. Allocate and monitor pin codes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Y Gounder Tel: (033) 264 9514
	:	Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200
<u>NOTE</u>	:	Coloured, Indian and White Males and African and Coloured Females and Persons with disabilities are encouraged to apply.
<u>POST 22/20</u>	:	<u>REGISTRY CLERK (REFERENCE: 3/2/1/2023/450)</u> Office Of The Registrar Of Deeds
<u>SALARY</u>	:	R202 233 per annum (Level 5)
<u>CENTRE REQUIREMENTS</u>	:	Free State (Bloemfontein)
	:	Applicants must be in possession of a Grade 12 Certificate. Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organisation. Computer literacy. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
<u>DUTIES</u>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mails. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

- ENQUIRIES APPLICATIONS** : Mr. I Khanyile Tel: (051) 403 0300
 : Please ensure that you send your application to Private Bag X20613, Bloemfontein, 9300 or Hand deliver it to the Office of the Registrar of Deeds: Bloemfontein at New Government Building, Cnr Aliwal and Nelson Mandela Drive, Bloemfontein, 9301.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply
- POST 22/21** : **SECRETARY (REFERENCE: 3/2/1/2023/442)**
 Directorate : Operational Management
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 5)
 : North West (Mmabatho)
 : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organisational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact and discretion and good presentation skills.
- DUTIES** : Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the Director and other staff within the unit. Operate office equipment e.g. fax machine and photocopier. Provide clerical support services to the Director. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for Director and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Record basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Do filing of documents for the Director and the unit where necessary. Administer matters like leave registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director.
- ENQUIRIES APPLICATIONS** : Mr K Sebitlele Tel: (018) 388 7115
 : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 22/22** : **SECRETARY (REFERENCE: 3/2/1/2023/443)**
 Directorate: Corporate Services.
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 5)
 : Limpopo (Polokwane)
 : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organisational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact and discretion and good presentation skills.
- DUTIES** : Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the Director and other staff within the unit. Operate office equipment e.g. fax machine and photocopier. Provide clerical support services

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

ENQUIRIES : Mr M Shai Tel: (015) 495 1954
APPLICATIONS : Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.
NOTE : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 22/23 : **SUPPLY CHAIN CLERK (REFERENCE: 3/2/1/2023/431)**
 Directorate: Financial and Supply Chain Management

SALARY : R202 233 per annum (Level 5)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. related knowledge: Knowledge of Public Sector procurement processes. Supply Chain Management Policy Framework or Guide to Accounting Officers. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations and other Supply Chain Management prescript. Knowledge of Logistical Information System (LOGIS). Job related skills: Good communication skills (verbal and written). Supervisory skills. Good interpersonal relations. Time management skills. Good interpersonal relation skills. Organizing and Office administration skills. Good data analysis and report interpretation skills. Ability to develop solutions to a variety of problems in line with Supply Chain Management guidelines and departmental policies. Good computer literacy in Microsoft office suit. Ability to work under pressure and deliver to tight deadlines. A valid driver's licence.

DUTIES : Process payment on Logistic System. Capture payments in Logistic System. Process payments within 30 days. Capture correct information on the systems such as quantities in the order. Report system related payments queries to the sub / system controller. Render fleet services and travel arrangements. Process Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) through travel agencies. Issue Government Garage (GG) and departmental vehicles. Apply internal financial control measures. Provide information of Annual Financial Statements reporting. Comply with all applicable prescripts. Comply with control measures to ensure all invoices are paid on time. Process orders. Capture and approve requisitions as and when received. Ensure that orders are placed as per the request. Verify Item Control Number (ICN) codes are captured correctly.

ENQUIRIES : Mr LS Mahasha Tel: (015) 495 1956
APPLICATIONS : Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.
NOTE : African and Indian Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 22/24 : **RECEPTIONIST / TELECOM OPERATOR (REFERENCE: 3/2/1/2023/437)**
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R202 233 per annum (Level 5)
CENTRE : Directorate: District Office: Mpumalanga (Gert Sibande District)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Microsoft Package. Job related skills: Telephone etiquette skills, Good communication skills, Interpersonal skills and Switchboard operation skills. Ability to communicate in at least 3 languages spoken in the District. Ability to learn the Department's service delivery components. Ability to take initiative and work independently. Ability to organise and prioritise work.
- DUTIES** : Render the main reception area services. Take down messages when required. Distribute messages promptly. Attend to all clients \ visitors and direct them to relevant officials promptly. Conduct customer services. Attend to all client queries. Supply basic information to customers regarding the Department's services when required. Operate switchboard machine. Operate the switchboard by answering incoming and outgoing calls at all times. Keep database of other important contact numbers on an on-going basis. Report fault on the telephone system when needed. Utilise the Telephone Management System to monitor telephone cost on an on-going basis. Screen and forward calls. Receive telephone messages. Administer telephone accounts. Update internal telephone directory when required. Distribute internal telephone directory to internal users when required. Print telephone cost report for each extension monthly.
- ENQUIRIES APPLICATIONS** : Mr PZ Lukhele Tel: (017) 819 1373
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 22/25** : **ADMINISTRATION CLERK (REFERENCE: 3/2/1/2023/453)**
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 5)
: Directorate: Land and Soil Management: Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
- ENQUIRIES APPLICATIONS** : Ms A Geertsema Tel: (012) 319 7634
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083
- NOTE** : African, Coloured, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.

- POST 22/26** : **DEEDS REGISTRATION CLERK (REFERENCE: 3/2/1/2023/440)**
Office Of the Registrar Of Deeds
- SALARY** : R147 036 per annum (Level 3)
CENTRE : Mpumalanga (Mbombela)
REQUIREMENTS : Applicants must be in possession of a Grade 10 Certificate. No experience required. Ability to identify, classify and record a large variety of official documents. Knowledge of records management. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Liaison skills. Time management and Client relations.
- DUTIES** : Archive deeds documents, Sort deeds, documents, interdicts, plans, diagrams and gazette, Bind deeds, documents, interdicts, plans, diagrams and gazette, Number volumes, Report faulty equipment, Convey deeds, documents, office supplies, furniture and equipment, Collect and deliver deeds, documents and post between various sections and other institutions, Move furniture/office supplies and equipment, Maintain volumes, micro rolls and all other documents, Draw, deliver and file volumes/files/micro rolls, Provide feedback to requester if unobtainable, Search for unobtainable volumes, micro rolls and documents and report, Check for missing numbers and report, Repair worn-out and damaged volumes, Maintain the strong rooms, Collect and return strong room keys, Open and lock strong rooms/shutters, Report unauthorized access to supervisor.
- ENQUIRIES** : Ms. T Makama Tel: (013) 756 4000
APPLICATIONS : Please ensure that you send your application to Private Bag 11239 Mbombela 1200 or Hand deliver it to the Office of the Registrar of Deeds: Mpumalanga at 25 Bell Street Mbombela 1200.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our 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. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za.
- FOR ATTENTION** : Ms N Monyela/Ms M Mahape
- CLOSING DATE** : 21 July 2023
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae. (ONLY). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

MANAGEMENT ECHELON

- POST 22/27** : **DIRECTOR (REF NO: DBE/18/2023)**
Branch: Delivery and Support
Chief Directorate: Planning and Implementation Support
Directorate: Education Management and Governance Development
- SALARY** : R1 162 200.per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate recognised Senior Certificate or equivalent and a Bachelor's degree or equivalent (NQF Level 7) qualification; A relevant post-graduate qualification will serve as an advantage; Extensive experience in the field of school management and governance; Five years' experience at Middle/Senior Managerial level in the Education sector; Experience as school Principal or Circuit Manager. Valid driver's license and be willing to travel extensively. Process Competencies: Knowledge Management; Service Delivery Innovation; Client Orientation; Customer Focus; Communication Skills; Problem Solving and Analysis. Core Competencies: Strategic Capacity; Leadership; People Management; Empowerment; Financial Management; Change Management; Trustworthy; Accurate; Adaptable and Diplomatic.
- DUTIES** : The successful candidate will be responsible for providing strategic leadership, management and guidance to schools, Districts and Provincial Education Departments on all school management and governance matters; Managing professional and School Governing Body Associations; Managing the identification and sharing of best practice in planning and effective implementation and monitoring of plans; Managing the finances of the Directorate in line with the Public Finance Management Act; Identifying key blockages to effective and timeous planning and implementation of key sector mandates and priorities; Creating and maintaining a database of expertise in identified priority areas; Compiling quarterly analytic reports for HEDCOM and CEM to guide sector improvement practice; Strengthening the capacity of

schools to effectively use data in supporting school management practices; Maintaining a database of specialists to be used to support struggling school managers; Facilitating the sharing of best practice; Establishing and maintaining an interactive web-platform for school managers to share best practice and learn from each other; Providing strategic leadership to staff and develop annual plans; Developing strategies to improve and support school leadership, management and governance; Overseeing regular needs analysis to guide the development of appropriate professional development programmes for school managers and governing bodies; Overseeing the Rationalisation, Merger and Closure of Small and Non-Viable Schools; Overseeing the management of Independent Schools in provinces; Monitoring and evaluating the impact and efficacy of leadership development initiatives; Collaborating with relevant entities (SACE) and stakeholders (Teacher unions, NGOs, Business, Teacher, principals and SGB associations) in the Management & Governance landscape to ensure the achievement of common objectives; Ensuring that annual management processes such as learner admissions, SGB elections, RCL elections, development of school policies and codes of conduct, Annual General Meetings take place across all schools.

**ENQUIRIES
NOTE**

: Ms N Monyela Tel No: (012) 357 3294/ Ms M Mahape (012) 357 3291
 : A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

POST 22/28

: **DIRECTOR (REF NO: DBE/19/2023)**
 Branch: Finance and Administration
 Chief Directorate: Financial Services
 Directorate: Security and Assets Management

**SALARY
CENTRE
REQUIREMENTS**

: R1 162 200.per annum
 : Pretoria
 : Applicants must be in possession of an appropriate recognised Senior Certificate or equivalent and a Bachelor's degree or equivalent (NQF Level 7) qualification recognized by SAQA with at least 5 years' experience at Middle/Senior Managerial level with relevant experience preferably within corporate services; Knowledge in the Management of Public Private Partnership Concession Agreements and procurement processes in Government via National Treasury Regulation 16; Knowledge of asset management in Government; Knowledge of Security policy development and implementation of security, both physical and document security; Knowledge of monitoring, evaluation and reporting systems and processes; Management and coordination of conferences, workshops and meetings; Good and functional knowledge of government prescripts; Understanding and experience in all processes involved in project management; Ability to coordinate and manage the finances of the directorate in line with the PFMA and procurement processes; Strong leadership qualities; Planning and organising skills; Good general management skills; Advanced computer skills; Good interpersonal relations and the ability to handle pressure; A valid driver's license. Process Competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Skills. Core Competencies: Strategic Capacity and Leadership; People Management and Empowerment; Financial Management; Change Management, and Conflict Management.

DUTIES

: The successful candidate will be responsible for monitoring the correctness of the monthly unitary fee as stipulated in the Public Private Partnership (PPP) agreement; Monitoring the implementation of the service delivery performance,

service specifications on part of the Private Party and up keeping of the approved house rules on part of the officials occupying DBE premises; Monitoring the progress and implementation of the Security management strategy in accordance with the applicable plan; Monitoring through formal assessments compliance with security standards and practices; Paying the unitary, additional and pass through cost within 20 working days after receiving the invoices; Managing the partnership relationships; Managing all assets in the DBE; Managing the contract between the DBE and the Professional Conference Organiser (PCO); Ensuring that reasonable accommodation is provided to employees with disabilities and employees with small children; Ensuring the classification of sensitive information in accordance with the MISS; Capturing practical and final completed projects as received from infrastructure Branch; Drafting, maintaining and upgrading asset related policies, strategy and maintenance plans; Drafting, upgrading, maintaining approved and monitored internal security policies and procedures such as Document security, Information security, Physical security; Providing notes in relation with the PPP and assets to the financial statements; Maintaining an accurate, complete and valid asset register; Establishing a Loss and Disposal Committee; Establishing and managing a Security Co-ordination Committee; Identifying all security risks and appropriate security requirements, processes, systems, policies and procedures and advise the Department to counter these and the implications of management decisions pertaining to Document security, Information security, Physical security; Communicating security practices and standards to all employees and other appropriate internal and external stakeholders; Reporting all security breaches or behaviour posing a security risk; Liaising, coordinating and cooperating with, and report to, the controlling institutions; Developing and maintaining an event management policy in the DBE; Co-ordinating workshops and conferences in the DBE; Coordinating all invoices to be paid within 30 days after a correct invoice has been received from the PCO.

**ENQUIRIES
NOTE**

: Ms N Monyela Tel No: (012) 357 3294/ Ms M Mahape (012) 357 3291
 : A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

OTHER POSTS

POST 22/29

: **DEPUTY DIRECTOR (SCHOOL IMPROVEMENT SUPPORT) REF: DBE/20/2023**
 (One-year renewable contract)
 Branch: Delivery and Support
 Chief Directorate: Planning and Implementation Support
 Directorate: School-Level Planning and Implementation Support

**SALARY
CENTRE
REQUIREMENTS**

: R811 560.per annum (Level 11)
 : KwaZulu-Natal
 : The applicant must be in possession of an appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification with four (4) years relevant experience at supervisory level; A post graduate degree will be an added advantage; At least five (5) years' experience in management and leadership at school level as Deputy Principal or Principal, or other relevant managerial experience; Three (3) years' experience in the implementation and management of school improvement support initiatives; Knowledge of matrix and project management; Analytical skills; Excellent people management skills; Report writing and presentation skills; Computer skills in MS Office

(Word, PowerPoint, Excel, Access and Outlook); Ability to work under pressure and meet deadlines; Ability to meet targets and work independently without supervision; Willingness to work extensive hours and be prepared to travel; A passion to making a positive contribution to South African education; A valid driver's license.

DUTIES

: The successful candidate will liaise with district officials, especially district Directors and Circuit Managers to support struggling circuits and schools; Identify conceptual, capacity and operational challenges to effective delivery of quality education in schools; Lead and support a team of provincial based officials to strengthen capacity of circuits and schools to effectively use data in supporting schools and individual teachers; Implement and manage various interventions aimed at improving the quality of education in the underperforming circuits; Provide mentoring and coaching to circuit managers of poor performing circuits and circuit managers working in extraordinarily challenging contexts; Manage a diverse team of school improvement support officials as well as professionally manage the challenges of working with circuit managers; Oversee the implementation of the turnaround strategy for each underperforming circuit; Undertake follow-up work to ensure sustainability of expertise; Develop a plan for addressing the identified weaknesses in order to improve teaching, management, leadership and collegiality; Maintain a database of specialists and interventions working in schools; Compile and present progress, quarterly and annual reports on programmes undertaken; Identify conceptual, analyse reports to identify emerging trends within districts and circuits; Write, edit, consolidate and analyse reports; Make recommendations for further improvement and development; Plan and conduct meetings with provincial teams; Provide feedback and support where necessary; Perform any other functions as deemed appropriate from time to time by the Director.

ENQUIRIES

: Ms N Monyela Tel No: (012) 357 3294/ Ms M Mahape (012) 357 3291

POST 22/30

: **ASSISTANT DIRECTORS (PROVINCIAL SCHOOL IMPROVEMENT SUPPORT COORDINATORS) X6 POSTS REF: DBE/21/2023**
(One-year renewable contract)
Branch: Delivery and Support
Chief Directorate: Planning and Implementation Support
Directorate: School-Level Planning and Implementation Support

SALARY CENTRE REQUIREMENTS

: R424 104.per annum (Level 9)
: KwaZulu-Natal (2) and Limpopo (4)
: The applicant must be in possession of an appropriate three (3) years relevant post matric qualification (NQF level 6) or equivalent qualification in Education, which includes professional teacher education and registration with SACE as a professional Educator; A post degree will be an added advantage; Academic achievements must be coupled with at least six (6) years teaching experience; at least two (2) years relevant experience at supervisory level; Good understanding of the education sector in South Africa; Experience in managing the implementation of projects; Ability to produce quality work under pressure; Ability to manage deadlines; Ability to work with people at different levels; Ability to Interpret and utilise performance data to identify and address gaps in performance; Be a team player and be able to work autonomously; Knowledge of Curriculum and Assessment Policy Statement (CAPS) and Programme development; Computer literate; Strong analytical and problem-solving skills; Good communication skills (written and verbal); Process management; Willingness to travel frequently; A valid driver's licence; Possession of own transport.

DUTIES

: The successful candidate will work with circuit managers to develop a data-driven approach to school improvement support; Participate in specialised multi-disciplinary teams to implement and manage various interventions aimed at improving the quality of education; Develop a plan for addressing identified weaknesses in order to improve teaching; Evaluate circuit priorities, deliverables and calendars (year plans) and work with the identified circuit managers to implement circuit improvement plans to achieve deliverables within agreed deadlines; Monitor on behalf of the DBE the refinement, implementation and monitoring of responsive improvement plans in order to record lessons for possible replication; Oversee the implementation of the turnaround strategies for each identified circuit; Undertake follow-up work to

ENQUIRIES
NOTE

ensure sustainability of expertise and compile and present progress, quarterly and annual reports on programmes undertaken.

Ms N Monyela Tel no: (012) 357 3294/ Ms M Mahape (012) 357 3291

: All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance. The Department of Basic Education (DBE) has put measures in place to support the implementation of school improvement support programmes. The support is informed by the analysis of learner performance and it often takes the form of assisting with strengthening the utilisation of data to craft data-driven interventions to improve learner performance. Such interventions are intended to provide support to the identified targets. As such, the post is not fixed to the identified province but will be used in any province where the need arises. This is done to bring about an improvement in the overall quality of our education system. As part of this process, the DBE is inviting applications from suitably qualified individuals to be appointed as School Improvement Support Coordinators.

DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police service is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 268 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful.
- CLOSING DATE** : 14 July 2023
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered. All shortlisted candidates' posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity.NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

OTHER POSTS

- POST 22/31** : **ASSISTANT DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: CSP/13/2023**
- SALARY** : R424 104.per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Bachelor's Degree in Information Technology/ Computer Science or related field. Minimum of five (5) years' experience within information technology. Knowledge and/or qualification in a recognised framework for ICT service, Microsoft Windows, ICT Systems and understanding of computer systems (hardware/software) and networks. Experience in Microsoft environment server administration and support. Experience in management of information technology budget. Knowledge of Government prescripts, Public Finance Management Act and Public Service Transformation. Computer literacy, communication (verbal & written), project management and presentation skills. Planning and organising, team leadership, problem solving, analytical and decision making skills. Drivers Licence.
- DUTIES** : Manage 1st line technical user support, manage the setup and configurations of ICT end user equipment, timely communicate all challenges experienced in the department affecting service delivery and provide solutions. Manage and provide server administration technical support. Manage and provide voice solution (VoIP) and audio/visuals technical support. Facilitate support in the management of Service Level Agreements and ICT contracts, ensure incidents are attended in line with categorization, prioritization and according to the business impact and severity. Establish and manage the incident management processes and procedures, ensure proactive detection of incidents through available tools i.e. monitoring, events and alerts. Development, implementation

and management of ICT governance and policies, participate in identifying gaps and risk in the current processes and technical environment to ensure continuous improvement of the ICT services and conduct regular system audits. Develop and implement ICT security measures, coordinate the development and implementation of cyber security strategy. Identify, implement, monitor and upgrade computer anti-virus and malware protection systems. Compile, monitor and manage the ICT budget, manage ICT equipment and software procurement processes, Management of resources (Human resources, financials and ICT assets).

ENQUIRIES

: Ms NM Sefiti/Mr BK Shiphamele, Tel: 012 493 1388/ 012 4931 386

DEPARTMENT OF CORRECTIONAL SERVICES



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). Contact persons: Ms TP Baloyi 012 305 8589 /Ms Khumalo NS 012 307 2174/2089.

Eastern Cape Region: The Regional Commissioner Eastern Cape. Recruitment Section, P/Bag X9013, East London. Alternatively, applications may be handed in at Moore Street, Block E Ocean Terrace, Quigney, East London, 5211. Contact persons: Mr Ndlela HH (043) 706 7834/ Ms Myataza Z (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883.

Kwa-Zulu Natal Region: The Regional Commissioner: Kwa-Zulu Natal, Recruitment Section, P/Bag X9126, Pietermaritzburg, 3201. Alternatively, applications may be handed in at Correctional Services, Eugene Marais Road, Napierville, Pietermaritzburg, 3201. Contact persons: Mr Somaru RK (033) 355 7365/ Ms Mchunu GJ (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.

Limpopo, Mpumalanga And North West Region: The Regional Commissioner Limpopo, Mpumalanga & North West, Recruitment Section, P/Bag X142, Pretoria, 0001. Alternatively, applications may be handed in at Proes & Paul Kruger Street, 198 Masada, Building, 09th Floor, Pretoria. Contact persons: Ms Sibiyi MK (012) 306 2025/ Mr Ziqubu Z (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.

Western Cape Region: The Regional Commissioner Western Cape, Recruitment Section, P/Bag X14, Goodwood, 7459. Alternatively, applications may be handed in at Breede River Street, Monte Vista, 7460. Contact persons: Ms NA Mdladlamba (021) 550 6014/ Ms A Reddy (021) 550 6059/ Mr BD Tsewu (021) 550 6052/ Ms NC Sotyibi (021)550 6054.

CLOSING DATE
NOTE

: 17 July 2023
: 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 representativity 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. The Department of Correctional Services reserves the right not to fill these 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 comprehensive 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 complete application, stating the correct reference number. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. Requirement for valid driver's licence is not applicable to applicants with a disability. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before 17 July 2023 @ 15h45. For all re-advertisements: 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 the relevant addresses as indicated below:

OTHER POSTS

POST 22/32 : **DEPUTY DIRECTOR: COMMUNITY INVOLVEMENT (NCB4) (REF: HO 2023/05/62)**
Re-Advertisement

SALARY CENTRE REQUIREMENTS : R837 762 per annum (all-inclusive package)
: National Head Office, Pretoria: Directorate: Community Liaison
: Relevant NQF level 6 qualification in Behavioural Science. At least 7 years (combined) relevant experience on supervision and junior management production levels. Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies And Attributes: Self-confidence, honest, passionate and reliable. Good analytical thinking skills. Good communication, negotiation, networking, listening and interpersonal skills. Sound financial management. Problem solving, decision making, presentation and facilitation skills. Good self-management, time management, conflict management, stress management and project management skills. Monitoring and evaluation skills. Mentoring. Implementation of performance standards. Good report writing skills. Planning and coordination.

DUTIES : Responsibilities: Formalise partnership aimed at promoting corrections as a societal responsibility. Implement a framework on social reintegration. Develop and implement policy procedures on social reintegration and community/liason participation. Develop guidelines on the role of primary and secondary levels of community organisations. Facilitate after care services for the continuation of ex-offenders. Ensure that the sub-directorate is managed in accordance with the Public Finance Management Act (PFMA) and other relevant laws. Develop an operational plan for the sub directorate. Manage human resources, finance and assets. Manage performance information.

ENQUIRIES NOTE : Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
: Appointment under the Correctional Services Act.

POST 22/33 : **DEPUTY DIRECTOR: TENDER MANAGEMENT (REF: HO 2023/05/01)**

SALARY CENTRE REQUIREMENTS : R811 560per annum (all-inclusive package)
: National Head Office, Pretoria: Directorate: Procurement Administration
: Recognized degree/national diploma in Contract Management or equivalent qualification. 3-5 years' experience in a supervisory/junior management at ASD level in a similar environment. Computer literacy. Valid driver's licence. Competencies And Attributes: Communication, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality and good interpersonal relations. Understanding of public service policy and legislative framework. Knowledge of supply chain management legislation and related prescripts. Knowledge of government procurement processes. Assertiveness, ability to network and diplomacy. Influence and impact. Change management.

DUTIES : Responsibilities: Manage advertising, invitation and closing of bids. Manage the evaluation and adjudication of bids. Manage, support and advise on bid processes. Manage the provision of secretariat services for bid evaluation and adjudication committees. Manage the application of supply chain management (SCM) prescripts. Manage the signing of service level agreements (SLA). Manage the rolling-out of contracts. Manage stakeholder relationships. Ensure that bid recommendations are in line with policies and prescripts. Manage performance information. Management of human resources, finance and assets.

ENQUIRIES NOTE : Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
: Appointment under the Public Service Act.

POST 22/34 : **DEPUTY DIRECTOR: LOGISTICAL SUPPORT (REF: HO 2023/05/02)**

SALARY CENTRE : R811 560 per annum (all-inclusive package)
: National Head Office, Pretoria: Directorate: Logistics

REQUIREMENTS : Degree/National Diploma in Logistics Management/Supply Chain Management or equivalent qualification. 3-5 years' experience on a supervisory/junior management at ASD level in a similar environment. Computer literacy. Valid driver's licence. Competencies And Attributes: Knowledge of Public Finance Management Act, Supply Chain Management Guide for Accounting Officers (Section 6), Logistical Information System Manual (LOGISM), DCS Strategic Plan (Key departmental objective A1), Public Service Regulations, HRM Policies/procedure and Skills Development Act, Act 97 of 1998. Analytical thinking. Applying technology & problem analysis. Ability to access & utilise information. Liaison (internal/external). Creativity, initiative & innovative. Financial management, problem solving, decision making and facilitation skills. Plan, organize, lead and control. Change management, project management, presentation, conflict management, training and communication skills.

DUTIES : Responsibilities: Manage and ensure integrity in operational databases of the LOGIS. Formulate electronic policy for LOGIS based on legislation. Managing security policies within the LOGIS application. Management of LOGIS training. Formulation, development, maintenance of and advise on training material for courses that support logistical supply chain management. Monitor and evaluate logistical supply chain management courses and material. Management of LOGIS information. Manage and provide support for the marketing of LOGIS. Manage the constant updating of the homepage of logistics. Design, formulate and review policies, processes and procedures in line with departmental policies, guidelines and procedures and monitor the implementation thereof. Managing the evaluating/monitoring of LOGIS. Manage feedback on audit queries. Manage performance information. Management of human resources, finance and assets.

ENQUIRIES : Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
NOTE : Appointment under the Public Service Act.

POST 22/35 : **DEPUTY DIRECTOR: LOGISTICAL ADMINISTRATION SUPPORT (REF: HO 2023/05/03)**

SALARY : R811 560 per annum (all-inclusive package)
CENTRE : National Head Office, Pretoria: Directorate: Logistics
REQUIREMENTS : Relevant degree/national diploma in Logistic Management, Supply Chain Management or equivalent qualification. 3-5 years supervisory/junior management experience at ASD level in SCM/Logistics. Knowledge of LOGIS, LBIS, balanced score card and financial statements. Computer literacy. Valid driver's licence. Competencies And Attributes: Knowledge in Supply Chain Management. Knowledge of Treasury Regulations and PFMA. Financial management. Problem solving and decision making. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Responsibilities: Design, formulate and review logistics administration policies, processes and procedures in line with departmental policies, guidelines and procedures. Manage the stores of the department. Manage assets of head office. Oversee the ordering process and order payment process. Manage travel arrangements and payment. Oversee the travel management office of the department. Analyse reports and advise senior management with regard to current issues in respect of logistics in the department and in general. Compilation of financial statements disclosure notes relating to commitments, accruals, payables, and fruitless and wasteful expenditure. Monitor and evaluate adherence to logistical policies and procedures throughout the department. Take appropriate corrective actions where necessary. Manage the vendor database and performance of suppliers. Implement Broad-Based Black Economic Empowerment. Monitoring of quotation activities. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
NOTE : Appointment under the Public Service Act.

POST 22/36 : **DEPUTY DIRECTOR: PROCUREMENT POLICY FORMULATION (REF: HO 2023/05/04)**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (all-inclusive package)
: National Head Office, Pretoria: Directorate: Procurement Administration
: Recognized degree or national diploma in Procurement/Purchasing/Supply Chain Management or equivalent qualification. 3-5 years supervisory/junior management experience at ASD level in a related field. Computer literacy. Valid driver's licence. Competencies And Attributes: Policy coordination. Good communication skills. Financial management. Project and programme 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. Good interpersonal relations. Understanding of public service policy and legislative framework. Assertiveness. Ability to network. Diplomacy and tact. Influence and impact.

DUTIES : Responsibilities: Oversee the effective and efficient implementation of policies. Maintain uniformity in procurement practices in the department. Train acquisition/procurement practitioners in the department. Develop and maintain monitoring tool for compliance with procurement prescripts. Evaluate cost-efficiencies of procurement management control process and initiate improvement interventions. Compile training material on procurement and present to all relevant forums within DCS. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES NOTE : Ms TP Baloyi Tel No012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
: Appointment under the Public Service Act.

POST 22/37 : **DEPUTY DIRECTOR: PROGRAMME DESIGN AND DEVELOPMENT (REF: HO 2023/05/05)**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (all-inclusive package)
: National Head Office, Pretoria: Directorate: Offender Sports, Recreation, Arts and Culture
: Relevant national diploma/degree in Sports Management or equivalent qualification. 3-5 years' experience in a supervisory/junior management at ASD level in sports, recreation, arts and culture related environment. Computer literacy. Valid driver's licence. Competencies And Attributes: Policy development, analysis, coordination and implementation. Communication skills. Facilitation skills. Project and programme management. Change management. Client orientation and customer focus. Problem solving. Service delivery innovation. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of public service policy and legislative framework. Knowledge of correctional services act as amended as well as applicable legislations. Experience and knowledge with regard to wellness programmes. Verbal and report writing skills. In-depth knowledge and implementation of employee health and wellness programs. Ability to network with external stakeholders. Financial management.

DUTIES : Responsibilities: Formulate, develop and review policies for offender sports, recreation, arts and culture (SRAC). Analyse new policy processes and procedures for execution, management and maintenance of SRAC through literature studies, research and consultation. Design and develop appropriate SRAC programmes according to the needs of offenders. Conduct research regarding national and international trends related to SRAC programmes and services in consultation with internal and external stakeholders. Design and review monitoring tool for sports, recreation, arts, culture and library programmes. Align the newly developed SRAC programmes in support of the Strategic Framework on Self-Sufficiency and Sustainability (SFSSS). Monitor and evaluate the implementation tool for offender sports, recreation, arts & culture. Ensure correct implementation of SRAC tools. Liaise with internal and external stakeholders with regard to SRAC programmes. Attend relevant conferences, symposiums, seminars and workshops. Develop and report against an annual budgeted workplan. Management of human resources, finance and assets. Manage performance information.

ENQUIRIES NOTE : Ms TP Baloyi Tel No:L 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
: Appointment under the Public Service Act.

POST 22/38 : **DEPUTY DIRECTOR: PROGRAMME AND SERVICES (REF: HO 2023/05/06)**

SALARY CENTRE : R811 560 per annum (all-inclusive package)
: National Head Office, Pretoria: Directorate: Offender Sports, Recreation, Arts and Culture

REQUIREMENTS : Relevant national diploma/degree in Sports Management or equivalent qualification. 3-5 years' experience in a supervisory/junior management at ASD level in sports, recreation, arts and culture related environment. Computer literacy. Valid driver's licence. Competencies And Attributes: Policy development, analysis, coordination and implementation. Communication and facilitation skills. Project and programme management. Change management. Client orientation and customer focus. Problem solving. Service delivery innovation. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of public service policy and legislative framework. Knowledge of correctional services act as amended as well as applicable legislations. Experience and knowledge with regard to wellness programmes. Verbal and report writing skills. In-depth knowledge and implementation of employee health and wellness programs. Ability To Network With External Stakeholders. Financial Management.

DUTIES : Responsibilities: Manage implementation of offender sports, recreation, arts, culture and library programme and services. Ensure increase in the level of participation of offenders in SRAC programmes. Provide inputs in the formulation, development and review of policies for offender sports, recreation, arts and culture. Ensure policies are in line with SRAC programmes and services rendered to offenders. Manage the monitoring and evaluation of offender sports recreation programmes and services. Conduct monitoring and evaluation with regards to the implementation of SRAC programmes and services. Liaise with internal and external stakeholders with regard to SRAC programmes and services. Coordinate accreditation and training of participants. Management of human resources, finance and assets. Manage performance information.

ENQUIRIES NOTE : Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
: Appointment under the Public Service Act.

POST 22/39 : **DEPUTY DIRECTOR: BUDGET CONTROL (REF: HO 2023/05/07)**

SALARY CENTRE : R811 560 per annum (all-inclusive package)
: National Head Office, Pretoria: Directorate: Management Accounting

REQUIREMENTS : An appropriate degree/national diploma in Finance related field with financial accounting or management accounting as a major subject or equivalent qualification. At least 3-5 years' experience in a supervisory/junior management at ASD level in a similar field. Computer literacy. Valid driver's licence. Competencies And Attributes: Knowledge of PFMA, treasury regulations, white paper on corrections (applicable sections) and DCS strategic plan (applicable sections), public service regulations. HRM policies/procedures. Financial administration procedures - Manual 3. Supply chain manuals, procurement and GFS. Ability to access and utilise information. Report writing and presentation skills. Plan, organise, leadership and control. Managing interpersonal conflict and resolving problems. Liaison (internal and external). Analytical thinking, applying technology, problem analysis and productivity. Honesty, integrity and committed. Creativity, logical and innovative. Internal actualisation (self-starter), motivated and observant.

DUTIES : Responsibilities: Monitor and control overall departmental budget and expenditure in order to prevent over and under spending of the budget. Coordinate, distribute and monitor budget allocations to regions and ensure the balancing of budget on BAS. Financial reporting which includes the following: Compile and consolidate in year monitoring reports; prepare appropriation statements to annual financial statements; compile monthly compensation model analysis to the compensation committee and prepare monthly and quarterly expenditure reports with variance analysis to management, regions, oversight bodies and relevant stakeholders. Facilitate and manage the processes of shifting of funds, departmental budget adjustment estimates as well as the request for rollover of funds from treasury. Compile consolidated revised annual cash flow projections of the department. Manage interrogation of deviations per month of actual figures against the anticipated monthly breakdown of revenue and expenditure and report/correct accordingly.

		Analyse expenditure reports and ensure that all misallocations are journalised accordingly. Ensure effective utilisation and control over resources of the sub-directorate. Perform secretariat functions of the technical budget committee and cash flow monitoring forums. Management of human resources, finance and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 22/40</u>	:	<u>DEPUTY DIRECTOR: ACADEMIC SUPPORT (REF: HO 2023/05/08)</u>
<u>SALARY</u>	:	R811 560 per annum (all-inclusive package)
<u>CENTRE</u>	:	National Head Office, Pretoria: Directorate: Core Curriculum
<u>REQUIREMENTS</u>	:	Relevant (3) years national diploma/degree in Human Resources Development/Human Resources Management /Management of Training or equivalent qualification. Must have 3-5 years' supervisory/junior management experience at Assistant Director level in training and in a development environment. Must have completed OD-ETDP qualification with assessor and moderator learning areas completed. Computer literacy. Valid driver's licence.Competencies And Attributes: Knowledge and understanding of SAQA framework. Understanding unit standards of qualifications. Initiative, assertive, decisive, honesty and integrity, emotional intelligence and communication skills. Customer service, project management and service delivery innovation skills. Coaching, problem solving, conflict management and financial management skills. Planning and organizing. Confidentiality. Interpersonal, report writing, analytical, negotiation, research and policy development skills. Understanding of the PFMA, DCS legislatives and policy frameworks. Ability to develop training or learning programmes. Ability to work under pressure.
<u>DUTIES</u>	:	directorate. Manage the development of quality management system (QMS) in the sub-directorate. Manage and facilitate the accreditation process of the colleges. Oversee and manage budget /funds allocated to the sub-directorate. Manage and monitor performance management processes in the directorate. Manage and co -ordinate orientation and induction of new appointees in the directorate and also ensure that personnel in the directorate receive relevant training and development. Ensure that monitoring, evaluations, inspections and investigations are conducted and feedback reports are submitted. Provide support to the Heads of Colleges with training and development matters related to ETD. Develop and implement a marketing strategy and liaise with internal and external stakeholders. Manage the development and review of policies of the training and development of learners. Undertake research of relevant curriculum development, the new trends in training and development and monitoring and evaluation of training programmes. Management of human resources, finance and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 22/41</u>	:	<u>DEPUTY DIRECTOR: FUNCTIONAL TRAINING (REF: HO 2023/05/09)</u>
<u>SALARY</u>	:	R811 560 per annum (all-inclusive package)
<u>CENTRE</u>	:	National Head Office, Pretoria: Directorate: Functional and Management Training
<u>REQUIREMENTS</u>	:	Relevant (3) years national diploma/degree in Human Resources Development or equivalent. 3-5 years' supervisory/junior management experience at Assistant Director level in the field of Human Resource Development or Education Training and Development. Computer literacy. Valid driver's licence. Competencies And Attributes: Ability to plan, organise and control the activities of the sub-directorate. Knowledge of public finance and supply chain management. Knowledge and understanding of policy and legislation on education & training development. Project management, database management, communication and analytical skills. Assertiveness. Decisiveness.
<u>DUTIES</u>	:	Responsibilities: Management of training finances and supply chain for interventions nationally. Compile monthly reports of training interventions. Monitoring and evaluation of training interventions (quality assurance). Development and implementation of policy implementation procedures on functional training. Management of human resources, finance and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.

<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 22/42</u>	:	<u>ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH SERVICES: GRADE 1 (REF: HO 2023/05/10)</u>
<u>SALARY</u>	:	R578 367 per annum
<u>CENTRE</u>	:	National Head Office, Pretoria: Directorate: Health Care Services
<u>REQUIREMENTS</u>	:	Relevant degree/national diploma in Environmental Health/Public Health or an equivalent qualification that allows registration with the HPCSA in the profession. Minimum 5 years appropriate experience after registration with the HPCSA. Registration with Health Professions Council of South Africa (HPCSA). Knowledge and understanding of environmental health program as outlined in Regulation 698 of 2009 of the Health Professions Act as amended. Competencies and Attributes: Sound knowledge of environmental health and hygiene legislations and the interpretation thereof. Sound knowledge of project management. Managerial, problem solving and decision-making skills. Human resource management. Financial management, administrative management, good interpersonal relations and good communication skills (verbal and written). Strong research skills. Facilitation, change management, ability to network, service delivery and client orientation and assertiveness. Analytical, planning, executing and organisational skills. Knowledge of logistical processes. Ability to work as part of a team. Willingness to travel and work irregular hours.
<u>DUTIES</u>	:	Responsibilities: Environmental Hygiene Program Management: Analyse the current internal and external environment for aligning to the new legislative developments with regard to environmental health programmes. Analyse and interpret reports on environmental health and hygiene from regions. Develop environmental health and hygiene prescripts. Design policies for the management of environmental health and hygiene in the department. Conduct monitoring and evaluation. Develop/compile monitoring tool for set performance standards. Monitor and evaluate adherence to set objectives and projects of the department. National Standard setting. Develop service level standards on environmental health and hygiene for correctional centres and remand detention centres. Consult and communicate service level standards to regions and other directorates. Management of performance information. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 22/43</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) (REF: HO 2023/05/11) (2 POSTS)</u>
<u>SALARY</u>	:	R531 381 per annum
<u>CENTRE</u>	:	National Head Office, Pretoria: Directorate: Litigation
<u>REQUIREMENTS</u>	:	LLB or equivalent legal qualification. Eight (8) years post-qualification legal experience. Admitted attorney/advocate will be an advantage. Supervisory experience in legal administrative environment. Computer literate. Valid driver's licence. Competencies And Attributes: Excellent verbal and written communication skills. Good negotiation, conflict resolution and facilitation skills. Service rendering and credibility. Presentation, analytical thinking and decision-making skills. Planning, organizing, conceptualization, listening and report writing skills. Lead and control. Financial management. Change management. Team leadership. Project management. Presentation skills. Conflict management. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Willingness to travel. Applied strategic thinking. Influence and impact.
<u>DUTIES</u>	:	Responsibilities: Management, administration and handling of litigation for and against the department. Provide legal advice to the department. Initiate policy amendments in the department. Draft memoranda on policy amendments. Draft legislation/legal documents. Receive request from functionaries for legal assistance. Furnish legal advice to the department. Conduct legal research and legal education. Represent the department at various forums. Supervise legal administration officers within the component. Management of human resources, finance and assets. Manage performance information. Maintain legal libraries.

ENQUIRIES : Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
NOTE : Appointment under the Public Service Act.

POST 22/44 : **ASSISTANT DIRECTOR: INVESTIGATOR (REF: HO 2023/05/12) (3 POSTS)**

SALARY : R527 298 per annum
CENTRE : National Head Office, Pretoria: Directorate: Departmental Investigation Unit
REQUIREMENTS : National diploma/degree in Law/B Proc/Policing/Forensic Investigation or relevant qualification. 3-5 years' experience in conducting investigations. Ability to travel nationally. Computer literate. Valid driver's licence. Competencies And Attributes: Project management. Investigation and communication skills. Analytical, problem-solving, applied strategic thinking and decision-making skills. High level of confidentiality, research and integrity. Negotiating, interviewing and report writing skills.

DUTIES : Responsibilities: Conduct investigations on corruption, fraud, theft and maladministration cases. Study and analyse cases. Keep the database updated with all actions carried out in investigations weekly. Update DD Investigations on cases weekly. Consult with CEU on cases. Perform ad hoc duties. Management of human resources, finances and assets. Manage performance information.

ENQUIRIES : Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
NOTE : Appointment under the Public Service Act.

POST 22/45 : **ASSISTANT DIRECTOR: INITIATOR (REF: HO 2023/05/13)**

SALARY : R527 298 per annum
CENTRE : National Head Office, Pretoria: Directorate: Code Enforcement
REQUIREMENTS : Degree or national diploma in Labour Relations/Personnel Management/LLB/Labour Law or equivalent qualification. 3-5 years supervisory experience in a similar environment. Ability to travel nationally. Computer literacy. Valid driver's licence. Competencies And Attributes: Financial management. Initiation, facilitation, presentation, conflict, problem solving and decision-making skills. Knowledge of labour law. Report writing. Project management. Training and development. Change management. Plan, organize, lead and control. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policies and legislation framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Responsibilities: Initiate in disciplinary hearings/arbitrations. Updating status reports weekly. Compile and update reports. Analyze investigation reports. Consultation with witnesses. Conduct research. Formulation of charges. Obtain approval/mandate for prosecution. Serving notification and setting dates of hearing. Preparation of witnesses. Liaise with external law enforcement agencies such as the Directorate Special Operations (DSO), Special Investigation Unit (SIU) and Department of Justice. Update database. Maintain case files and system. Management of human resources, finances and assets. Manage performance information.

ENQUIRIES : Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
NOTE : Appointment under the Public Service Act.

POST 22/46 : **OPERATIONAL MANAGER: NURSING GRADE 1: NON-COMMUNICABLE DISEASES (REF: HO 2023/05/14)**

SALARY : R497 193 per annum
CENTRE : National Head Office, Pretoria: Directorate: Health Care Services
REQUIREMENTS : Four (4) year diploma/degree in Nursing / Basic R425 qualification that allows registration with SANC as a professional nurse. Registration with the South African Nursing Council as a professional nurse. A minimum of (7) years appropriate/recognisable experience in nursing after registration as professional nurse with the SANC in General Nursing. Computer literacy. Valid driver's licence. Competencies And Attributes: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Able to develop

<u>DUTIES</u>	:	contacts, build and maintain a network of professional relations in order to enhance service delivery. Strategic and operational planning. Managerial skills. Programme/project management. Communication, monitoring and evaluation, good interpersonal and research skills. Liaison and networking.
	:	Responsibilities: Design and development of policies and procedures. Assist in the development of and delivery of policies and procedures for non-communicable diseases, health promotion, disease prevention, curative and rehabilitative services. Programme management. Provide inputs for the designing of programmes for the implementation of Primary Health Care. Monitoring and evaluation. Provide inputs for the development of health provision monitoring mechanisms and health audit instruments/tools. Provide inputs into the development of an effective system for surveillance of non-communicable diseases. Assist in developing health care standards in line with National Health Standards. Execute the responsibilities of officials as stipulated in section 45 of the Public Finance Management Act 01 of 1999 as amended. Provide inputs into the designing of strategies and plans for the management of non-communicable diseases. Liaise with all relevant stakeholders in the delivery of health care services at all levels. Assist in coordinating the development and maintenance of partnership between the relevant government departments, NGOs, CBOs, FBOs, tertiary institutions, statutory bodies and individuals in the delivery of health care services to offenders. Management of human resources, finances and assets. Manage performance information.
<u>ENQUIRIES NOTE</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
	:	Appointment under the Public Service Act.
<u>POST 22/47</u>	:	<u>OPERATIONAL MANAGER: NURSING GRADE 1: COMMUNICABLE DISEASES (REF: HO 2023/05/15)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R497 193 per annum
	:	National Head Office, Pretoria: Directorate: Health Care Services
	:	Four (4) year degree or national diploma in accordance with R425 in Nursing (basic R425 qualification) that allows registration with the South African Nursing Council (SANC) as a professional nurse. Registration with SANC as a professional nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. Computer literacy. Valid driver's licence. Competencies And Attributes: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Strategic and operational planning. Managerial skills. Programme/project management. Communication, monitoring and evaluation, good interpersonal and research skills. Liaison and networking.
<u>DUTIES</u>	:	Responsibilities: Provide a comprehensive package for preventive, promotive, curative and rehabilitative services for communicable diseases. Provide direction and supervision for the implementation of programmes and services for communicable diseases (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Facilitate the practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Utilize resources efficiently and effectively. Maintain a constructive working relationship with nursing and other stakeholders. Conduct operational support visits at different correctional facilities and management areas. Management of performance information. Management of human resources, finance and assets.
<u>ENQUIRIES NOTE</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089
	:	Appointment under the Public Service Act.
<u>POST 22/48</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION (NCB3) (REF: HO 2023/05/63)</u> Re-Advertisement
<u>SALARY CENTRE</u>	:	R440 745 per annum
	:	National Head Office, Pretoria: Directorate: Community Liaison

<u>REQUIREMENTS</u>	:	Relevant NQF level 6 qualification in Behavioural Sciences. At least five (5) years' experience gained in a supervisory post (NCB 2). Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of the Public Service Act, regulations, policies and procedures. Analytical, problem solving, report writing, negotiation, listening, communication, research, facilitation and presentation skills. Networking/liaison with internal and external stakeholders. Project management. Monitoring and evaluation skills, financial management, interpersonal relations and the ability to initiate change.
<u>DUTIES</u>	:	Responsibilities: Develop national policies and procedures in terms of community liaison. Monitor and evaluate policy implementation. Design the monitoring tool. Manage and co-ordinate the activities of community involvement. Liaise with relevant external service providers involved in rendering community involvement services. Management of performance information. Manage human resources, finance and assets.
<u>ENQUIRIES NOTE</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089
<u>POST 22/49</u>	:	<u>ASSISTANT DIRECTOR: MONITORING (NCB3) (REF: HO 2023/05/64)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R440 745 per annum
	:	National Head Office, Pretoria: Directorate: Supervision
	:	Relevant NQF level 6 qualification in Behavioural Sciences. At least five (5) years relevant experience gained in a supervisory post (NCB2). Successful completion of Correctional Services Learnership/Basic Training. Security clearance. Experience within the field of community corrections will be an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Communication and listening skills. Stakeholder management. Problem solving and analytical skills. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Knowledge of the relevant sections of the Criminal Procedure Act 51/1977. Knowledge of relevant sections of the Constitution of the Republic of SA –Act 108/1996, (The Bill of Rights), Children's Act, Child Justice Act, Labour Act and other relevant legislations. Assertiveness. Networking / liaison with internal and external stakeholders. Report writing, negotiation, facilitation, presentation, project management and research skills.
<u>DUTIES</u>	:	Responsibilities: Participate in the development of the directorate's operational plan in line with correctional and parole supervision services and programmes. Conduct research with regard to national and international tendencies of monitoring services for probationers and parolees. Participate in coordination, review and development of policies and procedures, manuals and guide lines within the department with regard to monitoring services for probationers and parolees. Participate in development and management of correctional and parole supervision services and programmes. Monitor and evaluate services and operations in line with correctional and parole supervision. Conduct marketing and awareness campaign on correctional and parole supervision. Management of performance information. Manage human resources, finance and assets.
<u>ENQUIRIES NOTE</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
<u>POST 22/50</u>	:	<u>ASSISTANT DIRECTOR: IMPACT ANALYSIS (NCB3) (REF: HO 2023/05/65)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R440 745 per annum
	:	National Head Office, Pretoria: Directorate: Risk Profile Management
	:	Relevant NQF level 6 qualification in Behavioural Sciences. At least five (5) years relevant experience gained in a supervisory post (NCB2). Successful completion of Correctional Services Learnership/Basic Training. Security clearance. Computer literate. Valid driver's licence. Competencies And Attributes: Excellent negotiation and financial management skills. Intermediate training in protocol issues. Exceptional planning ability combined with good judgment. Project planning training and training in all DCS application systems. Labour relations practices, policy formulation and research methodology. Analytical thinking. Research. Policy formulation. Financial management. Change management. Diversity management. Ensure that performance

		standards remain adequate and that responsibilities are adhered to. Adaptability during changes to meet the goals. Communication skills. Problem solving skills.
<u>DUTIES</u>	:	Responsibilities: Control the development and maintenance of a system to analyze impact of profiles. Assess the adequacy and impact of intervention programmes and services. Monitor and evaluate offender behaviour. Develop monitoring and evaluation tools with the goal of monitoring and evaluating the assessment of offending behaviour patterns and trends of the offender population. Control the conducting of research and design of offending behaviour assessment tool. Conduct research on best practices in the area of behaviour analysis tools to assess offending behaviour. Attend to ad hoc tasks within the directorate. Assist in compiling of the operational and strategic plan. Management of performance information. Manage human resources, finance and assets.
<u>ENQUIRIES NOTE</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
	:	Appointment under the Correctional Services Act.
<u>POST 22/51</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION (REF: HO 2023/05/16)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum
	:	National Head Office, Pretoria: Directorate: Formal Education
	:	Recognised three (3) year degree or national diploma in Education or equivalent qualification. 3-5 years relevant experience as a supervisor. Computer literacy. Valid driver's licence. Competencies And Attributes: Negotiation and facilitation skills. People management. Strategic planning. Management, report writing and coordination skills. Transformation management. Communication and leadership skills. Programme coordination and development. Conflict management. Diversity management. Stakeholder relations management. Analytical thinking. Policy development, analysis, monitoring, evaluation and implementation advice. Knowledge of PFMA, project management principles and White Paper on corrections.
<u>DUTIES</u>	:	Responsibilities: Policy design and development. Set and monitor compliance to service level standards Monitoring and evaluation of programmes and reporting thereof. Manage administration of performance information. Manage statistical data for the enhancement of offender's development. Monitor and update the Management Information System (MIS) related to programmes and services. Liaise with relevant stakeholders for the improvement and delivery of programmes. Ensure the implementation of programmes in accordance with prescribed policies and procedures. Management of performance information. Management of human resources, finance and assets.
<u>ENQUIRIES NOTE</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
	:	Appointment under the Public Service Act.
<u>POST 22/52</u>	:	<u>ASSISTANT DIRECTOR: TRAINING AND DEVELOPMENT (REF: HO 2023/05/17)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum
	:	Zonderwater Training College
	:	Recognized national diploma or degree in HRD/Training or equivalent qualification. 3-5 years' supervisory experience in the field of Human Resource Development or Education, Training and Development. Computer literate. Valid driver's licence. Competencies And Attributes: Ability to plan, organise and control the activities of the training college. Knowledge of public finance and supply chain management. Knowledge and understanding of policy and legislation on education and training development. Project management skills. Database management. Communication and analytical skills. Assertiveness. Decisiveness.
<u>DUTIES</u>	:	Responsibilities: Develop an implementation plan for instructional learning. Oversee the scheduling of classes. Manage and oversee the presentation of classes according to the drawn delivery programme. Oversee the attendance of classes. Ensure that learners' needs are attended to. Evaluate the delivery of training. Manage record keeping for instructional learning. Ensure the availability of learning material. Appraise facilitators during the presentation of lessons. Manage the preparation for and the administration of assessments. Manage grievances of learners. Ensure that facilities are kept tidy to comply with SAQA requirements. Manage inventories in the component. Manage

		personnel in the component. Prepare written reports and make oral presentations. Management of performance information. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 22/53</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY</u>
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRES</u>	:	National Head Office, Pretoria: Office of the DC: Facilities Planning and Property Management (Ref: HO 2023/05/18) National Head Office, Pretoria: Office of the DC: Human Resources Management (Ref: HO 2023/05/19) National Head Office, Pretoria: Office of the DC: Personal Development (Ref: HO 2023/05/20)
<u>REQUIREMENTS</u>	:	Recognized degree or national diploma in Public Management or equivalent qualification. 3-5 years' supervisory experience in a similar environment. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management. Problem solving and decision-making skills. Facilitation skills. Plan, organize, lead and control. Team leadership. Project management. Presentation, conflict management and report writing skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Responsibilities: Ensure a smooth document flow system in the office. Ensure compliance of return dates. Ensure quality control over the documentation received. Facilitate convening of meetings, minute taking and implementation of decisions taken at meetings. Ensure the drafting of routine letters and memoranda, receipt of correspondence and documentation and proactively acknowledging receipt of correspondence. Process content of incoming and outgoing documentation. Ensure appropriate filing of documents. Liaise with various stakeholders. Management of performance information. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 22/54</u>	:	<u>ASSISTANT DIRECTOR: COMMODITY MANAGEMENT (REF: HO 2023/05/21)</u> Re-Advertisement
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	National Head Office, Pretoria: Directorate: Procurement
<u>REQUIREMENTS</u>	:	Recognized degree or national diploma in Purchasing Management or equivalent qualification. 3-5 years supervisory experience in a supply chain management environment. Knowledge of supply chain management processes, treasury regulations and PFMA. Computer literate. Valid driver's licence. Competencies And Attributes: Good communication skills. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of public service policy and legislative framework. Knowledge of supply chain management legislation and related prescripts. Knowledge of government procurement processes. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Responsibilities: Conduct an industry and market analysis of the goods, works or services to be obtained by the department. Determine optimum method to satisfy the need for the required goods, work or services. Coordinate, review and collate information for demand management plan. Compile annual procurement plan. Monitor and assess compliance to the annual procurement plan. Coordinate, review and collate information for participation in transversal contracts. Compile product specifications. Management of performance information. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
<u>NOTE</u>	:	Appointment under the Public Service Act.

POST 22/55 : **ASSISTANT DIRECTOR: NATIONAL PERSONNEL ADMINISTRATOR: CONTROLLER (REF: HO 2023/05/22)**

SALARY CENTRE REQUIREMENTS : R424 104 per annum
: National Head Office, Pretoria: Directorate: PERSAL Management
: National diploma/degree in Human Resource Management/ relevant qualification. 3-5 years supervisory experience in PERSAL. PERSAL Management Courses (Introduction to PERSAL, PERSAL Establishment, PERSAL Controllers course, PERSAL leave administration, PERSAL Personnel Administration, PERSAL Salary Administration, PERSAL Labour Relations and PERSAL Management Information course). Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of applicable regulations, policies and procedures, resolutions and acts. Good communication, project management, interpersonal, report writing and managerial skills.

DUTIES : Responsibilities: Ensure the effective utilization of the PERSAL system nationally. Registration/deregistration of PERSAL users and allocation of PERSAL functions applicable to their duties. Monitor the linking between the PERSAL system users and their revisers. Conduct training of PERSAL users nationally. Monitor training of all the middle and senior officials in human resources nationally. Ensure that all regional PERSAL managers and controllers are trained in the PERSAL control functionality. Enhancement of the biometric access security system on PERSAL nationally. Reporting of risks/ fraud associated with usage of PERSAL system. Management and maintenance of personnel information. Ensure data integrity on personnel records. Identification of discrepancies on personnel data i.e. (Service record, nature of appointment, act of appointment, leave groups, capped leave and demographic data) and ensure corrective measures. Monitor the implementation of PERSAL data management and access security policy and procedure. Ensure that all users comply with PERSAL data management and access security policy, procedure, circulars, messages, directives and notices. Participate in the PERSAL steering committee. Management of performance information. Management of human resources, finance and assets.

ENQUIRIES NOTE : Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
: Appointment under the Public Service Act.

POST 22/56 : **ASSISTANT DIRECTOR: NATIONAL SALARY CONTROLLER (REF: HO 2023/05/23)**

SALARY CENTRE REQUIREMENTS : R424 104 per annum
: National Head Office, Pretoria: Directorate: PERSAL Management
: ational diploma/degree in Human Resource Management/ relevant qualification. 3-5 years supervisory experience in PERSAL. PERSAL Management Courses (Introduction to PERSAL, PERSAL Establishment, PERSAL Controllers course, PERSAL leave administration, PERSAL Personnel Administration, PERSAL Salary Administration, PERSAL Labour Relations and PERSAL Management Information course). Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of applicable regulations, policies and procedures, resolutions and acts. Communication, project management, interpersonal, report writing and managerial skills.

DUTIES : Responsibilities: Ensure the effective utilization of the PERSAL system nationally. Registration/deregistration of PERSAL users and allocation of PERSAL functions applicable to their duties. Monitor the linking between the PERSAL system users and their revisers. Monitor the payment of allowances. Review the threshold for allowances to be monitored. Monitor the allowances paid exceeding the threshold. Enhancement of the biometric access security system on PERSAL nationally. Identification of risks/ fraud associated with usage of PERSAL system. Monitor access security violations. Ensure data integrity on salary records. Identification of discrepancies on salary data i.e. (Allowance codes, salary codes, scale codes, service record) and ensure corrective measures. Regularly update PERSAL system with the necessary information. Monitor the implementation of PERSAL data management and access security policy and procedure. Ensure that all users sign attestation of secrecy and have access to PERSAL policy, procedure and code of ethics. Monitor compliance to PERSAL policy, procedures, circulars, messages, directives and notices. Management of performance information. Management of human resources, finance and assets.

<u>ENQUIRIES</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 22/57</u>	:	<u>ASSISTANT DIRECTOR: PROCUREMENT POLICY IMPLEMENTATION AND CONTROL (REF: HO 2023/05/24)</u>
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	National Head Office, Pretoria: Directorate: Procurement
<u>REQUIREMENTS</u>	:	Recognized degree/national diploma in Supply Chain Management/Logistics/Public Administration/Public Management or equivalent qualification. 3-5 years' experience as a supervisor in a similar environment. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management, problem solving and decision-making skills. Facilitation, plan, organize, lead and control, change management, project management, presentation, conflict management and training skills. Communication, time management, confidentiality, coaching and mentoring. Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Service delivery and client orientation, Integrity and honesty.
<u>DUTIES</u>	:	Responsibilities: Manage the formulation and implementation of procurement policy, procedures and delegated powers. Monitor, identify and correct deficiencies regarding procurement. Facilitate training on procurement administration within the department. Handle enquiries regarding procurement policy and procedures. Continuous record keeping and reporting of irregular expenditure. Management of performance information. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 22/58</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL DIRECTIVES, POLICIES AND TRAINING (REF: HO 2023/05/25)</u>
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	National Head Office, Pretoria: Directorate: Financial Accounting
<u>REQUIREMENTS</u>	:	National diploma/degree in Finance/Cost Management Accounting/Accounting or equivalent qualification. 3-5 years' experience in a supervisory post. Must be computer literate and in possession of a valid drivers' licence. Competencies And Attributes: DCS Delegations of Authority; PFMA – compilation of budgets, financial accounting processes, expenditure management and reporting. HR policies related to leave, performance assessment, discipline, grievances, skills development, occupational health & safety, employee wellness, remuneration and allowances, etc. Personnel directives/circulars and project management principles. DCS strategic plan. Access to Information Act. White Paper on corrections. Protection of Information Act. MISS Act (Minimum Information Security Standards). Relevant PERSAL Functions, Treasury Regulations and Code of Conduct. Relevant supply chain management policies related to requisition, transport, inventory control and procurement. DCS Financial policies and procedures. Project management principles. Basic Accounting System (BAS). General uniform filing system for the DCS. Post register system. Logistic Administration Procedure Manual. Basic Accounting System (BAS). The ability to access required management information. Planning, organising, leading and control. Networking/liaison with stakeholders. Chairing of disciplinary hearings. Applied research and analysis of financial reports. Committed, honest and trustworthy. Innovative, initiative, creative, observant and motivated.
<u>DUTIES</u>	:	Responsibilities: Manage the section as indicated under Section 45 of the Public Finance Management Act (PFMA) Act 1 of 1999 as amended. Ensure that the system of financial management and or internal control established for the department is carried out effectively. Ensure effective, efficient, economical and transparent use of financial and other resources. Take appropriate steps to prevent any unauthorized, irregular, fruitless/wasteful expenditure and any other collection of revenue due. Management and maintenance of financial policies and procedures, financial circulars and financial and management accounting notices. Facilitation and coordination of both internal and external financial training. Management and maintenance of financial delegations with regard to PFMA and Treasury Regulations. Responsible for activity control functions of the Sub-Directorate: Financial Systems and office of the Director: Financial Accounting. Co-responsible for the maintenance of the human

		resource management plan of the Chief Directorate: Financial and Management Accounting. Management of performance information. Management of human resources, finance and assets.
<u>ENQUIRIES NOTE</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089
	:	Appointment under the Public Service Act.
<u>POST 22/59</u>	:	<u>ASSISTANT DIRECTOR: STANDARD DEVELOPMENT (REF: HO 2023/05/26)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum
	:	National Head Office, Pretoria: Directorate: Training Standards
	:	Relevant 3 years degree or national diploma in Human Resource Development/Human Resources Management plus at least 3-5 Years' relevant supervisory experience in HR field of human resource development and training. Computer literate. Valid driver's licence. Competencies And Attributes: Planning and organising. Knowledge of human resources development and training. Compilation of management reports. Research. Knowledge and understanding of SAQA framework. Understanding unit standards of qualifications. Knowledge of project management and planning. Knowledge of procurement directives and procedures. Presentation, analytical thinking, report writing and communication skills.
<u>DUTIES</u>	:	Responsibilities: Coordinate the development of training quality standards within the department. Facilitate the development of training quality standards policies/guidelines/strategies. Facilitate and maintain the development of all unit standards/qualifications within the framework of SAQA. Ensure access to unit standards by all relevant role players. Facilitate and ensure the establishment and functioning of standards generating bodies within the field of corrections. Management of performance information. Management of human resources, finance and assets.
<u>ENQUIRIES NOTE</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089
	:	Appointment under the Public Service Act.
<u>POST 22/60</u>	:	<u>ASSISTANT DIRECTOR: INDUCTION (REF: HO 2023/05/27)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum
	:	National Head Office, Pretoria: Directorate: Core Curriculum
	:	Recognized three (3) year national diploma/ degree in Human Resource Development, Management of training or HRM with specialisation in training and development or equivalent related qualification. 3-5 years relevant supervisory experience in HRD/training environment. Computer literate. Valid driver's licence. Competencies And Attributes: Teamwork. Decision making. Communication, report writing, time management, critical thinking and problem-solving skills. Project management. Information technology application. Planning organisation. Knowledge of government programmes and policies/legislations.
<u>DUTIES</u>	:	Responsibilities: Coordinate the delivery of DCS orientation and induction programme in the department. Coordinate the delivery of Public Service Induction (CIP) at all levels in the department in consultation with the National School of Government (NSG). Ensure proper planning and schedules for the delivery of the induction training programme. Ensure the availability of the database of newly appointed officials from PERSAL office/HRM office in order to make nominations. Consolidation of statistics and training reports. Liaise with internal and external stakeholders for the delivery of training. Management of performance information. Management of human resources, finance and assets.
<u>ENQUIRIES NOTE</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089
	:	Appointment under the Public Service Act.
<u>POST 22/61</u>	:	<u>ASSISTANT DIRECTOR: POLICY, LEARNERSHIP, BASIC TRAINING, RPL (REF: HO 2023/05/28)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum
	:	National Head Office, Pretoria: Directorate: Policy and External Training
	:	National diploma/degree in Human Resource Development/relevant qualification. 3-5 years relevant work experience gained in a supervisory post in research and policy development. A qualification in Occupationally Directed Education and Training, Development Practices (ODETDP) will be an added

advantage. Must be prepared to travel. Computer literate. Valid driver's licence. Competencies And Attributes: Ability to develop training or learning programmes. Facilitation, presentation, project management, communication and marketing, report writing, analytical, negotiation, research, generic management and diversity management skills. Database management. Assertiveness. Decisiveness. Customer service orientation. Tolerant. Initiative. Honesty and integrity. Emotional intelligence.

DUTIES : Responsibilities: Ensure HRD policy research, development and review. Conduct research on the latest trends on development and training initiatives. Assist in the development of the HRD policy and procedures. Review and administrate the implementation of all HRD policies in line with applicable legislation. Administrate the needs analysis process for the policy review and/or development. Conduct monitoring and evaluation of HRD policy and procedures at regions and branches. Inform regions and branches of intended visits and forward checklist to be utilized during monitoring and evaluation process. Management of performance information. Management of human resources, finance and assets.

ENQUIRIES : Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089
NOTE : Appointment under the Public Service Act.

POST 22/62 : **ASSISTANT DIRECTOR: BUDGET PLANNER: INCARCERATION AND SOCIAL REINTEGRATION (REF: HO 2023/05/29)**

SALARY : R424 104 per annum
CENTRE : National Head Office, Pretoria: Directorate: Management Accounting
REQUIREMENTS : Relevant three-year degree/ national diploma in a financial management related field with Cost and Management Accounting as a major subject. 3-5 years relevant experience in budgeting or similar environment as a Senior State Accountant. Computer literate. Valid driver's licence. Competencies And Attributes: Problem solving, decision making and facilitation skills. Plan, organize, lead and control. Change management, project management, presentation, conflict management, training and communication skills. Time management. Confidentiality. Coaching and mentoring. Extensive knowledge of the Public Finance Management Act (PFMA), 1999 and Treasury Regulations. Sound knowledge of Government transversal systems including BAS and the budgeting process. Service delivery and client orientation, integrity and honesty, assertiveness, influence and impact and ability to network. Strong leadership qualities, initiative and drive. Excellent verbal and written communication skills.

DUTIES : Responsibilities: Advise and assist managers with costing of short, medium and long-term plans. Manage and advise on the re-prioritization of funds to ensure that they are directed and utilized to the best achievement of the departmental objectives. Manage consolidation of budget inputs from regions. Evaluate and interrogate inputs from regions for the Medium-term Expenditure Framework (MTEF) budget and Estimates of National Expenditure (ENE). Ensure that the department complies with the PFMA, Treasury Regulations and Treasury guidelines for the compilation and submission of the Medium-Term Expenditure Frame Work (MTEF) budget and the Estimates of National Expenditure (ENE). Manage alignment of departmental budget with the operational and strategic plans. Manage the breakdown per month of anticipated revenue and expenditure for that financial year. Develop, implement and maintain budget planning policies and procedures. Manage reporting of relevant and critical financial management information to senior management and external stakeholders. Ensure effective utilization and control over resources of the sub-directorate. Execute responsibilities of officials as stipulated in section 45 of the PFMA. Management of human resources, finance and assets.

ENQUIRIES : Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089
NOTE : Appointment under the Public Service Act.

POST 22/63 : **SENIOR CORRECTIONAL POLICY ADMINISTRATION OFFICER: OPERATIONAL SUPPORT (NCB 2) (REF: HO 2023/05/66)**

SALARY : R373 545 per annum
CENTRE : National Head Office, Pretoria: Directorate: Correction Administration
REQUIREMENTS : Relevant NQF level 6 qualification in Behavioural Sciences. At least 5 years relevant experience gained in a production post (NCB1). Successful

		completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies And Attributes: Conflict resolution and grievance handling skills. Confidentiality and integrity. Financial and human resource management. Planning and organizing skills. Communication, interpersonal and report writing skills.
<u>DUTIES</u>	:	Responsibilities: Implement and monitor corrections policy, procedures, tools, standards and applicable legislation in relation to admission, detention and release management. Monitoring and down management of overcrowding utilizing frameworks, action plans and submission of reports to the relevant forum. Constant liaison with internal and external stakeholders. Deal with parliament, media, practice, NGO's, politicians, individuals, Auditor General, Portfolio Committee on Correctional Services, SCOPA, other departments, other directorates and sub-directorates. Provide inputs for quarterly, mid-term, annual reports and budget votes. Participate in the operational planning for the Directorate Correction Administration. Monitor implementation of the new Correctional Service Act, 1998 (Act No 111 of 1998) as amended. Management of resources and assets.
<u>ENQUIRIES</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 22/64</u>	:	<u>SENIOR CORRECTIONAL POLICY ADMINISTRATION OFFICER: IMPACT ANALYSIS (NCB2) (REF: HO 2023/05/67)</u>
<u>SALARY</u>	:	R373 545 per annum
<u>CENTRE</u>	:	National Head Office, Pretoria: Directorate: Risk Profile Management
<u>REQUIREMENTS</u>	:	Relevant NQF level 6 qualification in Behavioural Sciences. At least 5 years relevant experience gained in a production post (NCB1). Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies And Attributes: Understanding of public service policy and legislative framework. Analytical thinking, research, policy formulation, financial management, change management and diversity management. Ensure that performance standards remain adequate and that responsibilities are adhered to. Adaptability during changes to meet the goals. Communication skills.
<u>DUTIES</u>	:	Responsibilities: Provide support with coordinating development and maintenance of the offenders profiling system to analyse the impact of profiles. Facilitate with coordinating development of monitoring and evaluation tools and guidelines of the offender population to assess offending behaviour patterns, trends to monitor and evaluate offender behaviour. Participate in conducting research on offender's behaviour and design offending behaviour assessment tool. Management of resources and assets.
<u>ENQUIRIES</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 22/65</u>	:	<u>SENIOR ADMINISTRATION OFFICER: ADMINISTRATION (REF: HO 2023/05/30)</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Krugersdorp Training College
<u>REQUIREMENTS</u>	:	Recognised three (3) year degree or national diploma in Human Resource Development, Human Resources Management or equivalent qualification. 3-5 years relevant experience in the same field. Computer literate. Valid driver's licence. Competencies And Attributes: Financial Management. Coordination, plan, organize, lead and control. Presentation skills. Conflict management. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policy and legislative framework including PFMA. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Communication skills. Decision making.
<u>DUTIES</u>	:	Responsibilities: Coordinate and monitor the delivery of middle and junior management training programmes. Coordinate and ensure the effective and efficient scheduling of different training programmes. Coordinate and monitor the facilitation, assessment and moderation of training programmes. Provide supervisory administration support i.e. preparation of documents, binding of documents, hand out copies, arranging presentations in terms of venue, travel arrangements invitations, set-up of office, computers and labour-saving devices needed during presentations. Management of resources and assets.
<u>ENQUIRIES</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.

- NOTE** : Appointment under the Public Service Act.
- POST 22/66** : **SENIOR ADMINISTRATION OFFICER: GRAPHIC DESIGN (REF: HO 2023/05/31)**
Re-Advertisement
- SALARY** : R359 517 per annum
CENTRE : National Head Office, Pretoria: Directorate: Internal Communication and Media Production
- REQUIREMENTS** : A recognized degree or national diploma in Graphic Design or equivalent qualification. 3-5 years' experience in graphic design. Proficiency in Adobe Creative Suite. Computer literate. Valid driver's licence. Competencies And Attributes: Good communication skills. Planning and organizing skills. Creativity. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of public service policy and legislative framework. Assertiveness. Ability to network and diplomacy.
- DUTIES** : Responsibilities: Produce high quality and effective designs (in its ability to convey the communication message) for media products, such as posters, brochures, newsletters, reports, presentations, etc. Render print media production services inclusive of design, layout, printing, assembling and installation of media products. Render electronic media production services such as innovative and effective power point presentations/multimedia products. Assess clients' communication needs and match with departmental branding requirements and strategic direction of the department. Procure print services from external service providers at times. Assist with managing and maintaining equipment in the graphic design unit. Management of resources and assets.
- ENQUIRIES** : Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
NOTE : Appointment under the Public Service Act.
- POST 22/67** : **SENIOR HR PRACTITIONER: DISCIPLINE ADMINISTRATION (REF: HO 2023/05/32)**
- SALARY** : R359 517 per annum
CENTRE : National Head Office, Pretoria: Directorate: Employee Relations
REQUIREMENTS : Recognized three-year degree/diploma in Labour Law/Labour Relations or equivalent relevant qualification. Sound knowledge of labour legislation and labour relations practices. At least 3 years relevant experience as a supervisor in the labour relations environment. Generic managerial experience in relation to portfolio management, human resource management, financial and logistics management. Computer literate. Valid driver's licence. Competencies And Attributes: Must have an affinity for figures. Good communication and report writing skills. Good interpersonal and conflict facilitation skills.
- DUTIES** : Responsibilities: Administration of the department's Employee Relations Management Information System (ER MIS). Develop systems and procedures whereby data pertaining to disciplinary hearings, appeals, suspensions, grievances and disputes are collected, monitored, analysed and interpreted from all correctional facilities country-wide and corrective measures implemented. Develop management information reports for DCS top management. Administration of employee grievances in the DCS and assist with policy and procedure development. Act as custodian of the grievance procedure. Monitor compliance with the DCS grievance procedure. Assist with training of management and employees in the DCS ER MIS and in grievance management. Assist with the facilitation of conflict management – individual and collective. Assist with negotiations and consultations within the DCS Bargaining Chamber. Manage the administration and communication with the various councils with regard to external dispute resolution. Represent the department in conciliation and arbitration hearings. Provide advice and guidance to all levels of management and employees in the DCS. Management of resources and assets.
- ENQUIRIES** : Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
NOTE : Appointment under the Public Service Act.

POST 22/68 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: PROFESSIONAL SERVICES (REF: HO 2023/05/33)**

SALARY CENTRE REQUIREMENTS : R359 517 per annum
: National Head Office, Pretoria: Directorate: Procurement
: Recognized degree/national diploma in Supply Chain Management or equivalent qualification. At least 2-3 years' experience in a similar environment. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of PFMA, BBBEE Act, PPPFA, PPR 2022, Competition Act and other applicable legislations. Numeracy, organizing and communication skills. Telephone etiquette. Time management. Problem solving. Report writing, presentation and decision-making skills.

DUTIES : Responsibilities: Effective demand and acquisition management. Follow-up on needs registered on procurement plan. Ensure that the needs link to the strategic plan of the department. Verify/arrange that the accounting officer provide approval for the invitation of bids. Verify availability of funds before procurement. Effective implementation of affirmative procurement (Points allocated to bidders; SBD 6). Confirm the estimated value of the bid requirements. Ensure that the points applicable are clearly specified in bid documents. Management of resources and assets.

ENQUIRIES NOTE : Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
: Appointment under the Public Service Act.

POST 22/69 : **SENIOR STATE ACCOUNTANT: PROGRAMME ADMINISTRATION (REF: HO 2023/05/34)**

SALARY CENTRE REQUIREMENTS : R359 517 per annum
: National Head Office, Pretoria: Directorate: Management Accounting
: National diploma/degree in Finance/Accounting/Cost Management Accounting or equivalent qualification. 2-3 years' supervisory experience in the relevant field. Computer literate. Valid driver's licence. Competencies And Attributes: DCS Delegations of Authority. PFMA – compilation of budgets, estimation, expenditure and reporting. DCS financial policy regarding expenditure, payments, etc. HR Policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances, etc. DCS strategic plan. Corporate Services Strategic Plan. Public Service Regulations. Public Service Act. Employee Relations Act and Correctional Service Act. Employment Equity Act. Access to Information Act. Relevant PERSAL Functions. Directives and circulars related to personnel and revenue. The ability to access required management information. Applied strategic thinking. Management - planning, organising, leading and control. Analysis of financial reports. Monitoring, strategic capability and productivity. Programme and project management.

DUTIES : Responsibilities: Management of the sub-section as per Section 45 of the Public Finance Management Act (PFMA) Act 1 of 1999 as amended. Ensure that the system of financial management and or internal control established for the department is carried out as required. Effective, efficient, economical and transparent use of financial and other resources. Take effective and appropriate steps to prevent any unauthorized, irregular and fruitless/wasteful expenditure and any other collection of revenue due. Comply with the provisions of the PFMA including any delegation and instruction in terms of section 44 of the PFMA. Safe guarding of the assets and the management of liabilities. Provide programme management support for programme administration. Monitor compliance and evaluate monthly expenditure against spending plans. Coordinate and distribute original and adjusted budgets to regions including head office. Reporting and coordination of fund shifts, virements and monitor balancing of programme administration budget on BAS. Support and financial advice to the ASD Programme Controller: Administration. Provide financial information and advice to managers on administration programme. Reporting according to financial reporting requirements. Programme administration inputs for the MTEF, ENE, and AENE budget submissions to treasury. Management of resources and assets.

ENQUIRIES NOTE : Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
: Appointment under the Public Service Act.

<u>POST 22/70</u>	:	<u>SENIOR HR PRACTITIONER: PERSONNEL (REF: HO 2023/05/35)</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Kroonstad Training College
<u>REQUIREMENTS</u>	:	Recognised (3) year degree/national diploma in Human Resource Management or equivalent qualification and 3-5 years relevant experience in a human resource environment. PERSAL knowledge. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management. Facilitation skills. Plan, organise, lead and control. Project management. Presentation skills. Conflict management. Report writing. Time management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Communication skills. Problem solving skills. Network and diplomacy. Coaching and mentoring. Negotiation skills.
<u>DUTIES</u>	:	Responsibilities: Coordinate PERSAL control. Ensure that inventory is managed properly. Control salary adjustments. Coordinate the outcome of disciplinary hearings. Control of transfers/interdepartmental transfers, post establishment and leave administration. Management of resources and assets.
<u>ENQUIRIES</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 22/71</u>	:	<u>SENIOR HR PRACTITIONER: PERSONNEL CONTROLLER (REF: HO 2023/05/36)</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	National Head Office, Pretoria: Directorate: HR Administration and Utilization
<u>REQUIREMENTS</u>	:	Recognised (3) year degree/national diploma in Human Resources Management or equivalent qualification. 3-5 years' experience working with PERSAL. Computer literate. Valid driver's licence. Competencies And Attributes: Sound knowledge of Human Resources Management. Administration, listening, communication, report writing, problem solving and analysis skills. Understanding of public service and treasury regulations.
<u>DUTIES</u>	:	Responsibilities: Ensure data integrity. Monitor compliance with national minimum information requirements and auditing of establishment. Management of access security. Implementation of the PERSAL data management and access security policy and procedure. Management of risks associated with salary payments. Implementation of biometrics. Management of resources and assets.
<u>ENQUIRIES</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 22/72</u>	:	<u>SENIOR ADMINISTRATION OFFICER: USER ASSET MANAGEMENT PLAN (Ref: HO 2023/05/37)</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	National Head Office, Pretoria: Directorate: Facilities Management
<u>REQUIREMENTS</u>	:	Recognised (3) year degree /national diploma in Supply Chain Management/Property Management/Building Maintenance or equivalent qualification coupled with 3-5 years administrative experience in a similar environment. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management. Problem solving. Facilitation skills. Plan, organize, lead and control. Project management. Presentation skills. Conflict management. Training and communication skills. Time management. Confidentiality. Coaching and mentoring. Knowledge of supply chain management. Knowledge of the Public Finance Management Act, 1999, Treasury Regulations, Procurement Administration and Public Finance Administration. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Ability to network.
<u>DUTIES</u>	:	Responsibilities: Implementation of the user immovable asset management plan (UAMP). Develop and maintain an asset database. Conduct gap analysis. Determine a need for refurbishment or reconfiguration. Immovable asset management through preventing deterioration and failure, restoring the immovable asset to its specified level of operation etc. Management of resources and assets.
<u>ENQUIRIES</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
<u>NOTE</u>	:	Appointment under the Public Service Act.

POST 22/73 : **SENIOR ADMINISTRATION OFFICER: NATIONAL ARCHIVES (REF: HO 2023/05/38)**

SALARY : R359 517 per annum
CENTRE : National Head Office, Pretoria: Directorate: Information Management
REQUIREMENTS : Relevant (3) year degree or national diploma in Information Management or equivalent qualification. At least 3-5 years relevant experience in a similar environment. Computer literate. Valid driver's licence. Competencies And Attributes: Communication, decision making, problem solving and negotiation skills. Networking/liaison with stakeholders. Analytical thinking. Policy implementation. Understanding of public service policy and legislative framework. Knowledge of Correctional Service Act. Facilitation and time management skills. Confidentiality, coaching and mentoring. Service delivery and client orientation. Integrity and honesty. Assertiveness.

DUTIES : Responsibilities: Design, evaluation, implementation and maintenance of records classification systems. Provide records management training. Conduct appraisal of records for disposal purposes. Conduct inspections to ensure compliance with proper records management practices. Provide professional support and advise to stakeholders. Collect, arrange, describe and preserve non-public and public records. Promote and market archival functions and services. Implement and monitor information resources of the organization in terms of the broad policy guidelines contained in the national archives act of South Africa. Ensure and maintain complete information regarding the custody, storage, treatment, filing and disposal of all public records in our care. Ensure the authorization to deviate from instructions. Management of resources and assets.

ENQUIRIES : Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
NOTE : Appointment under the Public Service Act.

POST 22/74 : **SENIOR ADMINISTRATION OFFICER: ADMINISTRATION SUPPORT: COURSE ADMINISTRATION (REF: HO 2023/05/39)**

SALARY : R359 517 per annum
CENTRE : National Head Office, Pretoria: Directorate: Core Curriculum
REQUIREMENTS : Relevant (3) year national diploma /degree in Procurement/Financial Management/Public Administration with specialisation in finance/procurement. Minimum of 3 years' experience in finance or procurement administration. Computer literate. Valid driver's licence. Competencies And Attributes: Initiative, honesty and integrity, emotional intelligence and good communication skills. Customer service, project management, service delivery innovation, coaching, problem solving, conflict management and financial management skills, Planning and organizing. Confidentiality. Interpersonal, report writing, analytical, negotiation and research skills, Understanding of the PFMA and procurement processes, DCS legislatives and policy frameworks. Ability to work under pressure.

DUTIES : Responsibilities: Coordinate and facilitate the allocation of funds for the directorate budget. Ensure the procurement of resources and appropriation of training resources. Ensure control over inventory controllers. Administrate travel and subsistence claims and advances. Administrate payment of advances/invoices of services rendered. Procurement of human resource within the entire directorate. Processing of management information regarding training and development. Administrate all personnel functions/employees matters within the directorate. Management of physical, human and information management. Management of resources and assets.

ENQUIRIES : Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
NOTE : Appointment under the Public Service Act.

POST 22/75 : **SENIOR ADMINISTRATION OFFICER: DEVELOPMENT SUPPORT (REF: HO 2023/05/40)**

SALARY : R359 517 per annum
CENTRE : Zonderwater Training College
REQUIREMENTS : Recognized three (3) year degree or national diploma in Human Resource Development or equivalent qualification. 3-5 years' experience in human resource development environment. PERSAL knowledge. Computer literate. Valid driver's licence. Competencies And Attributes: Coordination and organising skills. Training skills. Human Resource Development skills.

		Analytical and innovative skills. Coaching and mentoring skills. Knowledge of applicable legislations, policies, and regulations. Good communication and interpersonal skills. Time management. Problem solving skills.
<u>DUTIES</u>	:	Responsibilities: Coordinate and ensure the availability of required training materials and sub inventories. Coordinate and ensure the setting up of lecture halls. Coordinate the setting up of equipment for presentations and events. Manage human resources, finance and assets.
<u>ENQUIRIES NOTE</u>	:	Ms TP Baloyi 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
	:	Appointment under the Public Service Act.
<u>POST 22/76</u>	:	<u>ADMINISTRATION OFFICER: NATIONAL ARCHIVES (REF: HO 2023/05/41) (2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum National Head Office, Pretoria: Directorate: Information Management Recognised three (3) year degree/ national diploma. 1-2 years relevant experience. Computer literate. Valid driver's licence. Competencies And Attributes: Communication, decision making, negotiation and problem-solving skills. Networking/liaison with stakeholders. Analytical thinking. Policy implementation. Understanding of Public Service policy and legislative framework. Knowledge of Correctional Service Act. Facilitation and time management skills. Confidentiality. Coaching and mentoring. Service delivery and client orientation. Integrity and honesty. Assertiveness.
<u>DUTIES</u>	:	Responsibilities: Design, evaluate, implement and maintain records classification systems. Provide records management training. Conduct appraisal of records for disposal purposes. Conduct inspections to ensure compliance with proper records management practices. Provide professional support and advise to stakeholders. Collect, arrange, describe and preserve non-public and public records. Promote and market archival functions and services. Management of resources and assets.
<u>ENQUIRIES NOTE</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
	:	Appointment under the Public Service Act.
<u>POST 22/77</u>	:	<u>PROVISIONING ADMINISTRATION OFFICER: GENERAL STOCK PROCUREMENT (REF: HO 2023/05/42)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum National Head Office, Pretoria: Directorate: Procurement Recognised three (3) year degree or national diploma in Purchasing Management/Procurement/Supply Chain Management or equivalent qualification. 1-2 years' experience in procurement. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of BAS. Clerical, numeracy, organizing and communication skills. Telephone etiquette. Time management. Problem solving. Decision making. Impact and Influence. Supply Chain Management user manual in respect of procurement. White Paper on Corrections (applicable sections). Procurement Preference Policy Framework Act (PPPFA) and its regulations. PFMA and its regulations. Public Service Act and regulations.
<u>DUTIES</u>	:	Responsibilities: Assist and provide advice on procurement issues to management and other role-players. Monitor the adherence to legislation, policy, procedures and delegated powers by means of inspections. Execute the procurement processes and policies. Handling all aspects with regard to price quotations for mass stock up to the value of R30 000.00. Handling all aspects with regard to bids for mass stock to an unlimited value. Verification of all aspects regarding bids. Distribute and manage contracts for textiles, blankets, underwear etc. Co-managing stock during meetings with Witbank Logistics as extension of Head Office procurement. Consolidation of needs and compilation of multi-year estimation. Application for ex post facto approvals with regard to mass stock items. Management of resources and assets.
<u>ENQUIRIES NOTE</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
	:	Appointment under the Public Service Act.
<u>POST 22/78</u>	:	<u>HR PRACTITIONER: USER ASSISTANT: PERSONNEL CONTROLLER (REF: HO 2023/05/43)</u>
<u>SALARY CENTRE</u>	:	R294 321 per annum National Head Office, Pretoria: Directorate: PERSAL Management

<u>REQUIREMENTS</u>	:	Recognised three (3) year national diploma/degree in Human Resource Management/ relevant qualification. 1-2 years' experience in PERSAL. PERSAL Management Courses (Introduction to PERSAL, PERSAL Establishment, PERSAL Controllers course, PERSAL leave administration, PERSAL Personnel Administration, PERSAL Salary Administration, PERSAL Labour Relations, PERSAL Management Information course). Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of applicable regulations, policies and procedures, resolutions and acts. Communication, project management, interpersonal, report writing and Managerial Skills.
<u>DUTIES</u>	:	Responsibilities: Ensure the effective utilization of the PERSAL system nationally. Facilitate training of PERSAL users nationally. Enhancement of the biometric access security system on PERSAL nationally. Ensure data integrity on personnel records. Ensure compliance with the implementation of PERSAL data management and access security policy and procedure. Management of resources and assets.
<u>ENQUIRIES NOTE</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089
	:	Appointment under the Public Service Act.
<u>POST 22/79</u>	:	<u>ADMINISTRATION OFFICER: DEVELOPMENT (REF: HO 2023/05/44)</u>
<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	Kroonstad Training College
<u>REQUIREMENTS</u>	:	Recognised three (3) year degree or national diploma in Human Resource Development or equivalent qualification. 1-2 years' experience in human resource development /training environment. Computer literate. Valid driver's licence. Competencies And Attributes: Coordination, organising, training, human resource development, analytical, innovative, coaching and mentoring skills. Knowledge of applicable legislations, policies, and regulations. Communication, interpersonal, time management and problem-solving skills.
<u>DUTIES</u>	:	Responsibilities: Coordinate and ensure the availability of required training materials and sub inventories. Coordinate and ensure the setting up of lecture halls. Coordinate the setting up of equipment for presentations and events. Render support services in the POE/QMS office. Management of resources and assets.
<u>ENQUIRIES NOTE</u>	:	Ms TP Baloyi 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
	:	Appointment under the Public Service Act.
<u>POST 22/80</u>	:	<u>ADMINISTRATION OFFICER: REGISTRATION (REF: HO 2023/05/45)</u>
<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	Kroonstad Training College
<u>REQUIREMENTS</u>	:	Recognised three (3) year degree or national diploma in Public Administration or equivalent qualification. 1-2 years' relevant experience. Computer literate. Valid driver's licence. Competencies And Attributes: Job knowledge. Good communication skills and interpersonal relations. Professional integrity and the ability to perform under pressure. Financial management. Facilitation skills. Plan, organise, lead and control. Project management. Presentation skills. Conflict management. Report writing. Time management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Problem solving skills. Network and diplomacy. Understanding of the work in registry.
<u>DUTIES</u>	:	Responsibilities: Manage archives and registry sections. Transfer records to archives. Withdraw records from archives and registry. Dispose files. Control uniform filling system. Safe keeping of departmental files. General filing. Management of resources and assets.
<u>ENQUIRIES NOTE</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
	:	Appointment under the Public Service Act.
<u>POST 22/81</u>	:	<u>ADMINISTRATION OFFICER: RESEARCH AND EVALUATION (REF: HO 2023/05/46)</u>
<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	National Head Office, Pretoria: Directorate: Core Curriculum
<u>REQUIREMENTS</u>	:	Recognized three (3) years national diploma or degree in Human Resource Development, Management of training, HRM with specialisation in training and

		development or equivalent related field qualification. 1-2 years functional experience in the research field or training environment. Computer literate. Valid driver's licence. Competencies And Attributes: Teamwork. Decision making. Good oral/written communication. Report writing. Time management. Critical thinking. Problem-solving. Project management. Information technology application. Planning and organising.
<u>DUTIES</u>	:	Responsibilities: Continuously analyse the departmental strategy and identify training research topics. Undertake all training related research. Research of opportunities for training and personnel/staff development (needs analysis). Conduct training research, based on special needs as requested by the office of the commissioner. Manage and analyse all training data within the unit. Manage and monitor research activities. Conduct the provincial client satisfaction survey. Monitor and evaluate impact of training. Conduct impact assessment. Management of resources and assets.
<u>ENQUIRIES NOTE</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
	:	Appointment under the Public Service Act.
<u>POST 22/82</u>	:	<u>ADMINISTRATION OFFICER: PROGRAM DESIGN (REF: HO 2023/05/47)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum
	:	National Head Office, Pretoria: Directorate: Core Curriculum
	:	Recognized three years (3) national diploma/ degree in Education and Training, Human Resource Development, Management of Training or relevant qualification. 1-2 years relevant experience in HRD. Must have completed ODETDP qualification, with assessor and design outcomes-based learning programmes unit standards. Computer literate. Valid driver's licence. Competencies And Attributes: Communication and problem-solving skills. Ability to type and prepare documents. Filing system, program designing, research and analytical skills.
<u>DUTIES</u>	:	Responsibilities: Conduct needs analysis: Analyse problem, doing research, gather information literature study, interviews and questionnaire's and describe real problem. Design of curriculum: Research the object and gathering and elimination of information. Finalize the most applicable concept curriculum. Identify target population: determine role players and work group. Describe target group: Visit role players and do training consultations. Obtain unit standards and specific outcomes from Seta's. Develop program: Determine time per object and training. Coordinate the writing of lectures: Link up with the subject matter experts for the writing of material, facilitate the process and give the format and due dates for the material. Management of physical and information resources. Management of assets.
<u>ENQUIRIES NOTE</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089
	:	Appointment under the Public Service Act.
<u>POST 22/83</u>	:	<u>LEGAL ADMINISTRATION OFFICERS (MR1-5)</u>
<u>SALARY</u>	:	R228 915 – R1005 801 (Grade and salary notch will be determined in accordance with the OSD appointment requirements)
<u>CENTRE</u>	:	Limpopo, Mpumalanga and North West region: Klerksdorp (Ref: LMN 2023/06/01) Bethal (Ref: LMN 2023/06/02) KwaZulu Natal region: Pietermaritzburg (Ref: KZN 2023/06/03) (Re-advertisement) Eastern Cape region: Regional Office (Ref: EC 2023/06/04) Sada (Ref: EC 2023/06/05) Western Cape region: Helderstroom (Overberg) (Ref: WC 2023/06/06) (Re-advertisement) Allandale (Ref: WC 2023/06/07) [Re-advertisement].
<u>REQUIREMENTS</u>	:	LLB or equivalent legal qualification. Prescribed experience requirement is as follows: MR1- no previous legal experience required. MR2- at least 1-years' appropriate post qualification legal experience. MR3- at least 2-years' appropriate post qualification legal experience. MR4- at least 8-years' appropriate post qualification legal experience. MR5- at least 14-years' appropriate post qualification legal experience. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management. Problem solving, decision-making and facilitation skills. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time

		management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Willingness to travel. Applied strategic thinking. Influence and impact.
<u>DUTIES</u>	:	Responsibilities: Administration and handling of litigation for and against the department Initiation of policy amendments in the department. Rendering of legal advice on the activities of the department. Provide legal training. Represent the department at various forums Undertaking of hearings/trials administration. Maintenance of legal libraries. Planning of activities. Management of human resources, finance and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Eastern Cape region: Mr Ndlela HH Tel No: (043) 706 7834/ Ms Myataza Z (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883. KwaZulu Natal region: Mr Somaru RK Tel No: (033) 355 7365/ Ms Mchunu GJ (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368. Limpopo, Mpumalanga and North West region: Ms Sibiya MK Tel No: (012) 306 2025/ Mr Ziqubu Z (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034. Western Cape region: Ms NA Mdladlamba Tel No: (021) 550 6014/ Ms A Reddy (021) 550 6059/ Mr BD Tsewu (021) 550 6052/ Ms NC Sotyibi (021)550 6054.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 22/84</u>	:	<u>CONSUMER CLERK (REF: HO 2023/05/48)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum Zonderwater Training College Grade 12. Relevant working experience will be an added advantage. Computer literate. Competencies And Attributes: Honesty and integrity, Planning and organizing skills. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to work under pressure. Ability to coordinate and organize work related tasks. Good telephone etiquette. High level of reliability. Strong interpersonal skills, Ability to work independently and within a team. Able to follow guidelines. Understanding of PFMA and Supply Chain management procedures. Computer skills. Accurate and deadline driven.
<u>DUTIES</u>	:	Responsibilities: Request quotations from various vendors/service providers. Ensuring all invited quotations and contract are correct. Capture internal and external requisitions and clearing of internal charges. Filing of requisition voucher (log 10) and mess. Tracking orders and ensuring end users gets proper items. Verify the accuracy of all pricing invoices and purchase orders. Maintain accurate records of all financial activities. Conduct research on new and existing vendors to ensure the best pricing. Perform other duties as assigned. Management of assets.
<u>ENQUIRIES NOTE</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089. Appointment under the Public Service Act.
<u>POST 22/85</u>	:	<u>ADMINISTRATION CLERK: SALARIES AND QUALIFICATIONS (REF: HO 2023/05/49)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum National Head Office, Pretoria: Directorate: HR Administration and Utilization Grade 12 or equivalent. PERSAL Training and relevant working experience will be an added advantage. Computer literate. Competencies And Attributes: Understanding of public service prescripts. Report writing, presentation, problem solving and decision-making skills. Interpersonal relations. Policy implementation. Conflict resolution. Communication, typing and training skills. Confidentiality. Integrity and honesty. Friendly and adaptability. Ability to work long hours. Confident, independent and accurate. Ability to work under Pressure.
<u>DUTIES</u>	:	Responsibilities: Handling of salary enquiries. Rectification of under and overpayment of salaries. Control the correctness of salaries of employees. Verification and authentication of qualifications. Determine the applicability of qualifications. Management of assets.
<u>ENQUIRIES NOTE</u>	:	Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089. Appointment under the Public Service Act.

POST 22/86 : **ADMINISTRATION CLERK: FINANCIAL MANAGEMENT (REF: HO 2023/05/50)**

SALARY CENTRE REQUIREMENTS : R202 233 per annum
: National Head Office, Pretoria: Directorate: Management Accounting
: Grade 12 with mathematics or accounting. Experience in a similar environment will be an added advantage. Computer literate. Competencies And Attributes: Plan and organise. Client orientation and communication, policy analysis and interpretation. Report writing. Knowledge of PFMA, treasury regulations, public service regulations and public finance administration. Financial management, integrity and honesty. Good work ethics. Confidentiality, interpersonal relations. Accuracy, influence and impact.

DUTIES : Responsibilities: Co-responsible for all Directorate: Management Accounting clerical matters. Co-responsible for the compiling of the clerical activities. Responsible for user clerk function. Efficient utilization of the financial systems within the department. Handling of financial source documents. Management of assets.

ENQUIRIES NOTE : Ms TP Baloyi Tel No: 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
: Appointment under the Public Service Act.

POST 22/87 : **SECRETARY**

SALARY CENTRE : R202 233 per annum
: National Head Office, Pretoria: National Head Office: Office of the DC Human Resources Management (Ref: HO 2023/05/51)
: National Head Office: Office of the DC: Intergovernmental Relations (Ref: HO 2023/05/52)
: National Head Office: Directorate: Cluster and Parliamentary Liaison (Ref: HO 2023/05/53)
: National Head Office: Directorate: International Relations (Ref: HO 2023/05/54)
: National Head Office: Directorate: Community Liaison (Ref: HO 2023/05/55)
: National Head Office: Directorate: Training Standards (Ref: HO 2023/05/56)
: National Head Office: Directorate: Specialised Audit (Ref: HO 2023/05/57)
: National Head Office: Directorate: Core Curriculum (Ref: HO 2023/05/58)
: National Head Office: Office of the CDC GITO (Ref: HO 2023/05/59)
: National Head Office: Directorate: Research (Ref: HO 2023/05/60)

REQUIREMENTS : Grade 12 with typing as a subject or any other training course or qualification that will enable the person to perform the work satisfactorily. Computer literate. Competencies And Attributes: Honesty and integrity. Attention to detail. Plan and organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to work under pressure. Ability to coordinate and organize work related tasks. Good telephone etiquette. High level of reliability. Ability to act with tact and discretion.

DUTIES : Responsibilities: Execute office and general administrative duties. Screen and answer telephone calls. Type correspondence. Compile documentation and presentations. Ensure proper record management through effective filing systems. Manage electronic document tracking system. Maintain diary and manage appointments. Responsible for the management of document tracking system. Arrange and coordinate meetings, workshops etc. Facilitate the procurement of office equipment such as stationery. Perform all such tasks and duties related to the role. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Management of assets.

ENQUIRIES NOTE : Ms TP Baloyi 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.
: Appointment under the Public Service Act.

POST 22/88 : **DRIVER (REF: HO 2023/05/61)**

SALARY CENTRE REQUIREMENTS : R171 537 per annum
: National Head Office, Pretoria: Office of the CDC GITO
: Grade 12. Three (3) years' experience in driving. Completion of an advanced driver's course will be an advantage. Valid driver's licence. Competencies And Attributes: Plan and organize. Punctuality. Confidentiality. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to work under

pressure. Good interpersonal relations. Good communication and listening skills. Knowledge of government regulations relating to transport.

DUTIES

: Responsibilities: Collect and deliver documents from the post office. Distribute documents in and outside of the department. Maintain the vehicle allocated to the office of the CDC: GITO. Keep accurate record of all official trips. Complete log book. Manage assets.

ENQUIRIES

: Ms TP Baloyi 012 305 8589 / Ms Khumalo NS 012 307 2174/2089.

NOTE

: Appointment under the Public Service Act.

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 14 July 2023 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 22/89** : **SENIOR STATE ACCOUNTANT, REF NO: CFO 23/3/1**
- SALARY CENTRE** : R359 517 per annum (Level 8)
: Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments, Sub-Directorate Supplier Payments, Pretoria.
- REQUIREMENTS** : Grade 12 (NQF L4) or equivalent certificate plus a three year B Degree/National Diploma in Finance/Accounting with a minimum of three years relevant experience on a post level 7 or equivalent/Grade 12 certificate with finance/accounting related subjects with a minimum of seven years relevant experience on a post level 7 or equivalent. Special requirements/Skills needed: Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Ability of understanding, interpreting and correctly applying financial policies and prescripts. Must be computer literate and have knowledge of Microsoft Packages. Understanding of the financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem solving ability. Ability to effectively compile and present reports. Must be knowledgeable with Human Resource Management (People Management) practices. Well-developed verbal, written communication skills with good interpersonal relations. Ability to effectively lease and communicate with clients. Team-player, receptive to suggestions and focused on zero defect. Positive, loyal, creative and trust worthy. Decisive and persevering in respect of task finalization. Being in a position of a valid RSA/Military vehicle driver's license would serve as an advantage. The successful candidate will be required to complete all relevant courses.

- DUTIES** : Ensuring timely payment of all invoices. Assisting in the management of all supplier payment documentation so as to ensure that it is correct according to prescripts, regulations and policy, prior to payment being effected. Preparation of supplier accounts/invoices by verifying payment documents for anomalies, verifying payments on the FMS and registering and coupling invoices for payment. Reporting, investigating and following-up of all finance-related irregularities. Compiling and submitting the prescribed management reports, information and statistics. Compiling, submitting monthly, quarterly and annual reconciliation. Ensuring the safekeeping of all accounting and payment documentation, files and data for audit purposes in accordance with Treasury Regulations and the PFMA. Evaluating and maintaining the internal security measures at the section. Training, guiding and developing subordinate personnel. Budgeting and attending the Budget Control Committee. Facilitation of Staffing Boards, analyse and review documents for your manager/supervisor. Assisting in investigating, co-ordination and answering of audit queries. Managing of personnel and performance evaluation as required per prescripts, assets and materièl resorting under control of this post.
- ENQUIRIES** : Ms D.D. Nchabeleng, Tel, (012) 392 2890/2892
- APPLICATIONS** : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. NOTE: Please use reference number not post number.
- NOTE** : Preference will be given to African males, African females, Indian males, Coloured males, Coloured females and Persons with Disabilities.
- POST 22/90** : **SENIOR STATE ACCOUNTANT, REF NO: CFO 23/3/2**
- SALARY** : R359 517 per annum (Level 8)
- CENTRE** : Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments, Sub-Directorate Cash Payments Region 1, Pretoria.
- REQUIREMENTS** : Grade 12 certificate (NQF L4) or equivalent plus a three-year B Degree/National Diploma in Finance/Accounting with a minimum of three years relevant experience on a post level 7 or equivalent, or Grade 12 certificate with finance/accounting related subjects, with a minimum of seven years relevant experience on a post level 7 or equivalent. Special requirements/Skills needed: Sound knowledge of the Public Finance Management Act and Treasury Regulations. Computer literate, knowledge of Microsoft Office software applications and knowledge of financial systems. Thorough knowledge of financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem-solving abilities. Knowledgeable regarding Human Resource Management (people management) practices. Well-developed verbal and written communication skills. Good interpersonal relations. Ability to effectively liaise and communicate with clients. Orientated towards teamwork, receptive to work-related suggestions/ideas. Decisive and persevering in respect of task finalization. Positive, loyal, creative, trustworthy. Added advantage: being in a possession of a valid RSA/military driver's license.
- DUTIES** : Process Main and Sub-Advance Account replenishments (including temporary increases). Manage/administrate centralised cash withdrawals from commercial banks. Maintain/control Replenishment- and Cash Withdrawal Registers. Compile/submit the Cash Withdrawals/Deposits (and Bank Cost) certification. Execute Main Advance Account commercial bank reconciliations. Compile/submit the Bank Account Daily Exception report. Compile/submit the Stagnant Bank Balances report. Manage telephone accounts, including private call payments and compiling/submitting the Telephone Accounts report. Compile/submit the Gifts/ Hospitality/ Donations report. Compile/submit the Security Clearances report. Administrate Work Attendance Registers. Administrate leave applications (including submitting applications to the Human Resources Section); also compiling/submitting the Leave certification. Compile/submit the Absenteeism return. Manage mainframe access, including the updating of user IDs and –profiles, compiling/submitting the Information and Communication System Security Personal Undertakings report, compiling/submitting the Mainframe Access certification, updating specimen signatures for Changes to Registration of Financial Management System Operators and auhorisation of changes to Financial Management System

operators' registration. Manage journals, including the processing of journals, compiling/submitting the Journal Batch report and safekeeping of journals- and related registers. Maintain the Funds Transferred Abroad report. Compile/submit the Flexi Working Hours agreement. Review Telegraphic Transfer main- and co-signatories. Maintain Cash Office Management Specimen Signature Files (for temporary increases and cash withdrawals). Compile Main- and Sub-Advance Account Replenishment Amount reports. Confirm finalization of E-Disclosure of Financial Interests. Maintain an updated Personnel Register Card. Consolidate leave- and course planning. Compile/submit the Occupational Health and Safety Representative Inspection list. Safeguard duplicate Cash Office safe combinations. Compile/submit the Safe Combinations report. Maintain a general registry (filing/archiving of hard copies and digitization/filing of soft copies). Compile/submit the Annual Banking fees reconciliation. Compile/submit the electronic banking certification. Compile/submit the Cash Counts not Performed Report. Compile/submit the Cash Losses Report. Confirm and report Financial Misconduct incidents. Compile/submit the Consolidated Control System Register Numbers Assigned to Cash Payments report. Compile/submit the Consolidated Control System report. Manage logistics, including inventory stock takes, allocated official vehicles, stationary and disposals. Compile/submit Medium Term Expenditure Framework estimates and control in-year expenditure. Compile/submit the Asset Losses/Damages return. Compile/submit the Transport return. Compile/submit the Finance Lease return. Certify/submit the Internet tax invoice for payment. Provide in-post training to subordinates. Compile in-post training reports and update personal files. Issue subordinates with duty sheets/delegations. Compile probation reports in respect of new appointees and update personal files. Ensure compliance with the departmental Performance Management and Development System process (appraisals and performance discussions). Maintain commercial bank accounts, including electronic banking. Maintain virtual structure elements on the Financial Management System.

**ENQUIRIES
APPLICATIONS**

: Mr A. Johnston, tel, (012) 392 2876
 : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

POST 22/91

: **FINANCE CLERK SUPERVISOR, REF NO: CFO 23/3/3**

**SALARY
CENTRE**

: R294 321 per annum (Level 7)
 : Finance Management Division, Chief Directorate Financial Services, Directorate Finance Support Services, Contract Administration Section, Pretoria.

REQUIREMENTS

: Grade 12 (NQF L4) plus a three year Degree/National Diploma in Public Administration or Law with two (2) years' experience in Contract Management /Administration environment on a salary level 5 or equivalent or Grade 12 certificate with three (3) years' experience in Contract Management/Administration environment on salary level 5 or equivalent. Special requirements/Skills needed: Good knowledge and understanding of Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations and the Prescription Act. Analytical thinking ability and problem solving skills. Communication skills (verbal and written). Ability to compile reports, letters, submissions and minutes. Able to draft and have presentation skills. Ability to work and draft documents in MS Package (Excel, Word and Access). Must be able to work in a team and function independently. Must have good interpersonal relations. Receptive to work related suggestions/ideas and decisive/persevering in respect of task finalisation. Must have a valid Civilian/Military driver's licence, If not in possession of Military/RSA licence, be able to obtain one within a year. More years' experience in contract administration in State Funded Education, Training and Development (ETD) will be an added advantage.

DUTIES

: Perform general office tasks: Receiving and registering of contracts for state-funded studies, formal and other service contracts. Analyse the study contracts for compliance with legislative framework. Evaluate and process reimbursement applications from Services and Divisions. Capture and update contracts on the system. Maintain and update the contracts/agreements

		(Memorandums of Agreements (MOAs), Memorandums of Understanding (MOU) and Service Level Agreements (SLAs) register. Verify and submit contracts for endorsement. Compile and submit monthly reports to management. Maintain the filing and archive system. Supervise junior officials. Provide training of subordinates and new appointees under direct supervision. Monitor and ensure compliance to prevailing regulatory framework. Assist in the coordination and execution of administrative tasks. Attend meetings as and when required. Handle queries and enquiries from Services and Divisions. Liaise with other stakeholders and role-players.
<u>ENQUIRIES</u>	:	Mr L.S. Khotle, tel, (012) 392 2557.
<u>APPLICATIONS</u>	:	Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at reception. Note: (Please use reference number not post number).
<u>NOTE</u>	:	Preference will be given to African males, African females, Indian males, Coloured males, Coloured females and Persons with Disabilities.
<u>POST 22/92</u>	:	<u>ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR</u> <u>REF NO: SG 02/23/05</u>
<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	South African Military Health Service HQ, (Patient Administration), Lyttleton, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) or equivalent with three (3) to five years (5) years' experience of in Patient Administration environment. Special requirement (skills needed): Computer literacy (Word and Excel organizing and interpersonal relationship skills basic knowledge of Health Informatics System (HIS), Financial Management system (FMS) and mainframe. Knowledge and understanding of Public Finance Management Act (PFMA) and Treasury Regulations. Familiar with the use of UPFS tariffs, proven ability to communicate effectively (verbal and written), orientated towards teamwork and receptive to work related suggestions. Enthusiastic and positive personal conduct.
<u>DUTIES</u>	:	Processing/capturing of medical invoices received from Potential Private Suppliers (PPS's) on HIS and link them to FMS for payment. Receive invoices on HIS, through investigation of invoices, verification, printing of attachments and dispatching. Detecting and report irregularities, compiling of account statistics/reports, ensure safe keeping of documents. Management of enquiries related to medical invoices. Processing the documents of PPS's for registration in the DOD system through National Codification Bureau (NCB) and Bank Management. Working daily/night shift hours.
<u>ENQUIRIES</u>	:	Colonel M. Gumede, Telephone: (012) 671 5046 Lieutenant Colonel N.G. Magubane, Telephone: (012) 671 5555
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046, or maybe hand delivered to LEW Building, cnr Selborne and Trichard Ave, Lyttelton.
<u>POST 22/93</u>	:	<u>ADMINISTRATION CLERK (PATIENT ADMINISTRATION): REF NO: SG</u> <u>02/23/09 SUPERVISOR (4 POSTS)</u>
<u>SALARY</u>	:	R294 321 per annum (Level 7)
<u>CENTRE</u>	:	3 Military Hospital, Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) or equivalent or equivalent with three (3) to five years (5) years' experience in administration environment. Patient Administration and mainframe experience is requirement. Special requirements (skill needed): Managerial skills. Computer literacy (Microsoft and mainframe), organizing, interpersonal relationship skills, knowledge of capturing and microfilming/scanning processes. Proven ability to communicate effectively (written & verbal) in English. Knowledge of policies and directives. Meeting deadlines and setting goals. Handle repetitive work. Team player. Knowledge of Patient Administrative processes. Must have empathy for sick, elderly and disabled. Must have previous administrative hospital, medical consulting room or financial management experience. Must be able to obtain security clearance within a year. Must be able to work under pressure. Must be able to work night shifts.

- DUTIES** : Managing health records. The applicant will be involved in all aspects of the scanning and capturing processes. Receiving of health records. Rendering a comprehensive secretarial and reception service. Ensuring correct referral documentation for referred patients. Handling health record queries. Telephonic queries. Compiling Quarterly and monthly statistics for management. Retrieve records for HCP's / management. Problem solving. Supervision. Special Auths, Med Debtors and invoice management.
- ENQUIRIES** : Major M.M. September, Telephone: (051) 402 2355 Captain Z.O. Ngubane, Telephone: (051) 402 2236
- APPLICATIONS** : Department of Defence, 3 Military Hospital, Private Bag X 40003, Brandhof, 9324 or maybe hand delivered to 3 Military Hospital, Furstenburg Road, Tempe, Bloemfontein.
- POST 22/94** : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR**
REF NO: SG/02/23/11
- SALARY** : R294 321 per annum (Level 7)
CENTRE : Area Military Health Unit Kwa-Zulu Natal, Durban
REQUIREMENTS : Grade 12 (NQF Level 4) with three (3) to five years (5) years' experience in an administration environment and mainframe experience will be a recommendation. Special requirements (skills needed): Data capturing, secretarial skills, reception, bookkeeping, office admin Managerial skills. Computer literate (Word, Excel, Power Point and Persol/Persal), organizing, interpersonal relationship skills, knowledge of capturing and digital scanning processes. Proven ability to communicate effectively (written & verbal) in English. Knowledge of policies and directives. Handle repetitive work. Team player. Knowledge of Patient Administrative processes. Must have empathy for sick, elderly and disabled. Must be able to work under pressure. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Managing health records. The applicant will be involved in all aspects of the scanning and capturing processes. Receiving of health records. Rendering a comprehensive secretarial and reception service. Ensuring correct referral documentation for referred patients. Handling health record queries. Telephonic queries. Compiling quarterly and monthly statistics for management retrieve records for HCP's/management. Problem solving and supervisory duties. Handling office conflict and minor disputes.
- ENQUIRIES** : Captain V.A. Crous, Telephone: (031) 451 1940 Warrant Officer 2 T. Frazer, Telephone: (031) 451 1875
- APPLICATIONS** : Department of Defence, Military Health Unit Kwa-Zulu Natal, Bluff Military Base, Cnr Lighthouse Rd and Marine Drive, Bluff, 4036
- POST 22/95** : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR**
REF NO: SG 02/23/12
- SALARY** : R294 321 per annum (Level 7)
CENTRE : Area Military Health Unit Free State, Bloemfontein.
REQUIREMENTS : Grade 12 (NQF Level 4) with three (3) to five years (5) years' experience in an administration environment. Mainframe experience will be a recommendation. Special requirements (skills needed): Managerial skills. Computer literate (Word, Excel, Power Point and Persol/Persal), organizing, interpersonal relationship skills, knowledge of capturing and digital scanning processes. Proven ability to communicate effectively (written & verbal) in English. Knowledge of policies and directives. Handle repetitive work. Team player. Knowledge of Patient Administrative processes. Must have empathy for sick, elderly and disabled. Must be able to work under pressure. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Managing health records. The applicant will be involved in all aspects of the scanning and capturing processes. Receiving of health records. Rendering a comprehensive secretarial and reception service. Ensuring correct referral documentation for referred patients. Handling health record queries. Telephonic queries. Compiling quarterly and monthly statistics for management retrieve records for HCP's/management. Problem solving and supervisory duties. Handling office conflict and minor disputes.
- ENQUIRIES** : Major L. Tshita, Telephone: (012) 402 1935
APPLICATIONS : Department of Defence, Military Health Unit Free State, Private Bag X20503, Bloemfontein, 9300

POST 22/96 : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR**
REF NO: SG 02/23/13

SALARY : R294 321 per annum (Level 7)
CENTRE : Area Military Health Unit Limpopo.
REQUIREMENTS : Grade 12 (NQF Level 4) with three (3) to five years (5) years' experience in administration environment. Special requirements (skills needed): Knowledge of clerical and administration duties, practices as well as the ability to capture data. Good written and oral communication skills. Excellent computer skills and knowledge and experience with Microsoft office software. Good typing skills. Problem solving skills.

DUTIES : Render data capturing services, filling. Effective use of technology to contribute to organizational efficiency and work distribution. Provide administrative support services. Generate spreadsheets. Update the system on all data sets. Validate data to ensure correctness, competences and consistency. Compile statistical information/ reports. Receive statistical information for further processing. Capture and update information from manual records to electronic documents. Update and file/ archiving of records. Continuous updating of information on computer for reporting purposes.

ENQUIRIES : Lieutenant Colonel T.M. Kigozi, Telephone: (015) 299 3124 Major L.W. Rambau, Telephone: (015) 299 3110

APPLICATIONS : Department of Defence, Area Military Health Unit Limpopo, Private Bag X9701, Polokwane 0700.

POST 22/97 : **ACCOUNTING CLERK, (3X POSTS)**

SALARY : R202 233 per annum (Level 5)
CENTRE : Financial Management Division, Directorate Stores, Services and Related Payments (DSSRP), Finance Accounting Service Centre FASC Bloemfontein, Free State, Ref No: CFO 23/3/4A
FASC Port Elizabeth, Eastern Cape, Ref No: CFO 23/3/4B
FASC Makhado, Limpopo, Ref No: CFO 23/3/4C

REQUIREMENTS : Grade 12 (NQF L4) certificate with Finance/Accounting subjects. Added Advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA or Military driver's licence. Basic knowledge of financial and accounting processes. Special requirements/Skills needed: Computer literate in MS Office software packages (Word, Excel and PowerPoint). Ability in understanding, interpreting and correctly applying financial policies and prescriptions. Ability to effectively liaise and communicate with clients. Decisive and persevering in terms of task finalisation. Willing to be detached to Satellite Offices across geographical boundaries. Willing to work with cash (as cashier), in Rand and Foreign currency. Willing to assist with general administrative functions and archiving /filing/safekeeping of all accounting documentation. Basic knowledge of contract management and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of Financial Management Systems or other financial systems.

DUTIES : Strictly apply policies, prescriptions and regulation. Performing of cashier duties by paying out of cash advances. Receipt of State monies in to the paymaster General Account (PMG). Receive cash from client and verify or correctness in terms of the purpose of the payment. Issue an official receipt. Accurate allocation of Revenue. Timely preparation and capturing of deposits on FMS and securely dispatching of deposits to the bank. Safekeeping and issuing of Face Value Documents (FVD). Archiving of Accounting documents, Safekeeping of payment and other accounting documentation for audit purposes. Utilise the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries, administering of claims on the central Advance System and capturing of all related accounting transactions on FMS. Confirmation of TELKOM accounts and assisting with general administration and accounting functions at the FASC. Scrutinise, verify, register and couple medical and supplier invoices for payment.

ENQUIRIES : Ms D.D. Nchabeleng, Tel, (012) 392 2893/2892.
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

NOTE : Preference will be given to Eastern Cape Province (African males and Coloured males), Limpopo (African males), Free State (African males and Coloured females, Coloured males) and Persons with disabilities to all provinces.

POST 22/98 : **ACCOUNTING CLERK, REF NO: CFO 22/3/5**

SALARY : R202 233 per annum (Level 5)
CENTRE : Finance Management Division, Directorate Central Accounts, Sub Directorate: Bank Management, Pretoria.

REQUIREMENTS : Grade 12 certificate (NQF L4) with Finance/Accounting related subjects. Added Advantage: Post Matric qualification in Finance/Accounting related field. A minimum of 1 year relevant experience in Finance and Banking/Bookkeeping. Special requirements/Skills needed: Sound reasoning, mathematical and problem solving ability. Well-developed verbal and written communication skills. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas, decisive and persevering in terms of task finalisation and able to effectively function under pressure. Very conscientious and motivated towards producing effective, efficient and accurate work. Knowledge of Financial Management System (FMS)/BAS, Safety Web Banking System, PERSOL/PERSAL, MS Word and Excel programs will serve as a strong recommendation.

DUTIES : Reconcile the bank account of the Department of Defence (DOD) by registering bank transactions received from National Treasury on FMS and transfer the data to State Information Technology Agency (SITA). Identify entries on the Paymaster-General Account (PMG) of the DOD, Ensure timely processing of Telegraphic Transfers and Foreign Payments transactions, Capture Stop payments as requested by DOD accountants. Clear suspense accounts for the Sub-Directorate, Capture Funds requisition of the DOD on Safety web, Capture and Register verified banking details of all DOD suppliers, Compile and submit the prescribed management reports, information and statistics, Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Understanding/interpretation/application of financial policies (e.g. Public Finance Management Act, Treasury Regulations) and related payment processes (e.g. processing of journals and clearing of suspense accounts)

ENQUIRIES : Ms N. Dlepuma, Tel, (012) 392 2727.

APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

NOTE : Preference will be given to African males, African females, White males, Indian males, Coloured males, Coloured females and Persons with Disabilities.

POST 22/99 : **ACCOUNTING CLERK REF NO: CFO 23/3/6 (3POSTS)**

SALARY : R202 233 per annum (Level 5)
CENTRE : Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments (Final Payment), Pretoria.

REQUIREMENTS : Grade 12 certificate (NQF L4) with Finance/ Accounting related subjects. Added Advantage: Post Matric qualification in Finance/Accounting related field. A minimum of one year relevant experience. Being in the possession of valid RSA/Military drivers license. Special requirements/Skills needed: Computer Literate (MS Office packages). Well-developed verbal and written communication skills. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in regard to task finalization and able to effectively function under pressure. Post Matric qualification in Finance/Accounting related field. A minimum of one year relevant experience. Being in the possession of valid RSA/Military drivers license. Knowledge of the calculation and processing of salaries and allowances, final payments when persons exit their work, registration of file and documents, data capturing on financial and salary systems.

DUTIES : Execution of the prescribed accounting processes related to payments of benefits, leave gratuity and prorata bonus due to DOD personnel that exit DOD,

salaries and allowances to DOD personnel out of service. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting and salary systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.

ENQUIRIES
APPLICATIONS

: Mr J.G. Lottering, Tel, (012) 392 2417.
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

NOTE

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

POST 22/100

: **ACCOUNTING CLERK REF NO: CFO 23/3/7**

SALARY
CENTRE

: R202 233 per annum (Level 5)
: Finance Management Division, Chief Directorate Financial Services, Directorate Finance Support Services, Specialised Finance Services, Administration Support, Pretoria.

REQUIREMENTS

: Grade 12 certificate (NQF L4) with Finance/Accounting related subjects. Added Advantage: Post Matric qualification in Finance/Accounting related field. A minimum of one year relevant experience in assets management and procurement environment (demand and supply). Special requirements/Skills needed: Computer literate (MS Word, Excel and PowerPoint). Analytical thinking ability and problem solving skills. Ability to compile effective reports, letters memorandums, minutes and statistics. Excellent communication skills (verbal and written). Teamwork, but also able to operate independently. rustworthy, reliable with good interpersonal relations. Receptive to work related suggestions/ideas and decisive/persevering in respect of task finalisation. Be able to travel on short notice. Able to handle routine tasks of repetitive nature. Must be able to obtain a confidential security clearance within a year. Knowledge and understanding of PFMA, Treasury Regulations, National Treasury practice notes on supply chain processes. Being in the possession of valid RSA/Military drivers license.

DUTIES

: Provide supply chain functions and services within the procurement environment. Manage the petty cash system for the directorate. Compile/submit management reports. Receive, register and administer new demands/request from clients. Maintain a procurement register. Assist in checking and verifying of items received and items issued to and from clients. Ensure that assets are tagged and captured in the Asset Register. Ensure that all transactions are reconciled not later than the prescribed period. Ensure that Receipt Vouchers (RV's) are printed. Assist the purchasing officer whenever required with procurement for the Division. Utilise the Financial Management System (FMS) to verify availability of funds and the correctness of series before a petty cash transaction is submitted for approval to the procurement officer, budget holder and the budget manager. Ensure the effective, efficient, economic and management of all resources under the control of this post.

ENQUIRIES
APPLICATIONS

: Mr L.S. Khotle, Tel, (012) 392 2557.
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not post number.

NOTE

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

POST 22/101

: **SENIOR OPERATOR, REF NO: CFO 23/3/8**

SALARY
CENTRE

: R147 036 per annum (Level 3)
: Chief Directorate Accounting, Directorate Stores, Services and Related Payments, Directorate Personnel Payments, Pretoria

REQUIREMENTS

: Grade 10 or 12 certificate. Added Advantage: Knowledge of basic MS Word computer applications. Valid RSA/Military driver's licence Special requirements/Skills needed: Good communication skill (verbal and written), interpersonal skills, adaptability & resourcefulness. Ability to handle variety of task execution. Knowledge, experience and the ability to effectively replace

fluorescent light tubes and various items by using tools such as screw drivers, electric drills, pliers, hammers, saws, ladders, chisels, sanding machines etc. Be physically to execute the tasks and duties.

DUTIES

: Operate office equipment and machines such as photocopiers, facsimile machines, document binding machines and papers shredding machines. Collect copy and deliver various documents, files, schedules, and other documentation generated within the directorate. Collect, bind and deliver various documents, files, schedules, and other documentation generated within the directorate. Collect, and shred various documents, files, schedules, and other documentation generated within the directorate. Collect, fax and deliver various documents, schedules and other documentation generated within the directorate. Collect and file various documents, files, schedules, and other documentation generated within the directorate. Assist in recording, managing and maintaining the office inventories and equipment in the directorate. Assist in recording, controlling and maintaining stock levels of stationary, labour saving devices and other expendables items in the administration of the official vehicles allocated to the directorate. Assist in the administration of the official vehicles allocated to the directorate. Execute and assist in basic maintenance functions within the directorate as well as within the Poynton Building.

ENQUIRIES

APPLICATIONS

: Mr J.G. Lottering, Tel, (012) 392 2417.
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

NOTE

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

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- CLOSING DATE** : 14 July 2023 at 16:00
- NOTE** : Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. A recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)
- ERRATUM:** Withdrawal Of Advertised Posts Kindly note the following advertised posts have been withdrawn due to administration technicalities; Deputy Director: Solution and Application Development with Ref No: HR4/23/05/02HO for Head Office, Pretoria advertised on Circular 15 of 2023 with a closing date 19 May 2023, Internal Auditor with a Ref No: HR4/23/06/01HO for Head Office, Pretoria, advertised on Circular 17 of 2023 with a closing date of 02 June 2023 and the post of Deputy Director: Labour Activation Programmes with a Ref No: HR4/4/8/17 for Provincial Office: Kimberly, advertised on Circular 20 of 2023 with a closing date of 26 June 2023. These posts will be re-advertised and applicants who previously applied must re-apply. Sorry for inconvenience: Enquires: Mr FR Thengwayo Tel: 012 309 4497

OTHER POSTS

- POST 22/102** : **DEPUTY DIRECTOR: COIDA REF NO: HR4/4/8/24**
- SALARY** : R958 824 per annum (all inclusive)
- CENTRE** : Provincial Office: Kimberly
- REQUIREMENTS** : Three -year tertiary qualification in Public Management/ Business Management/ Operations Management/ Nursing Diploma/ HRM. Three (3) years functional experience in the disability claims and or medical insurance (including disability claims) processing environment. Two (2) years management experience in the disability claims and or medical insurance (including disability claims) processing environment. Knowledge: COIDA Guidelines on application of COID (for government departments). Public

Service Regulation. Public Service Act. Basic Conditions of Employment Act (BCEA). Employment Equity Act (EEA). Promotion of Administrative Justice Act (PAJA). DoL and Compensation Fund business strategies and goals. Compensation Fund value chain. Directorate goals and performance requirement. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles). Technical Knowledge. Skills: Leadership. Operational Management. Creative and Innovation. Analytical Thinking. Financial Management. Change Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem Solving. Decision Making. People Management and Empowerment (including developing others). Communication (written and verbal). Risk Management.

DUTIES : Manage efficient provision and coordination of compensation benefits in the province. Manage the operations of COID Business Unit in the Province. Provide operational and technical support to Processing Labour Centres within the Province. Manage stakeholder engagements for COID within the Province. Manage human, financial and physical resources of the sub-directorate

ENQUIRIES APPLICATIONS : Dr IP Jood-Molaolwe Tel: 053 838 1589

FOR ATTENTION : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road
Human Resources Operations, Provincial Office Kimberley

POST 22/103 : **DEPUTY DIRECTOR: SOLUTION AND APPLICATION DEVELOPMENT REF NO HR4/23/07/01 HO**
(Re-advertisement, applicants who previously applied must re-apply)

SALARY CENTRE REQUIREMENTS : R811 560 per annum (All inclusive)
: Head Office, Pretoria
: Three (3) year National Diploma (NQF6)/ Undergraduate degree (NQF7) in Information Technology/ Computer Science/ Informatics. Five (5) years' functional experience at an Assistant Director or middle Management level in complex ICT Application complex environment as Application developer using ASP.NET/JAVA, JQuery, HTML5, Oracle and PLSQL. Knowledge: Software languages and associated development platforms and tools, Multi-tier Software architectures and interfaces, System monitoring i.r.o availability, manageability, reliability and security, Software development methodologies, IT service management principles for incident, Change, Problem and Release Management, Technical standards/procedures, Expertise in selected software languages, associated framework and tools, Departmental Procedures and Processes. Skills: Presentation, Problem-solving, Communication, Time-Management, Project-Management, Planning and Organizing, Leadership skills, Negotiation skills, Conflict and Diversity Management.

DUTIES : Implement enhancements for software applications. Monitor the maintenance of all customized software applications. Engage with other ICT teams to deliver ICT solutions. Manage and supervise resources within the sub-directorate.

ENQUIRIES APPLICATIONS : Ms. Engela Cronje Tel: 012 309 4876
: Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resource Operations, Head Office.

POST 22/104 : **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: HR4/4/8/25**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (all inclusive)
: Provincial Office: Kimberley
: Three-year relevant tertiary qualification in Human Resource Management. Valid driver's license. Two (2) years management experience. Two (3) years functional experience doing Human Resource. Knowledge: Human Resource Management Policies, Human Resources Systems and Procedures, Performance Management, Project Management, Public Service Act, Regulations and Resolutions, Recruitment and Selection Strategies, Code of good conduct in the Public Service, Departmental Policies and Procedures, Batho Pele Principles, Human Resource Management Practices and Systems. Skills: Management, Interpersonal, Communication (Verbal and Written), Computer Literacy, Negotiation, Presentation, Report writing, Problem Solving, People Management, Decision Making.

DUTIES : Manage the Human Resource support services and the implementation of all the Human Resource Policies, procedures and relevant prescripts in the Province (Daily). Manage the effective implementation of recruitment and selection policy in the Province (Daily). Facilitate the coordination of the implementation of Performance Management policy in the Province (Daily). Manage the coordination of Human Resource Development interventions and the implementation of Human Resource Development Policies and Programmes in the Province (Daily). Manage the administration of service benefits and leave of staff in the Province (Daily).

ENQUIRIES APPLICATIONS : Mr ZL Albanie Tel: (053) 838 1502
: Chief Director: Provincial Operations: Private Bag X 5012, KIMBERLEY, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.

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

POST 22/105 : **DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR 4/4/8/30**
(Re-advertisement, applicants who previously applied are encouraged to re-apply)

SALARY CENTRE REQUIREMENTS : R811 560 per annum (All inclusive)
: Provincial Office: Kimberley
: Three (3) years tertiary qualification in Public Administration/ Business Administration/ Business Administration/ Business Management/ Development Studies. Social Sciences. A valid driver's license. Five (5) years' experience of which three (3) years must be functional experience in Labour Activation Programmes/ Employment Programmes/ Enterprise Development/ Entrepreneurial, and two (2) years' experience at managerial level. Knowledge: Departmental and the Fund's policies and procedures. Public Financial Management (PFMA). Unemployment Insurance and Unemployment Insurance Contributions Act. All Labour legislations. Project Management. Batho Pele Principles. Skills: Planning and Organising. People Management. Conflict Management. Analytical. Problem Solving. Communication and ability to think strategically. Computer literacy. Skills Development Act. Event Management and Contact Management. Coordinate. Facilitation. Project Management.

DUTIES : Manage and monitor Labour Activation projects receiving funding. Engage with relevant stakeholders on Labour Activation Programmes that will benefit UIF beneficiaries. Identify province specific interventions to be funded for Labour Activation. Participate in Advocacy Campaigns to create awareness on Labour Activation Programmes in co-operation with the Unit Communications within the Fund and the Province Office. Manage resources (Human, Finance, Equipment/Assets).

ENQUIRIES APPLICATIONS : Mr Z Albanie Tel: (053) 838 1502
: Chief Director Provincial Operations: Private Bag X 5012, KIMBERLEY, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.

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

POST 22/106 : **DISABILITY MANAGER (ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY) REF NO: 4/4/8/26**

SALARY CENTRE REQUIREMENTS : R578 367 – R639 744 per annum (OSD)
: Provincial Office: Kimberley
: National Diploma / Degree in Occupational Therapy. Post Graduate Diploma in Vocational Rehabilitation will be added as an advantage. Minimum five (5) years' relevant experience post community service. A proven track record in vocational rehabilitation. Knowledge: DoL and Compensation Fund business strategies and goals. Directorate goals and performance requirements. Compensation Fund Value Chain and business procedures. Customer Service (Batho Pele Principles). Skills: Rehabilitation skills, Analytical skills, Business Writing Skills, Required IT skills, Strategic Leadership, Financial Management, Knowledge Management, Service Delivery Innovation (SDI), Planning and Organizing, Problem Solving and Analysis, Decision Making, Accountability, Client Orientation and Customer Focus, Communication, Work Ethics and self-management, Risk Management and Corporate Governance, Environmental Awareness.

DUTIES : Manage early return to work and community re-integration programmes. Participate in the development /review of rehabilitation strategy, policies and protocols in accordance with the national legislative framework. Establish and maintain relationship with various internal and external stakeholders. Manage the Disability Manager Section.

ENQUIRIES : Dr IP Jood-Molaolwe Tel: 053 838 1589

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

POST 22/107 : **ASSISTANT DIRECTOR: HR & ER REF NO: HR 4/4/4/04/01**

SALARY : R424 104 per annum

CENTRE : Provincial Office: Braamfontein

REQUIREMENTS : Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Human Resources/ Labour Relations (Labour Law), two years' Supervisory experience. Two years' functional experience in Human Resources Operations/ Employment Relations. Knowledge: Public Service transformation and Management issues, White Paper on transformation of Public Service, Ability to convert policy into action, Human Resources systems and procedures, Public Service Act and Resolution, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum Information Security Standards. Skills: Report writing, Presentation, Interpersonal, Communication (both verbal and written), Computer Literacy, Analytical, Problem solving, Conflict management.

DUTIES : Co-ordinate and monitor the implementation of Human Resources Management Policies in the Province. Monitor and provide advice on the implementation of Employment Relations Policies and transcripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits. Supervision of resources in the Unit.

ENQUIRIES : Ms H Rampou Tel: (011) 853 0300

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg 2001 or hand deliver at 77 De Korte Street, Braamfontein, Johannesburg.

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

POST 22/108 : **APPLICATION DEVELOPER (ASP. NET) REF NO HR4/23/07/02HO**

SALARY : R424 104 per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : A Three (3) years National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Information Technology/Computer Science or Informatics. MCSD and/ or ITIL Certificate will be of an advantage. Four (4) years' functional/technical experience in an application software development environment. Knowledge: ASP.NET, SQL Server, PLSQL, HTML5, CSS3 and C#/VB.NET and JavaScript, SQL Server 2008 and upwards, Service Orientated Architecture Implementations and Linux Operating Systems and IIS Server, Multi-tier Software architectures and interfaces, Oracle Systems and integration (Web services, XML, JDBC, OLE etc.), Knowledge on database scripts and procedures using SQL and PLSQL, Software development lifecycle (SDLC), IT service management principles for incident, Change, Problem and Release process, Software development methodologies including Waterfall, Agile, DevOps and/or DevSecOps, Software languages and associated development platforms and tools, specifically to:, Batho Pele Principles, Departmental Procedures and Processes. Skills: Management of Microsoft OS based solution, Development for template based web content management solution, Web application architecture integration into Oracle, Software testing including unit integration and acceptance testing etc., Problem Solving, Communication, Time Management, Planning and Organizing, Multi-tier architecture and Project management.

DUTIES : Develop and Document technical design for customized software Applications. Provide support and maintenance of customized software Applications. Develop applications according to the defined standards and best practice principles.

ENQUIRIES : Ms E Cronje Tel: 012 309 4876.

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

FOR ATTENTION : Sub-directorate: Human Resource Operations, Head Office.

DEPARTMENT OF, FORESTRY, FISHERIES AND ENVIRONMENT

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

- APPLICATIONS** : Pretoria: Director-General, Department of Environment, Forestry and Fisheries- delete Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
Cape Town/KwaZulu Natal/Eastern Cape: Director-General, Department of Forestry, Fisheries and the Environment, Environment, Forestry and Fisheries - delete, The Director: Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.
- CLOSING DATE** : 24 July 2023
- FOR ATTENTION** : Human Resource Management
- NOTE** : Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. No faxed, e-mailed or late applications will be considered. The National Department of Environmental Affairs is an equal opportunity; affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the department through the filling of posts and candidates whose appointment/transfer will promote representivity will receive preference. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Applicants shortlisted for SMS posts will be subjected to the following : a technical exercise that intends to test relevant technical elements of the job, screening and security vetting to determine their suitability for employment, including but not limited to criminal records; citizen status; credit worthiness; Previous employment (reference checks); and Qualification verification. The person appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed). The Department reserves the right not to make an appointment.

OTHER POSTS

- POST 22/109** : **SCIENTIST PRODUCTION GRADE A: CHEMICAL OCEANOGRAPHY (OC16/2023)**
- SALARY** : R687 879 per annum (OSD)
- CENTRE** : Cape Town
- REQUIREMENTS** : Bachelor of Science honors degree in analytical chemistry/chemical oceanography or equivalent qualification in relevant field. 3 years post qualification experience in a relevant field. Compulsory registration with SACNASP as certificated natural scientist. Sound knowledge of general chemistry, but particularly applicable to marine biogeochemistry. Experience in laboratory work and field trips, with proven use of analysis techniques and instrumentation as related to chemistry, marine chemistry and biogeochemistry research. Experience in analysis and interpretation of small and large datasets. Ability to gather & analyze datasets. Data collection at sea from either large research vessel or small boats as regular seagoing for extended periods are required. Computer software use and computer operation (modelling) experience. Project management experience. Writing papers and scientific reports. Public Service and Departmental procedures and prescripts. Sound organising & planning skills. Good writing & speaking ability. Good leadership, facilitation, creativity, interpersonal and teamwork skills. Ability to work long hours. Ability to develop & apply policies. Ability to work individually & in a team. Ability to work under pressure and independently. Ability to work with difficult persons & to resolve conflict. A valid code 08/EB driver's license. Successful candidate will be required to undergo and pass medical examination for seafarers (Section 101 of the SAMSA Act.57 of 1951).

DUTIES : Conduct research on marine pollutants and its impact on the marine environment. Conduct research on biogeochemical cycles of nutrients (macro- and micro) associated with marine ecosystem (eutrophication and climate change). Investigate bioaccumulation and levels of metals and other pollutants on marine organisms. Data analysis and publish the results in peer reviewed journals. Create national and international collaborations. Conduct research on biogeochemical cycles of nutrients, the ecosystem, and the interaction between the two. Data analysis and develop indexes and customize scientific models and techniques. Participate in local and international climate change forums. Assist in planning and purchasing of chemicals and equipment. Assist in managing the laboratory. Science Governance. Procurement protocol. Participate on local and international research cruises. Collate and supply information that can be used to support relevant international obligations undertaken by South Africa. Assist with development of appropriate scientific skills to interns and postgraduate students, e.g., through research training and participation in supervision of theses. Assist with the promotion of scientific activities at Oceans and Coasts. Participate in other activities of Oceans and Coasts as required by management. Participate in national, regional, and international research activities (workshops and conferences). Initiate and encourage collaboration with national, regional, and international scientists.

ENQUIRIES : Dr T Mtshali Tel No 0790696595; Mr. J Khanyile - 0834337652

POST 22/110 : **CONTROL ENVIRONMENTAL OFFICE: GRADE A: GHG INVENTORY AND SYSTEMS (REF: CCAQ13/2023)**

SALARY : R554 490 per annum
CENTRE : Pretoria
REQUIREMENTS : A four-year Degree (NQF 8) or equivalent qualification in Natural or Environmental Sciences plus six (6) years post qualification experience in the relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Knowledge of atmospheric chemistry and industry process applications. Knowledge of and experience in using 2006 IPCC guidelines. Good understanding and knowledge of emission and sequestration processes, as well as sources and sinks in the respective sectors. Good analytical and mathematical competency. Extensive knowledge of climate change mitigation issues, including legal and policy frameworks and other barriers, the economics, and technical requirements of low carbon development. Knowledge of South Africa's greenhouse gas emission profile and climate change mitigation. Ability to conduct research, gather and analyse information. Ability to conduct greenhouse gas emission reviews. Skills: Data collection and analysis; Analytical thinking; Modelling skills; Coordination skills; Communication skills (written and spoken). Programme and Project Management; Information management. Report writing skills. Organisational skills; Computer Literacy; Problem solving and interpersonal conflicts; Strategic thinking and Good communication skills (verbal, writing and other). to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in a team. Good interpersonal relations skills. Ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict

DUTIES : Lead the compilation and review of South Africa's greenhouse gas inventory. Support the operationalization of the national system for the greenhouse gas inventory. Evaluating GHG inventory improvement themes from previous emissions inventories. Ensure that data gaps are resolved for subsequent inventories. Plan and implement GHG inventory improvement programmes. Provide end user support and training to GHG reporting entities on reporting requirements. Constantly evaluating training needs for reporting entities. Developing and updating standard operating procedures relating to the various aspects of the GHG emissions reporting system. Managing of reference data in the GHG reporting system and ensuring that it is in line with current international and local technical reporting guidelines. Ensure that appropriate interrelationships with GHG reporting entities are maintained throughout. Undertake annual review and quality control activities on greenhouse emissions reports submitted by industry. Provide support to SARS in the verification of greenhouse gas emissions used in the calculation of carbon tax liability.

ENQUIRY : Ms. S Mashele Tel No: (012) 399 9195

POST 22/111 : **ESTATE MANAGER: COMMERCIAL FORESTRY REF NO: FOM30/2023 (X4 POSTS)**

SALARY : R424 104 per annum
CENTRE : Eastern Cape
REQUIREMENTS : Degree/National Diploma (NQF6) in Forestry or relevant equivalent qualification within the related field with a minimum of three (3) years relevant experience in Commercial Forest management. Knowledge and understanding of National Forest Act, 1998 (Act No. 84 of 1998) and National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998). Knowledge and understanding of PCI&S framework, Participatory Forest Management, and relevant environmental legislations. Good presentation skills. Excellent communication skills (verbal and written). Analytical and problem-solving skills. Good interpersonal relations. Ability to work under pressure and after hours. Planning and organizing skills. Computer skills in MS Office Software, a valid driving licence and must be willing to travel.

DUTIES : Manage commercial activities in an Estate. Implement short- and long-term plans for management of estate and forest resources. Develop and manage the implementation of annual plan of operations (APOs.), business plans and fire protection plans. Manage forest protection activities. Ensure the implementation, enforcement, and promotion of the National Forest Act (NFA) and National Veld Forest Fire Act (NVFFA). Ensure the protection of the Estate for economic and conservation purposes. Ensure the adherence of norms, standards and operational practices and procedures. Ensure the implementation of Principles Criteria Indicators and Standards for sustainable Forestry Management. Manage environmental protection activities. Manage stream flow reduction activities under Water Act. Plan and implement pest/disease control initiatives. Develop rehabilitation plans for degraded sites. Ensure stakeholder liaison engagements. Provide technical advice to stakeholders. Coordinate awareness campaigns (Fire, Participatory Forest Management). Coordinate the development of integrated local fire management plan. Advise the local communities about business opportunities in Forestry.

ENQUIRIES : Mr. TN Ngamile Tel No: 082 802 6574

POST 22/112 : **PROJECT COORDINATOR: FIFTH BIENNIAL UPDATE REPORT AND FOURTH NATIONAL COMMUNICATION REPORT (BUR5/NC4) (REF: CCAQ14/2023)**
(2-Year Contract)

SALARY : R359 517 per annum (plus 37% Lieu of benefits)
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Environmental management / Science or equivalent qualification within the related field coupled with a minimum of (2) years' experience in Climate Change or related field. Knowledge of Monitoring and Evaluation. Project Management; Administrative procedures; Financial Management, Accounting & Business practices; Ability to develop, interpret and apply policies, strategies and legislation. HR management practices, legal issues, negotiations and dealing with conflict. Supply Chain Management policies and procedures. Extensive experience in Expanded Public Works Programme. Skills: Policy development and implementation People Management; Change Management; Financial Management; Sound Research, Analytical, Organising, Planning, Presentation. Good communication skills (verbal and written). Good interpersonal Coordination and stakeholder liaison. Personal Attributes: Honesty; Ability to work long hours voluntarily; Ability to gather and analyse data. Ability to develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills. Creativity and initiative. Ability to work under extreme pressure. Ability to work within a team and to resolve conflict; Initiative and creativity; Innovative and proactive.

DUTIES : Co-ordinate project activities between the department and United Nations Development Programme (UNDP) to ensure smooth and timely execution of project activities. Provide support to UNDP to manage the project expenditures according to the project budget. Coordinate the compilation and drafting of BUR5 and NC4 in consultation with the supervisor. Collate data, analyse and archive for drafting BUR5 and NC4. Assist with drafting chapters of NC4 and BUR5 such as National Circumstances, Constraints and Gaps as well as

additional information. Perform technical review of the drafted chapters of BUR5 and NC4. Coordinate public consultation and independent review processes of BUR5 and NC4. Assist with International Consultation Analysis (ICA) processes of BURs. Organize national workshops and trainings according to the project work-plan and attend, whenever possible, the relevant regional and international workshops, trainings and conferences. Assist with all logistical requirements for public consultation and independent review processes of BUR5 and NC4. Perform all logistical arrangements for Project Steering Committee (PSC) and progress meetings as well as progress. Provide support in finalising the cabinet approval processes of BUR5 and NC4.

ENQUIRIES

: Ms S Motshwanedi, Tel: 012 399 9155

POST 22/113

: **SENIOR FORESTER: COMMERCIAL FORESTRY REF NO: FOM32/2023**

SALARY

: R359 517 per annum

CENTRE

: Eastern Cape

REQUIREMENTS

: Degree/National Diploma (NQF6) in Forestry or relevant equivalent qualification within the related field. a minimum of two (2) years' experience in Commercial Forest Management. Knowledge of the National Forest Act 1998 (Act 84 of 1998), and the National Veld and Forest Act, 1998 (Act 101 of 1998), NEMA, and NEMBA. The ability to interpret and apply related legislation and policies. Knowledge of project management. Planning and organising skills, facilitation and negotiation skills. Excellent communication (verbal, presentation and report writing), problem solving skills and computer skills. Ability to work independently and efficiently under pressure. A valid driver's license and must be willing to travel.

DUTIES

: Oversee and render commercial activities in the plantations. Implement operational plans for the plantation. Quality assure work rendered by services providers. Prepare for planting and other sivicultural operations (planting, weeding, harvesting etc) as well as routine management of the plantation. Render forestry protection activities. Assist with the implementation, enforcement, and promotion of the National Forest Act (NFA) and National Veld Forest Fire Act (NVFFA). Implement plans to prevent and combat veld and forest fires Liaison with stakeholders. Provide awareness campaigns (Fire, Participatory Forest Management). Render environmental protection activities. Ensure maintenance of conservation zones.

ENQUIRIES

: Mr. TN Ngamile Tel No: 082 802 6574

POST 22/114

: **SENIOR FORESTRY DEVELOPMENT OFFICER (REF FOM32/2023)**

SALARY

: R359 517 per annum

CENTRE

: KwaZulu Natal (Ugu District)

REQUIREMENTS

: Degree/National Diploma (NQF level 6) in Forestry/ Horticulture/ Environmental Studies or equivalent qualification within related field. A Minimum of 1 years' experience in forestry development. Knowledge and understanding of National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Fire Act, 1996 (Act 101 of 1996). Knowledge of the function of different departments and spheres of government. Knowledge of Operations Management. Knowledge of Reporting systems and processes. Knowledge of Government business practices and policies. Departmental service delivery, Project Management and strategic planning. Relationship management and stakeholder engagement. Knowledge of Management Service Delivery Innovation (SDI). Leadership skills, Communication skills, Change Management. Ability to work under pressure and handle criticism. Team leading and good interpersonal relations skills. Ability to negotiate in difficult situations and to resolve conflict. Sense of responsibility and loyalty. Taking initiatives, creativity, and willingness to travel. Drivers' lice will be added as an advantage.

DUTIES

: Provide technical advice and support in terms of greening programs or initiatives for institutional development. Conduct awareness campaigns on forestry greening initiatives. Promote Ten million tree programme. Assist municipality greening plans. Promote partnership between government, Non-Government Organizations (NGO's) and private individuals and communities to ensure long term commitment to forestry programmes and greening programmes. Promote sustainable use of natural resources on woodland & indigenous forest areas on privately and communal owned land through partnerships with interested and affected party. Promote Agroforestry. Render

support on the implementation of livelihood development programs or projects. Facilitate the implementation of Edu plant projects. Participate in all Environmental programmes and Environmental days. Identify areas of challenges. Conduct training to impact skills on the identified programs or projects. Render support on the implementation of forestry enterprise development initiatives. Facilitate the establishment of new afforestation, facilitate the rehabilitation of degraded plantations to a business entity and identify suitable land for forestry development programs. Assist the communities with regard to the registration of legal entities. Provide general administration support services. Compile monthly and quarterly progress reports. Develop and maintain database, provide support for the co-ordination of activities on forestry awareness campaign and empowerment. Facilitate the co-ordination of capacity building workshops on the public participation processes targeting communities.

ENQUIRIES : Ms Wongeka Kutshwa, Tel: 060 974 2601

POST 22/115 : **PROVISIONING ADMINISTRATION OFFICER: ORDERS REF NO (CFO32/2023)**

SALARY CENTRE REQUIREMENTS : R294 321 per annum
 : Cape Town
 : National Diploma (NQF level 6) in Supply Chain Management or an appropriate qualification in a related field. A minimum 1-year experience in Supply Chain Management or related field. Knowledge of Database system, logistics, acquisition, and business practices. Ability to maintain database management systems and controls. Ability to develop, interpret and apply policies, strategies and legislation. Ability to control and administer Database of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Logistics management, Acquisition and Contract management, Public Service legislative frameworks. Adequate Project management. Good interpersonal relations, Relationship Management, Stakeholder engagement. Service Delivery Innovation (SDI). People Management and Empowerment. Ability to work long hours voluntarily. Ability to work individually and in team. Creativity, Honesty, Ability to work under pressure. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty, Initiative and creativity.

DUTIES : Provide procurement advices and process orders. Approval of procurement advices on Logis. Mainframe. Ensure/check that all Items Control Numbers (ICN) are linked with the correct supplier on Logis. Override the Logis System to generate orders for very urgent requests. Attend to queries related to processing of orders. Ensure relevant approvals are attached to Log 2 for all necessary Procurement. Submit detail report, Check, verify and correct monthly 0-9 files report. Monitor movement of documents within Procurement Section. Ensure and sign off on the vouchers (SRI, RC and IS) and files. Ensure that undelivered orders are closed and finalised. Compilation of Logis / BAS commitment reconciliation Reports. Match commitment amount against current or recent monthly report. Compile monthly Logis commitment report per Branch / program. Perform the BAS/Logis Reconciliation report. Ensure that commitments are allocated per branch. Consolidation of the commitment report for all Stores. Compile and reconcile contract register. Register all manual order books before utilization and issuing Keep records of all used and issued manual order books. Ensure Re-capturing of all manual orders onto the logis system. Ensure that correct information is captured on Logis system in accordance with Manual order

ENQUIRIES : Mr. A Tshangana (Tel: 067 417 3801)

POST 22/116 : **LEGAL ADMINISTRATION OFFICER (MR2): CORPORATE LEGAL SUPPORT & LITIGATION REF NO (RCSM18/2023)**

SALARY CENTRE REQUIREMENTS : R264 891 per annum (OSD)
 : Cape Town
 : LLB degree (NQF level 8) coupled with at least one (1) year appropriate post qualification in legal/litigation experience. Knowledge and experience in vetting of contracts. Knowledge of Environmental Law, risk management. Legal research methodologies and presentation. Knowledge of Constitutional Law and Administrative Law. Knowledge and experience of PAIA, POPIA and PAJA. Ability to interpret and apply law, legislations, and policies. Good

analytical and research skills. Good verbal and written communication skills. Good legal drafting skills. Computer literacy. Ability to work in a team, a pro-active, problem-solving, and positive attitude. Ability to adhere to deadlines is essential. Good negotiating skills. Willingness to work after hours or over weekends when necessary. A valid driver's licence and must be willing to travel.

DUTIES : Drafting of contracts or international instruments on request and instructions from client directorates. Ensuring legalities and legal formalities of contracts or international instruments conform to the prescribed prescripts. Vetting of contracts or international instruments on request and instructions from client directorates. Provide general legal support including providing legal advice and opinions. Conduct information and training workshops within the Department on contract manual and templates, PAIA, POPIA and PAJA. Ensure PAIA requests are responded to within the time frames specified in terms of the PAIA. Consult with stakeholders/clients, State Attorneys, and legal counsel.

ENQUIRIES : Mr. C Liebenberg, Tel: 021 493 7132

POST 22/117 : **PROVISIONING ADMINISTRATION CLERK: PAYMENTS REF NO (CFO31/2023) (2 POSTS)**

SALARY : R202 233 per annum
CENTRE : Cape Town

REQUIREMENTS : Grade 12 Certificate (NQF level 4) or equivalent qualification. Experience in Administration/office environment will an added advantage. Sound organising and planning skills, administrative skills. Good communication skills. Operate a computer, Compiling performance reports, Leadership, Facilitation, Creativity, Public service training courses e.g., Microsoft Excel. Listening skills & Writing skills. Adequate skills in computer use, Advanced skills in financial management. Problem Solving and Analysis. People Management and Empowerment, Client Orientation and Customer Focus. Ability to work individually and in team. Ability to work long hours voluntarily. Ability to work under pressure. Ability to work with difficult persons and to resolve conflict. Initiative and creativity.

DUTIES : Process Invoices for Payments. Record order document into the invoice register book. Check completeness of all order documents attached. Prepare documents before submitting to Finance. Capture Simultaneous Receipts (SR's) on selection RCRI and sign documents. Verify if the invoice amount and order amount correspond. Complete reconciliation sheet for all partial payments. Request the service provider to submit a confirmation of final invoice payment. Ensure that invoices are paid within 30 days after receipts of invoice to SCM Director. Correct and accurate capturing of receipts and invoices. Compile payment reports. Complete the monthly payment report accordingly with regards to relevant Branch. Ensure that payments reports submitted are valid; accurate and complete. Administer payment register and Invoice Tracking System. Complete the payment register, sign off and submit to Finance Director. Updating of invoice on tracking System. Expedite Invoices and reconciliation statements. Ensure that statements are accurate, valid and complete. Supply proof of payments to suppliers and Chief users clerk. Give feedback to suppliers and internal clients about status of payment, if paid sent stub to relevant service providers.

ENQUIRIES : Mr. A Tshangana (Tel: 067 417 3801)

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

- APPLICATIONS** : Potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at www.gtac.gov.za for more information. NB only online applications will be acceptable.
- CLOSING DATE** : 14 July 2023 at 12h00 pm.
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified documents will be limited to shortlisted candidates. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting in order to confirm permanent employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 2 months of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POSTS

- POST 22/118** : **ANALYST - CAPITAL PROJECTS APPRAISAL (GTAC) REF NO: G11/2023**
Term: Permanent
- SALARY** : R811, 560.per annum (Level 11) (All-inclusive package) PSR 44 will apply to candidates appointed in the Salary Level
- CENTRE** : Pretoria
- REQUIREMENTS** : A postgraduate degree (NQF Level 8) in Economics or Finance. Master's will be an added advantage. 4-6 years' experience in investment appraisal and/or economic research. Sound understanding of applied microeconomics. Sound understanding of economic and/or social infrastructure sectors. Research, analysis and report writing skills, with the ability to interpret economic policy and its possible outcomes. Intermediate understanding of financial modelling techniques. Understanding of the Public Sector and knowledge of appropriate legislations and regulations. Competencies required: Problem Solving Analysis: The ability to understand a situation, issues, problems, etc., by breaking it into smaller pieces or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation in a systematic way, making systematic comparisons of different features or aspects setting priorities on a rational basis, and identifying time sequences, casual relationships. Create timely and well-developed solutions by examining alternatives, risk and consequences. Results Orientation: Concern for holding self and others accountable for achieving results or for surpassing a standard of excellence. Team Participation: The ability to work co-operatively with others, to work together as opposed to working separately or competitively. Effective Communication: ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non- verbal, written, and electronic messages. It includes the ability to convey ideals and information in a way that brings understanding to the target audience. Concern for Quality and Order: desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Economic Principles: Basic knowledge and understanding of economics main concepts such as supply and demand, price marginalism. Economics: Science that studies the allocation of scarce resources to satisfy unlimited wants. Involves analysis the production, distribution, trade and consumption of goods and services. Policy Development

and Management: Knowledge of Treasury-related legislation, the legislative process and public affairs as it pertains to NT. Includes the ability to monitor legislation that is of interest to Treasury. Financial Analysis: the application of financial modelling techniques as they apply to assessing capital projects, particularly in terms of their financial cost, viability, risks and comparison with alternatives. Project Management: knowledge of the principles, methods, tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work and contractor performance.

DUTIES

: Appraisal analysis and advice: Generate appraisal reports analysing the various impacts of specific infrastructure projects, both existing and proposed. Develop quantitative models to assess the expected impacts of specific infrastructure projects on the fiscus, welfare, economy and the environment. Advise on project configuration, costing, funding and financing, procurement and implementation readiness. Propose alternative ways of delivering infrastructure in an effective and efficient manner. Conduct research and develop appraisal best practice material: Conduct research on sectors developments, trends and topical issues related to infrastructure. Conduct research on specific technologies that affect how infrastructure is developed. Develop appraisal tools and methodologies that promote good appraisal practice. Participate in capacity building initiatives and knowledge sharing platforms. Input into policy discussions and advice on future policy developments and their impact on infrastructure. Monitor developments related to infrastructure development: Analysis on how to prioritise the most desirable projects and optimise the roll-out of national infrastructure to help maximise the economic benefits to society. Research and analysis of factors that drive demand for various types of infrastructure projects, and how that impacts the economy. Develop and maintain a database of relevant infrastructure related indicators for benchmarking and quantification of impacts. Project Management: Draft outline report and follow an effective project management plan. Interact and collaborate with internal and outside stakeholders on projects. Report on project updates and progress as well as drafting close out reports of project. Serve as a representative on various for a related to projects.

ENQUIRIES

: Kaizer Malakoane Tel No: (012) 315 5442

POST 22/119

: **JUNIOR INFRASTRUCTURE ANALYST REF NO: G012/2023**
Capital Projects Appraisal Unit
Term: Permanent

SALARY

: R527, 298.per annum (Level10) (Excluding Benefit) PSR 44 will apply to candidates appointed in the Salary Level

CENTRE

: Pretoria

REQUIREMENTS

: A degree (NQF Level 7) in Economics or Finance. Postgraduate qualification will be an added advantage. 3-5 years' experience in investment appraisal and/or economic research. Theoretical understanding of applied microeconomics tools and methodologies. Some understanding of economic and/or social infrastructure sectors. Research, analysis and report writing skills, with the ability to interpret economic policy and its possible outcomes. Basic understanding of financial modelling techniques. Competencies required: Problem Solving Analysis: The ability to understand a situation, issues, problems, etc., by breaking it into smaller pieces or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation in a systematic way, making systematic comparisons of different features or aspects setting priorities on a rational basis, and identifying time sequences, casual relationships. Create timely and well-developed solutions by examining alternatives, risk and consequences. Results Orientation: Concern for holding self and others accountable for achieving results or for surpassing a standard of excellence. Team Participation: The ability to work co-operatively with others, to work together as opposed to working separately or competitively. Effective Communication: ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and electronic messages. It includes the ability to convey ideals and information in a way that brings understanding to the target audience. Concern for Quality and Order: desire to see things done logically, clearly, and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of

roles and duties, setting up and maintaining information system. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Economic Principles: Basic knowledge and understanding of economics main concepts such as supply and demand, price marginalism. Economics: Science that studies the allocation of scarce resources to satisfy unlimited wants. Involves analysis the production, distribution, trade and consumption of goods and services. Policy Development and Management: Knowledge of Treasury-related legislation, the legislative process and public affairs as it pertains to NT. Includes the ability to monitor legislation that is of interest to Treasury. Financial Analysis: the application of financial modelling techniques as they apply to assessing capital projects, particularly in terms of their financial cost, viability, risks and comparison with alternatives. Project Management: knowledge of the principles, methods, tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work and contractor performance.

DUTIES

: To appraise the feasibility and viability of large infrastructure projects and advise on the value for money, affordability, efficiency, and other impacts. Further, to build public sector capability through research and development of best practice. Appraisal analysis and advice: Contribute to the drafting of appraisal reports or draft specific sections of an appraisal report analysing the various impacts of specific infrastructure projects, both existing and proposed. Develop standard quantitative models to assess the expected impacts of specific infrastructure projects on the fiscus, welfare, economy, and the environment. Advise on project configuration, costing, funding, and financing, procurement and implementation readiness. Advise if there are alternative ways of delivering infrastructure in an effective and efficient manner. Conduct research and develop appraisal best practice: Conduct research on sectors developments, trends and topical issues related to infrastructure. Conduct research on specific technologies that affect how infrastructure is developed. Contribute to the development of appraisal tools and methodologies that promote good appraisal practice. Participate in capacity building initiatives and knowledge sharing platforms. Input into policy discussions and advice on future policy developments and their impact on infrastructure. Monitor developments related to infrastructure development: Analysis on how to prioritise the most desirable projects and optimise the roll-out of national infrastructure to help maximise the economic benefits to society. Research and analysis of factors that drive demand for various types of infrastructure projects, and how that impacts the economy. Report on industry development and progress with delivering national infrastructure and assess the impact on debottlenecking the supply side of the economy. Develop and maintain a database of relevant infrastructure related indicators for benchmarking and quantification of impacts. Project Management: Contribute to the drafting of an outline report or draft specific sections of an outline report; and deliver according to the project management plan. Interact and collaborate with internal and outside stakeholders on projects. Report on project updates and progress as well as drafting close out reports of project. Serve as a representative on various related to projects.

ENQUIRIES

: Kaizer Malakoane Tel No: (066 2507072)

NATIONAL DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail
- FOR ATTENTION** : Ms TP Moepi
- CLOSING DATE** : 17 July 2023
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

- POST 22/120** : **CHIEF DIRECTOR: POLICY COORDINATION AND INTERGRATED PLANNING (REF NO: NDOH 27/2023)**
Chief Directorate: Policy Coordination and Integrated Planning
- SALARY** : R1, 371, 558 per annum (An all-inclusive remuneration package) consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion). The flexible portion of the package can be structured according to Senior Management Service Guidelines
- CENTRE REQUIREMENTS** : Pretoria.
An undergraduate qualification (NQF 7) as recognised by SAQA in Health/Social Sciences. A postgraduate qualification will be an advantage. At least five (5) years' experience at the Senior Management level in research, policy, and strategy development and /or implementation. Extensive knowledge of strategic plan, organizational performance, PFMA, Public Service Regulation, Public Service Act, Finance Policies, Procurement Policies, HR Policies. Knowledge and understanding of National Health Act. Be fully conversant with government policies, sectoral plans & programmes, and rules, regulations and procedures. Good knowledge of government financial systems and procedures, analytical tools such as cost-benefit analysis, resource gap models, logical framework, project cycle etc. Ability to suggest appropriate policy recommendations in realizing the development goals and objectives. Excellent communication (verbal and written), strategic

capability and leadership, programme and project management, financial management, knowledge and change management, Service Delivery Innovation (SDI); problem solving and analysis, people management and empowerment, client orientation and customer focus and interpersonal skills. A creative and innovative thinker. Willingness to travel frequently and work long and irregular hours. Ability to function under pressure. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES : Develop and maintain strategic planning and reporting guidelines. Co-ordination and facilitate strategic and operational planning processes. Co-ordinate the submission of the performance information for the budget vote. Collate, analyse the information and consolidate the performance of the ENE and ensure timeous submission to National Treasury. Monitor and facilitate reporting on departmental programmes and activities against the government's programme of action cluster projects. Supervise/coordinate the Mid-Term Review Meetings and follow-up actions on policy recommendations. Develop the annual health plan as per section 21(5) of the National Health Act. Develop an integrated plan for the National Health System. Ensure management and technical leadership of the policy and planning chief directorate. Supervision of staff and management of financial resources.

ENQUIRIES : Ms M Wolmarans at Tel no (012) 395 9149

OTHER POSTS

POST 22/121 : **DEPUTY DIRECTOR: DIETETICS GRADE I (REF NO: NDOH 28/2023)**
Directorate: Child and Youth Health

SALARY : R946 461 per annum (An all-inclusive remuneration package) (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines

CENTRE : Pretoria.

REQUIREMENTS : A BSc (Dietetics) with major subjects in therapeutic nutrition. Registration with the Health Professions Council of South Africa. At least three (3) years' experience at Assistant Director level dealing with child nutrition. Knowledge and comprehensive understanding of current nutrition issues, disease specific nutrition, infant and young child nutrition in the context of public health and maternal nutrition. Knowledge of programme management, policy development, training and development of training manuals. Knowledge of financial and human resource management and other public service policies. Good communication (verbal and written), facilitation, project management and computer skills (MS Office package).

DUTIES : Development and review of policies, guidelines, training and IEC material on maternal, infant and young child nutrition. Facilitate the review and development of the Infant and Young Child Feeding (IYCF) policy guidelines. Contribute to the improvement of the prevention and management of acute malnutrition. Support the training of healthcare workers on the prevention and management of acute malnutrition. Provide technical support on implementation of Infant and Young Child nutrition services. Support the implementation and the evaluation of the family-based nutrition assessment intervention to improve early identification of children with acute malnutrition. Coordinate the national breastfeeding technical working group activities. Convene Breastfeeding Technical Working Group Meetings with provincial stakeholders and partners to develop messages and a joint national World Breastfeeding Week concept note. Facilitate monitoring and evaluation of the Infant and Young Child nutrition programme. Conduct virtual engagements with relevant provinces/district/facilities to interrogate the IYCF indicators and data elements on National Indicator Data Set (NIDS). Manage human resources. Supports subordinates to implement planned activities within the Departmental policies.

ENQUIRIES : Dr T Chidarikire at tel no 012 395 9153/9774

POST 22/122 : **ASSISTANT DIRECTOR: COMMUNITY LIAISON (REF NO: NDOH 29/2023)**

SALARY : R424, 104 per annum (plus competitive benefits)

CENTRE : Directorate: Health Promotion, Pretoria.

REQUIREMENTS : A National Diploma (NQF 6) qualification in Health Promotion or Public Health. Bachelor's Degree (NQF 7) qualification in Health Promotion or Public Health will be an advantage. At least three (3) years' experience in Health Promotion.

		Knowledge of the Constitution of the Republic of South Africa (Chapter 10, Public Administration), the National Health Act, Public Finance Management Act, Labour Relation Act, Employment Equity Act and Occupational Health and Safety Act. Knowledge of Programme and Project Management/Development as well as Health Promotion and Marketing. Knowledge and understating of the strategic priorities and policies of the department. Good communication (verbal and written), project management, planning, organizing, stakeholder management, technical, facilitation and presentation, interpersonal, analytical and computer skills (MS Office packages). A valid driver's license.
<u>DUTIES</u>	:	Establish tobacco cessation programmes. Engage and advocate for establishment of tobacco cessation program in identified health facilities. Capacity building of Provincial Coordinators on Tobacco Control. Develop training manuals on tobacco and related products. Plan and facilitate training in Provinces. Respond to tobacco and related products queries, create database on frequently asked questions and manage correspondence on tobacco issues. Create awareness on the risk associated with tobacco use. Develop IEC material including fact sheets on the risks associated with tobacco use and related products.
<u>ENQUIRIES</u>	:	Dr TL Moeng-Mahlangu at tel no 012 395 8782
<u>POST 22/123</u>	:	<u>ASSISTANT DIRECTOR: NATIONAL HEALTH INFORMATION SYSTEMS (REF NO: NDOH 30/2023)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (plus competitive benefits) Directorate: National Health Information Systems. Pretoria An undergraduate qualification NQF 6 in Information Technology / Computer Sciences or Information Management as recognized by SAQA. At least 3-5 years' experience in health data management within the public sector or NGO sector. Experience should include database management, data collection and analysis. Knowledge of District Health Information Systems (DHIS/DHIS2) is a pre-requisite. Good communication (written and verbal), interpersonal, data analysis and visualization, advanced Microsoft Excel and SQL, problem solving, project management and report writing skills. Able to work independently and in a team. A valid driver's license.
<u>DUTIES</u>	:	Manage District Health Information System (DHIS) database. Ensure that DHIS / DHIS2 data generated is effectively managed and analysed. Conduct targeted assessment of hospitals and PHC data tools using RIPDA. Provide support to provinces and districts in the development of quality improvement plans and monitor implementation. Manage data request from programme managers in the National Department of Health and partners. Process data requests from both NDoH and external stakeholders within departmental policies. Conduct monthly data analysis, data quality checks and provide feedback and follow ups for hospitals and PHC. Provide feedback on data quality to the relevant Programme managers and provinces. Management of risk and audit queries. Manage the Audit of performance information by preparing data for the audit and provide provincial support during the Audit.
<u>ENQUIRIES</u>	:	Mr Mbulelo Cabuko on Telephone Number: (012) 395 – 9663
<u>NOTE</u>	:	Coloured / Indian and people with disabilities are encouraged to apply.

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Western Cape CET College)**

The Western Cape Community Education and Training College (WCCETC) 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 WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.

- APPLICATIONS** : Applications must be hand delivered to: The Human Resources Unit, Western Cape CET College, 09 Old Paarl Road, W.J. Louw Gebou Building, Belgravia, Bellville, 7530 or electronically via email to: Recruit@WC.CETC.edu.za
- CLOSING DATE** : Friday, 14 July 2023 at 16:00
- NOTE** : Applications must be submitted on new Z83 form obtainable from the college website <http://wc.cetc.edu.za/Corporate/Vacancies> or from any Public Service Department accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Please take note that correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). If you are not contacted within three months after the closing date, consider your application unsuccessful. The Western Cape Community Education Training College reserves the right not to make any appointment(s) for the advertised posts.

OTHER POSTS

- POST 22/124** : **ADMINISTRATION CLERK: HUMAN RESOURCES MANAGEMENT REF: NO (WCCETC/SS/2023/04)**
- SALARY** : R202 233.per annum (Level 05), permanent
- CENTRE** : Western Cape CET College: Central Office: Bellville
- REQUIREMENTS** : National Senior Certificate (Grade 12). National Diploma (NQF 6) in Human Resource Management. One (1) to two (2) years relevant experience in Human Resource Management will be an added advantage. Knowledge: Public Service Regulations, Public Service Act, Human Resources legislations and policies, Conditions of Service, Recruitment and Selection processes and PERAL. Skills: Good verbal and written communication, Planning and Organising, Computer Literacy and Ability of work under pressure. Experience in Public Service Education and Training (PSET) will be an added advantage. A valid driver's license.
- DUTIES** : Responsible for Recruitment and Selection, Implementation of all Conditions of Service and Employee Benefits, Administration of Performance Management, Process Service Terminations, Handling all HRM related enquiries.
- ENQUIRIES** : Ms. N Van Wyk, Tel No: (021) 180 1016/17
- POST 22/125** : **ADMINISTRATION CLERK: ACADEMICS REF: NO (WCCETC/SS/2023/05)**
- SALARY** : R202 233.per annum (Level 05) permanent
- CENTRE** : Western Cape CET College: Central Office: Bellville
- REQUIREMENTS** : National Senior Certificate (Grade 12). National Diploma (NQF6) in Office Administration/Public Administration/Management Assistant or equivalent qualification. One (1) to two (2) years relevant experience in Office

Administration will be an added advantage. Knowledge: Clerical duties, Practices as well as the ability to capture data, Collecting statistics, Legislative framework governing the Public Service and Working procedures in terms of the working environment. Skills: Good verbal and written communication, Planning and Organisation, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.

DUTIES

: Render general clerical support services. Assist the unit with capturing of Lecturer and Student data. Student verification. Typing of memorandums and letters. Management of College data. Keeping College records and filing. Manage Deputy Principal's academic diary. General administration.

ENQUIRIES

: Ms. N Van Wyk, Tel No: (021) 180 1016/17

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE APPLICATIONS : 14 July 2023
 : Applications must be sent to the correct address specified at the bottom of each the position, on or before the closing date; submitted on the New Application for Employment Form (Z.83), obtainable at www.gov.za; Applicants must fully complete part A,B,C,D,& F of the New Z83 application form; accompanied by a comprehensive CV only, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible). Shortlisted candidates will be required to submit a copy of their ID document, as well as the relevant highest educational qualifications, on or before the day of the interview. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); and limited to 2.5MB in size, if emailed (applicants will submit only when shortlisted). Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2 / 3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

MANAGEMENT ECHELON

POST 22/126 : **CHIEF DIRECTOR: IT SERVICE MANAGEMENT, REF NO: HRMC 39/23/1**
 Branch: Information Services, Chief Directorate: IT Services Management.

SALARY : R1 371 558 - R1 635 897 per annum (Level 14), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Head Office, Pretoria
 : An undergraduate qualification in Information Technology / Computer Science / Computer Engineering at NQF level 7 as recognised by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience at a Senior Managerial level. Extensive experience in ITIL operations. Extensive experience in management of IT Service Support and IT Services delivery. Knowledge of the Public Service Regulatory Framework. Sound knowledge and application of the GITO guidelines and prescripts. Sound knowledge of the State Information Technology Agency Act as well as the National Archives of South Africa. Good knowledge of industry standards and own organisation's business environment. Knowledge of Government Wide Enterprise Architecture Framework. All relevant Departmental Human Resources Framework and other Public Service Act, Regulations and prescripts. Knowledge of Minimum Interoperability Standards. Zachman

Enterprise Framework. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial management, accountability and business continuity. Knowledge and information management. Management of ITIL operations. Problem solving and analysis. Ability to translate IT language into English. Business reporting writing. Computer literacy and presentation skills.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the development of IT Service Management processes and procedures in the Department. Ensure alignment with the National Strategic Objectives, policy and standards. Manage the implementation and maintenance of ITIL principles within the ICT Department and achieve ISO 20000 accreditation. Ensure that an IT Service Continuity plan is developed, implemented, tested and maintained. Provide strategic leadership and direction on the Chief Directorate. Participate in the development of the strategy of the Department. Ensure the development of the strategic objectives in order to meet the strategic objectives of the Department. Ensure innovation and service delivery within the Chief Directorate. Ensure the implementation of appropriate policies, procedures, standards, systems and practices in line with industry standards. Facilitate the development of technical expertise within unit and keep abreast of technical developments. Ensure that all incidents and problems are reported, logged, routed, investigated and resolved within the agreed turnaround time. Ensure effective resource management within the Chief Directorate. Accountable for the duties as sub-program manager. Ensure effective management of external contractors and suppliers. Ensure effective people management within the Chief Directorate. Ensure effective governance and compliance within the Chief Directorate.

ENQUIRIES : Ms C Mocke, Tel No: 082 301 8580
APPLICATIONS : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: E-mail: isrecruitment@dha.gov.za

POST 22/127 : **CHIEF DIRECTOR: INFRASTRUCTURE MANAGEMENT, REF NO: HRMC 39/23/2**
Branch: Information Services, Chief Directorate: Infrastructure Management.

SALARY : R1 371 558 - R1 635 897 per annum (Level 14), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Head Office, Pretoria
REQUIREMENTS : An undergraduate qualification in Information Technology / Computer Science / Computer Engineering at NQF level 7 as recognised by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience at a Senior Managerial level. Extensive experience in Information Services (IS) Infrastructure environment. International technology certifications on various infrastructure platforms. IT Service Management certification. Knowledge of the Constitution of South Africa. Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of State Information Technology Act 88 of 1988. Knowledge of the E government National Strategic Intelligence Act. Knowledge of the Public Service Regulatory Framework. Knowledge of the Departmental Legislation and Prescripts. Required skills and competencies: Strategic capability and leadership, Strategic management, strategic planning. Service delivery innovation. Client orientation and customer focus. People Management and empowerment. Ability to translate IT language into English. Communication. Knowledge and information management. Deciding and initiating action. Problem solving and analysis. Accountability, influencing and networking. Business report writing. Business continuity. Planning, organising and time management. Delivering results.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee the operation of the Data Centre through the product development cycle. Oversee the management of performance, availability, response, trends and error rates of all servers are resolved. Ensure business

continuity and configuration management to ensure sustainability and availability of servers. Ensure the management of operations of servers, power management of all hardware devices. Oversee the management of (networks) WAN and LAN and Infrastructure operations. Oversee the management availability IS communication infrastructure networks in the department. Oversee the management of identified potential threats and liaise with IS Security for resolution / addressing threats. Oversee the overall performance of the WAN and LAN against the agreed service delivery standards and guidelines. Oversee the effective management, maintenance and upgrading of all relevant technology infrastructure. Oversee the development implementation of Information System (IS) Security frameworks and plans. Provide strategic vision and direction in IS security aspects of the Department. Oversee the implementation of information systems security technology strategy that relates to the overall departmental strategy. Oversee the development and management of communication IS security architecture framework. Oversee the development of IS security invention strategy and roadmap for the security infrastructure. Provide strategic leadership and direction to the unit. Participate in the development of strategy for the department. Ensure the development and implementation of the business plan and the operational plans of the unit. Responsible for strategic guidance and expert advice in terms of IS infrastructure services within the department. Ensure good governance and compliance within the Unit. Provide leadership and strategic direction within the unit in identifying policy gaps, determining policy goals and draft documents as needed. Ensure good governance within the unit The Kings Report and other related legislation. Manage human, physical and financial resources. Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy. Ensure effective management of external contractors and suppliers within the unit. Ensure effective development and management of internal service level agreements in conjunction with Legal Services.

**ENQUIRIES
APPLICATIONS**

: Ms C Mocke, Tel No: 082 301 8580
 : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: E-mail: isrecruitment@dha.gov.za

POST 22/128

: **CHIEF DIRECTOR: EMPLOYEE ENGAGEMENT, REF NO: HRMC 39/23/3**
 Branch: Human Resources Management and Development, Chief Directorate: Employee Engagement.

SALARY

: R1 371 558 - R1 635 897 per annum (Level 14), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

: Head Office, Pretoria
 : An undergraduate qualification in Labour Law / Labour Relations at NQF level 7 as recognised by SAQA. Completion of the Senior Management Services Pre-entry Certificate upon appointment. 5 years' experience at a Senior Managerial level. Extensive experience in Employee Engagements operations is required. Experience in Bargaining Councils, CCMA and labour court processes. Experience in collective bargaining processes. Knowledge of the South African Constitution. Knowledge of Labour Relations Act, Basic Conditions of Employment Act and the Employment Equity Act. Knowledge of Access to Information Act. Knowledge of Public Service Regulations Act, Public Finance Management Act as well as the understanding of employment contracts. Knowledge of the applicable framework dealing with Employee Health and Wellness. Understanding of all Departmental Legislations. Knowledge of statutory dispute resolution structures. Knowledge of all Public Service resolutions reached in the Bargaining Council. Required skills and competencies: Strategic capability and leadership, strategy execution and strategy planning. People Management and empowerment. Honesty and integrity. Planning and organising. Conflict and dispute resolution. Negotiation, facilitation and interpersonal skills. Presentation and business report writing skills. Influencing and networking. Change Management. Decision making. A

- valid driver's license. Willingness to travel, on call, weekend and extended working hours may be required.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee misconduct and disciplinary processes in the Department. Ensure the effective and efficient management of labour relations strategies, policies, case management systems and tools. Oversee the management of labour disputes and provide support in litigation cases. Ensure the management of misconduct and disciplinary cases within applicable time frames. Oversee the management of labour-related matters in the Department. Provide expert advice to management in collective bargaining and discipline matters. Provide strategic advice on grievance and matters relating to labour relations. Oversee the management of Transformation and Gender programs and strategies in the Department. Oversee the design and monitoring of trends related to Gender and Disability Mainstreaming Guidelines. Provide effective and efficient support for all employee wellness programmes and projects in the Directorate. Lead the management of the Employee Wellness Assistance Programme (EAP) including Peer education programmes and strategies. Provide strategic direction and leadership in the Chief Directorate. Ensure that the business plans of the Chief Directorate are aligned to the strategic objectives of the Branch. Ensure effective and efficient management of contingent liability for labour relations. Ensure effective governance and compliance within the Unit. Provide leadership and strategic direction within the Chief Directorate in identifying policy gaps, determining policy goals and policy requirement. Ensure effective human, financial and physical resources management within the Unit.
- ENQUIRIES APPLICATIONS** : Ms C Mocke, Tel No: 082 301 8580
: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: E-mail: hrrecruitment@dha.gov.za
- POST 22/129** : **DIRECTOR: POLICY DEVELOPMENT, REF NO: HRMC 39/23/4**
Branch: Institutional Planning and Support, Chief Directorate: Policy and Strategic Management.
- SALARY** : R1 162 200 - R1 365 411 per annum (Level 13), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Head Office, Pretoria
: An undergraduate qualification in Social Sciences / Policy Development at NQF level 7 as recognized by SAQA. Minimum of 5 years' experience at middle / senior managerial level. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Knowledge and understanding of Public Service policies and legislation. Knowledge and understanding of all Departmental prescripts, legislation and policies. Required skills and competencies: Client orientation and customer focus. Programme and project management. Communication and decision making. Business report writing and presentation skills. Influencing and networking. Planning and organising. Negotiation and interpersonal skills. Willingness to travel extensively and work extended hours.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and coordinate the policy development programme of the Department of Home Affairs. Develop a multi-year departmental policy program that is aligned with DHA constitutional mandate and government priorities. Ensure effective and inclusive processes for the formulation of policies. Coordinate policy development within the Department. Ensure communication, coordination and maintenance of policies within the Department. Ensure alignment of Departmental policies with government priorities, legislation, DHA strategic direction, environment and other requirements. Manage communication of DHA policies across the entire organization. Provide expert advice and guidance to management and staff on policy matters. Identify and communicate policy requirements within the Department. Ensure operational efficiency and service delivery within the directorate. Develop the operational plan for the directorate and ensure

effective prioritisation and resource planning. Development and implementation of Policy and Procedure, Directive, Acts and Regulations. Develop and review communications policies and code of practice for the Directorate. Manage physical, financial and human resources. Ensure risk and compliance management.

**ENQUIRIES
APPLICATIONS**

: Mr S Mthiyane, Tel No: (012) 406 4353
: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: E-mail: ipsrecruitment@dha.gov.za

POST 22/130

: **REFUGEE RECEPTION CENTRE MANAGER, REF NO: HRMC 39/23/5**

SALARY

: R1 162 200 - R1 365 411 per annum (Level 13), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

: Refugee Reception Centre – Desmond Tutu.
: An undergraduate qualification in Legal / Public Management / Public Administration at NQF level 7 as recognized by SAQA. 5 years' experience at middle / senior managerial level within the related field. Experience in operations management. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Knowledge of the South African Constitution. Knowledge of the government's Programme of Action and Priorities. Knowledge of South African Governmental Structures including Cluster forums and parliament. Knowledge of the Public Service Regulatory Framework and Public Finance Management Act. Knowledge and understanding of Refugee Act, Immigration Act as well as the BMA Act. Knowledge and understanding of all relevant departmental legislation and prescripts. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial management, honesty and integrity. Program and project management. Change management, communication and decision making. Problem solving and analysis. Business report writing, presentation and interpersonal skills. Planning and organizing. Influencing and networking. Negotiation skills. Knowledge management. Computer literacy. Willingness to travel extensively and work extended hours.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure effective processing of asylum seekers applications. Ensure effective and efficient service delivery in the Refugee Reception Centre by taking appropriate steps to improve service delivery and trouble shoot remove blockages. Ensure the effective implementation of standard operating procedures in the processing of asylum seeking applications. Develop and implement policies, procedures, directives and regulations. Coordinate in development of the business plan for the office and ensure effective prioritization and resource planning. Coordinate and monitor on the delivery of the business plan against the agreed objectives and timeframes. Ensure effective and application and utilization of resources within the Directorate. Implement effective talent management including acquisition. Retention and development of talent. Establish, maintain and ensure a good working relationship with the Department and relevant Stakeholders. Establish contact with all Stakeholders on matters relating to implementation of the campaign. Manage physical, human and financial resources.

**ENQUIRIES
APPLICATIONS**

: Mr M Madumisa, Tel No: (012) 406 7285
: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: E-mail: imsrecruitment@dha.gov.za

OTHER POSTS

POST 22/131

: **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: HRMC 39/23/6**
(Re-advertisement)

- SALARY** : R424 104 to R496 467 per annum (Level 9). A basic salary
- CENTRE** : Western Cape: Provincial Manager's Office – Cape Town
- REQUIREMENTS** : An undergraduate qualification in Labour Relations / Labour Law at NQF level 6 as recognised by SAQA. Minimum of 3 years' experience as Labour Relations Officer / Practitioner. Experience in Labour Relations environment. Knowledge of Public Service Regulations, Labour Relations Act as well as the Human Resources Regulatory Framework. Knowledge of Collective Agreements. Accountability. Strategic Capability and Leadership. Client orientation and customer focus. Business continuity. Time management and decision making skills, as well as the ability to meet deadlines. Excellent Project and programme management, and Planning and Organising skills. Good written and verbal communication skills. Excellent report writing, presentation and interview skills. Analytical and problem solving skills. Influencing and networking. Computer literacy. Willingness to travel extensively and work extended hours.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate and implement misconduct and disciplinary processes within the Province in applicable time frames. Represent the Province during disciplinary hearings. Facilitate labour related programmes, collective bargaining, grievance resolution and dispute management processes in the Province, promptly within the principles of the law. Represent the Province in mediation, conciliation and arbitration matters. Provide expert advice to the Province on Labour Relations matters. Conduct research on case law, trends and developments in labour law and labour relations. Establish partnerships with relevant external stakeholders on labour related matters. Compile statistical submissions / reports and report on identified trends regarding misconduct and dispute matters on a weekly and monthly basis. Facilitate / implement information sessions and workshops on Labour Relations matters. Participate in the development of Policy and Standard Operating Procedures (SOPs) which impact on the operations of the business unit. Participate in the development of the operational plan, business requirements and targets of the unit, manage programmes and projects in line with the targets of the unit, monitor target achievement and implement corrective measures proactively to ensure that targets are achieved. Report on the performance of the unit against the targets. Team management (attendance, absenteeism, staff conduct), and ensure that employees are equipped with the required skills and resources to perform optimally. Monitor client satisfaction derived from services rendered by the unit and implement corrective measures when required.
- ENQUIRIES** : Western Cape: Mr M Pienaar, Tel (021) 488 1409
- APPLICATIONS** : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: Department of Home Affairs, Western Cape: Postal Address: Private Bag X 9103, Cape Town, 8000 Physical Address: 4th Floor FairCape Building, 56 Barrack Street, Cape Town, 8000
- POST 22/132** : **SERVICE DESK AGENT (IT EXECUTIVE DESKTOP TECHNICIAN), (2 POSITIONS), REF NO: HRMC 39/23/7**
(Re-advertisement)
- SALARY** : R359 517 - R420 402 per annum (Level 8). A basic salary
- CENTRE** : Head Office, Pretoria, Branch: Information Services, Directorate: Service Support Management.
- REQUIREMENTS** : An undergraduate qualification in Information Technology / Computer Science / Computer Engineering at NQF level 6 as recognised by SAQA. Minimum of 2 years' experience in the Information Technology environment. Extensive experience in Video Conferencing. Experience in monitoring emails. Experience in priority 1 user support. Basic knowledge of operating systems. Knowledge of hardware and software systems. Sound knowledge and application of the GITO guidelines and prescripts. Knowledge of the State Information technology Agency Act. Knowledge of the Departmental legislation and prescripts. Knowledge of Public Service Regulatory Framework. Competencies and skills required: Customer focus, analytical skills and problem solving. Planning and Organising. High levels of professionalism. Ability to support different mobile devices. Ability to work independently. Ability to work under pressure. Trouble shooting skills. Good interpersonal and

communication skills. A valid driver's license, willingness to travel, on call and extended working hours may be required.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Provide End- User support and troubleshooting for Executives in the Department. Conduct applications and devise troubleshooting and support for Executives. Provide support by troubleshooting incidents and attend to service requests lodged related. Conduct root cause analysis and troubleshooting across the systems to resolve all incidents. Enable Executive Management with communication-related to incidents and requests (Cell phones, Tablets). Provide mobile device support on Apple and Android products, etc. to Executives. Provide support on all video conferencing platforms Provide service delivery improvement for related projects and programmes. Provide error controls and record error solutions on the call logging system. Liaise and manage external contractors and suppliers when required. Escalate calls before SLA breached, ensure proper resolution communication and feedback.

ENQUIRIES

: Ms N Mampa, Tel No: (012) 406 2592

APPLICATIONS

: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: Department of Home Affairs Office as follows:- Department of Home Affairs, Head Office: Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

CLOSING DATE : 14 July 2023

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan.

OTHER POSTS

POST 22/133 : **LIBRARIAN REF NO: Q9/2023/39**

SALARY : R294 321 per annum (level 07)

CENTRE : National Office, Pretoria

REQUIREMENTS : A relevant National Diploma on NQF level 6 as recognized by SAQA, in Library and Information Science. 1 year relevant experience in library work. Knowledge Requirements: Basic knowledge of the Independent Police Investigative Directorate. Clients' information needs. Library stock. International library standards: Cataloguing (AACR2, MARC 21), Classification (DDC), Indexing (LCSH), Filing (ALA). Standards for library organization and administration. Applicable computer software and databases. Information retrieval. Departmental and other applicable policies. Planning and organizing. Skills And Competencies: Computer literacy, Organising skills, Analytical thinking, Problem solving skills, Interpersonal relationships, Interviewing skills, Project management skills, Verbal and written exchange of information, Tact and diplomacy, Verbal and written, communication skills, Creativity.

DUTIES : Create bibliographic records and maintain catalogues: Classify new stock. Allocate subject headings to new stock. Allocate shelf numbers to new stock. Import new stock records into WorldCat. Check downloads into Sabinet database. Compile an electronic asset register as required by supply chain management. Client orientation and customer focus: Request all staff members to recommend books for book selection purposes. Conduct once-off library week activities. Orientate new users in terms of available library services and procedures for use. Conduct reference interviews with users to establish exact nature of information needed. Provide staff with new information every time the library receives it. Distribution of departmental publications for legal deposit. Collect and organize library materials: Sort and evaluate new or donated items. Check against current stock and assign items to specific collections. Placement of Library material orders. Cataloging and classification of books. Processing of library materials. Administering of loans to users. Conduct inter-library loans. Maintain circulation of library resources, records and statistics. Establish and implement library and information policies and procedures. Maintain and preserve collections: Shelve new or returned items. Do shelve reading. Repair damaged books if possible and when necessary. Administrative duties: Stock taking. Prepare request memos, submissions and process invoices emanating from library work. Administer staff debt forms.

ENQUIRIES APPLICATIONS : Ms. Y Zidlele Tel No: 012 399 0000

FOR ATTENTION : Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Steve Biko Street, Arcadia Pretoria, 0001
Mr. S Baloyi Tel No: 012 399 0202

POS 22/134 : **SUPPLY CHAIN CLERK: SUPERVISOR REF NO: Q9/2023/40**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 7)
National Office: Pretoria
Grade 12 certificate or equivalent with 3-5 years' experience. Knowledge requirements: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic Knowledge of work procedures in terms of the working environment. Skills and Competencies: Job knowledge, Computer Skills (SCM systems) Communication, planning and organization. Interpersonal relations language, flexibility, good verbal and written Communication skills. Teamwork.

DUTIES : Key Performance Areas: Supervise and render assets management clerical services: Oversee the compilation and maintenance of asset records, verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise and render demand and acquisition clerical services: Update and maintain asset register database. Ensure that suppliers are captured and registered on the LOGIS system. Request and receive quotations. Capture specifications on the electronic purchasing system. Ensure that all orders for assets are placed on time. Provide secretariat or logistical support during the Disposal considerations. Supervise and undertake logistical support services: Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and bar-coded. Receive requests for goods from end-users. Issue goods to end users. Check and maintain goods registers. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES APPLICATIONS : Mr Makhale Tel No: 012 399 0000

FOR ATTENTION : Independent Police Investigative Directorate, Private Bag X941, Pretoria 0001 or hand deliver to Benstra Building, 475 Stanza Bopape Street. Pretoria.
Mr. S Baloyi Tel No: 012 399 0202

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 17 July 2023

NOTE : Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants when shortlisted. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 22/135 : **DIRECTOR: MUTUAL LEGAL ASSISTANCE AND EXTRADITION: REF NO: 23/80/CD**

SALARY : R1 162 200 – R1 365 411 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An LLB qualification at NQF level 7 as recognized by SAQA; A postgraduate qualification of specialization in International law/relations will be an added advantage; 5 years' experience at a middle/senior managerial level in a legal environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of South African foreign policy and national interest, International law and relations, Constitution of South Africa, criminal and civil law, legislative framework governing the Public Service; Knowledge of Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.

DUTIES : Key Performance Areas: Manage and facilitate negotiations on mutual legal assistance in criminal matters and extradition agreements with other countries or agencies; Manage the processing of requests for mutual legal assistance and extradition, enforcement of foreign orders; Manage the process of Reciprocal Enforcement of Maintenance Orders; Manage human, finance and other resources.

ENQUIRIES : Ms. D Modibane Tel No (012) 315 1668

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. Or Physical Address:

Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001

POST 22/136 : **SENIOR AUDIT MANAGER: FORENSIC AND AUDIT INVESTIGATION: REF NO: 23/77/IA**

SALARY : R1 162 200 – R1 365 411 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
: An undergraduate qualification (NQF level 7) in B Com: Accounting/ Internal Auditing/ Auditing as recognized by SAQA; A minimum of 5 years' experience at middle/ senior managerial level; Professional certification in Certified Internal Auditor (CIA)/ Certified Fraud Examiner (CFE); Nyukela Certificate (Certificate for entry into the Senior Management Services from National School of Government); Knowledge and understanding of Public Finance Management Act, relevant governance prescripts including Treasury Regulations and interpretation of statutes. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage and conduct forensic investigations in relation to fraud, theft and maladministration; Manage the investigations on transgressions reported to the department; Manage the maintenance of the investigated reports; Manage employee awareness programmes on anti-corruption and Code of Conduct; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr. C Msiza Tel No (012) 315 4754
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

OTHER POSTS

POST 22/137 : **DEPUTY MASTER: MR 6 REF NO: 2023/61/MP**

SALARY : R531 381 - R1 252 374 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Master of The High Court: Middelburg (Mpumalanga)
: LLB degree or a four-year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Understanding of Administration of Deceased & Insolvent Estates, Curatorships, Trusts and Guardians Fund. Skills and Competencies: Legal research and drafting; Dispute resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision-making skills; Good communication skills (verbal and written); Computer literacy.

DUTIES : Key Performance Areas: Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Monitor all the functions within the office and contribute towards the Strategic Objectives of both the Masters Branch as well as the Department; Provide effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.

ENQUIRIES APPLICATIONS : Mr DS Nkosi Tel No (013) 753 9375
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, Nelspruit, 1200 Or 24 Brown Street, 4th Floor Nedbank Centre Nelspruit 1200

- POST 22/138** : **ASSISTANT DIRECTOR: SERVICE EXCELLENCE AND QUALITY MANAGEMENT: REF NO: 23/74/DG (02 POSTS)**
(Re-Advertisement: Candidates who previously applied are encouraged to re-apply)
- SALARY** : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
An undergraduate qualification (NQF level 6) as recognized by SAQA in Public Administration, Business Administration or Operations Management; A minimum of 3 years' experience in the service delivery improvement and quality management programmes; Knowledge and understanding of Public Service Regulations, Public Finance Management Act and Treasury Regulations; Knowledge and understanding of the Operations Management Framework. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel); Applied strategic thinking; Report writing; Research and analytical skills; Strong leadership with strategic capabilities; Budgeting and financial management; Communication and information management; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management.
- DUTIES** : Key Performance Areas: Coordinate the development and monitor the implementation of service charter, norms and service standards; Coordinate the development and monitor the implementation of Service Delivery Improvement; Conduct frontline delivery monitoring at service points; Coordinate the innovation and service excellence awards programme; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. R Chauke Tel No (012) 315 1329
Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- POST 22/139** : **PRINCIPAL COURT INTERPRETER: REF: 23/72/KZN**
- SALARY** : R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Hlanganani
NQF level 4/Grade 12, National Diploma: Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF Level 5; Five years of practical experience as a Court Interpreter with minimum two years supervisory experience; Proficiency in English; Proficiency in two or more indigenous languages; Valid driver's license. Skills and Competencies: Communications skills; Computer literacy; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure; Art of interpreting.
- DUTIES** : Key Performance Areas: Manage and supervise Interpreters for offices under Harry Gwala District; Render interpreting services; Translate legal document and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Provide effective people management; Procure foreign language interpreters and casuals.
- ENQUIRIES APPLICATIONS** : Ms N.F. Nkosi Tel No (031) 372 3000
Quoting the relevant reference number and direct your application to: the Provincial I Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban 4001
- POST 22/140** : **PRINCIPAL COURT INTERPRETER (3 POSTS)**
- SALARY** : R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate: East London: Ref No: 72/23EC
Magistrate: Grahamstown: Ref No: 73/23EC
Magistrate: Mountfrere: Ref No: 74/23EC

<u>REQUIREMENTS</u>	:	NQF level 4/Grade 12, National Diploma: Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF Level 5; Five years of practical experience as a Court Interpreter with minimum two years supervisory experience; Proficiency in English; Proficiency in two or more indigenous languages; Valid driver's license; Skills and Competencies: Communications skills; Computer literacy; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure; Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Manage and supervise Interpreters; Render interpreting services; Translate legal document and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Provide effective people management; Procure foreign language interpreters and casuals.
<u>ENQUIRIES</u>	:	Mr A Jilana Tel No (043) 702 7000 / 7010
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 22/141</u>	:	<u>SENIOR COURT INTERPRETER: (4 POSTS)</u>
<u>SALARY</u>	:	R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Vereeniging Ref No: 2023/78/GP (1 Post) (This is re-advertisement: applicants who previously applied need not re-apply as their applications will still be considered) Magistrate Oberholzer Ref No: 2023/81/GP (1 Post) Magistrate Whittlesea Ref No: 74/23EC (1 Post) Magistrate Mthatha Ref No: 75/23EC (1 Post) (This is re-advertisement: applicants who previously applied need not re-apply as their applications will still be considered)
<u>REQUIREMENTS</u>	:	Grade 12 and National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and minimum of three years practical experience in court interpreting OR Grade 12 with ten (10) year's practical experience in court interpreting; Proficiency in English; Proficiency in two or more indigenous languages; Whittlesea and Mthatha (preference will be given to languages used in area and sign language); (Applicants will be subjected to a language test – speak, read and written) Language requirements: Vereeniging: English, Xitsonga, Tshivenda and Sesotho/ Sepedi. Language requirements: Oberholzer: English, IsiZulu/ IsiXhosa, Sesotho/ Tswana/ Sepedi and Xitsonga. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Render interpreting services; Translate legal document and exhibits; Develop technology; Assist with the reconstruction of court records; Perform specific line and administrative support functions; Provide effective people management.
<u>ENQUIRIES</u>	:	Gauteng: Ms P Raadt Tel No (011) 332 9000 and Ms T Maphoto Tel No (011) 332 9000 East London: Mr A Jilana Tel No (043) 702 7000 / 7010
<u>APPLICATIONS</u>	:	Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Provincial Head Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and KrUIS Street; Johannesburg. East London: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 22/142</u>	:	<u>MAINTENANCE INVESTIGATOR REF NO: 23/73/KZN</u>
<u>SALARY</u>	:	R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court, Nqutu
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent qualification; relevant administrative experience and in family law matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid driver's license. Skills And Competencies: Computer

- literacy (MS Office); Numeracy skills; Excellent communication skills (verbal and written); Ability to work with the public in a professional and empathetic manner; Explain legal terminology and processes in simple language; Time management; Facilitation skills; Innovation and ability to work under pressure.
- DUTIES** : Key Performance Areas: Serve maintenance summons, subpoenas, warrants and garnishee orders for UMzinyathi District in terms of the Maintenance Act; Locate whereabouts of persons; Give testimony in Court under oath; Render administrative support to the Office.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No (031) 372 3000
- : Quoting the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban 4001
- POST 22/143** : **ASSISTANT MASTER, MR3- MR5 REF NO: 23/74/KZN**
- SALARY** : R293 847 – R562 776 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of The High Court: Durban
- : LLB Degree or four years recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master's of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Computer literacy; Dispute resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.
- DUTIES** : Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian's Funds and resources in the office.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No (031) 372 3000
- : Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban 4001
- POST 22/144** : **LEGAL ADMINISTRATION OFFICER (MR3-MR5) REF NO: 23/73/LD (2 POSTS)**
- SALARY** : R293 847 – R1 005 801 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
- : An LLB Degree or 4 year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of South African Legal system, and legal practices with specific reference to civil litigation; Knowledge of criminal procedures and practice; Experience in providing legal support in civil matters for and against the Department; Knowledge and experience in office administration; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal).
- DUTIES** : Key Performance Areas: Perform legal administrative duties of civil litigation matters in the Constitutional Court, Supreme Court of Appeal, High Courts, Equality Courts and Magistrate's Courts; Advise the Minister, Deputy Minister and Director-General on all litigation matters affecting the Department; Represent the Department, its functionaries during consultations and liaise with and instruct the State Attorney with regard to civil matters; Draft legal papers and provide legal opinions; Review and vet Contracts as well as Service Level Agreements; Manage and deal with Departmental losses, transport claims, debt recovery on behalf of the Department; Handle ad hoc tasks in line with instructions.
- ENQUIRIES** : Mr. M Mokoena Tel No (012) 744 2026

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- NOTE** : People with disabilities are encouraged to apply.
- POST 22/145** : **MAINTENANCE OFFICER: (MR3 – MR5): REF NO: 23/VA44/NW**
- SALARY** : R293 847 – R1 005 801 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Brits Magistrate Court
: LLB Degree or recognised 4 year legal qualification; At least 2 years appropriate post qualification legal experience; Extensive knowledge of the maintenance system and family law matters. Knowledge of Maintenance Act (Act 99 of 1998); Understanding of all services and procedure in the area of Maintenance and other relevant areas; Proficiency in the following languages (Setswana, Afrikaans and English); A valid driver's licence. Skills and Competencies: Communication skills (verbal and written); Computer literacy (MS Office); Numeracy skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.
- DUTIES** : Key Performance Areas: Manage duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.
- ENQUIRIES APPLICATIONS** : Ms. L. Shoai Tel No (018) 397 7088
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
- POST 22/146** : **LEGAL ADMINISTRATIVE OFFICER: (MR1 – MR5): REF NO: 23/49/FS**
(Re- advertisement)
- SALARY** : R228 915 – R1 005 801 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Bloemfontein
: An LLB or four (4) year recognized legal qualification; Knowledge of the South African legal system, legal practice and related spheres with specific reference to family law and related litigation; Knowledge of criminal procedure and practice, court rules (Constitutional, Supreme Court of Appeal, High Court, Labour Court, Equality and Magistrate Courts); Knowledge of the Public Finance Management Act; Knowledge of the Sexual Offences and Related Matters Act; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Legal Research; Planning and decision-making skills; Strategic capability and leadership skills; Good interpersonal skills; Dispute resolution; Time management and ability to prioritize; Report writing and problem resolving; Project management; Communication skills (Verbal and written); Willing to work overtime when required.
- DUTIES** : Key Performance Areas: Draft legal documents and give legal advice to the Department and other organs of the State; Provide support services to the courts regarding quasi-judicial functions; Respond to petitions, representations and complaints from civil society and other government departments; Liaise with other departments, Director of Public Prosecution and communities on programmes around crime prevention; Prepare memoranda for the appointment of Commissioners of Oath and Appraisers; Determine Legal Liability, recover loss and damage to State property and oversee the smooth functioning of dedicated courts in the region; Facilitate implementation of relevant legislation including the Victims Charter and the Restorative Justice National policy Framework; Initiate, plan, implement and conduct community awareness campaigns on legislations administered by the Department.
- ENQUIRIES** : Ms N Dywili Tel No: (051) 407 1800

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Director: HR, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.
- POST 22/147** : **LEGAL ADMINISTRATION OFFICER (LITIGATION AND LOSS CONTROL) (MR1-MR5): REF NO: 67/2023/WC**
- SALARY** : R228 915 – R1 005 801 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, Cape Town (Directorate: Legal Administration)
: LLB Degree or 4 year recognised legal qualification; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act; Prescription Act, Treasury Regulations, Financial Instructions and the State Liability Act; Knowledge and experience in Office Administration, Knowledge of Domestic Violence Amendment Act, Criminal Law and Related Amendment Act, Criminal Law (Sexual Offences and Related Amendment) Amendment Act, Maintenance Act, Child Justice; A valid driver's license. Skills and Competencies: Legal Research and drafting skills; Communication (written and verbal); Presentation skills; Good planning and decision-making skills; Interpersonal and language skills; Analytical thinking; Project management; Computer literacy; Report writing and analytical skills, Computer literacy, Strategic capability and leadership skills.
- DUTIES** : Key Performance Areas: Process civil litigation matters instituted against and by the Department Claims and contract vetting; Process losses in respect of State money and property (including fruitless and wasteful and transport matters); Provide civil litigation advice service in respect of civil claims; Conduct legal vetting of Service Level Agreements; Manage, process and conduct determination of liability in respect of losses (Money and Property) recovery of departmental debt; Manage and ensure effective dealing with all out-of-service debt matters (Recovery and Write Off); Manage and attend to all aspects pertaining to State vehicles / rented vehicles (Recovery and Write Off).
- ENQUIRIES APPLICATIONS** : Ms. A Singh Tel No (021) 462 5471
: Please forward your application to: Provincial Head: Private Bag X 9171, CAPE TOWN, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, CAPE TOWN.
- FOR ATTENTION NOTE** : Ms. L Keyster
: Shortlisted candidates will be subjected to a personnel vetting process.
- POST 22/148** : **LEGAL ADMINISTRATION OFFICER (VULNERABLE GROUPS) (MR1-MR5): REF NO: 06/2023/WC**
(Directorate: Legal Administration)
- SALARY** : R228 915 – R1 005 801 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, Cape Town
: LLB Degree or 4 year recognised legal qualification; A valid driver's license. Skills and Competencies: Legal research and drafting skills; Communication (written and verbal); Presentation skills; Good planning and decision-making skills; Interpersonal and language skills; Analytical thinking; Project management; Computer literacy; Report writing and analytical skills, Strategic capability and leadership skills.
- DUTIES** : Key Performance Areas: Collate monthly data for Child Justice, Domestic Violence and Sexual offences matters at courts as per prescribed legislation and prescripts; Analyze and assess data to ascertain service delivery challenges and present solutions for risk mitigation; Conduct monthly court visits to provide effective support and to ensure effective training for court officials; Monitor and ensure that convicted sexual offenders are placed on the National Register for sex offenders; Receive applications for clearance certificates on the National Register for Sex Offenders and process such applications; Monitor and ensure effective processing of diversion matters in Child Justice and to submitting to Social Development; Provide support for stakeholder engagement in Child Justice, Domestic Violence and Sexual Offences.

ENQUIRIES : Ms. A Singh Tel No (021) 462 5471

APPLICATIONS : Please forward your application to: Provincial Head: Private Bag X 9171, CAPE TOWN, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, CAPE TOWN.

FOR ATTENTION : Ms. L Keyster

NOTE : Shortlisted candidates will be subjected to a personnel vetting process.

POST 22/149 : **ESTATE CONTROLLER EC1:(6 POSTS)**

SALARY : R228 915 per annum (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Master of The High Court, Durban Ref No: 23/75/KZN (3)
Master of The High Court: Johannesburg Ref No: 2023/80/GP (3)

REQUIREMENTS : LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.

DUTIES : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative functions of the office.

ENQUIRIES : Kwazulu-Natal: Ms M.P. Khoza Tel No (031) 372 3000
Gauteng: Ms. RR Moabelo Tel No (011) 332 9000

APPLICATIONS : Kwazulu-Natal: Quoting the relevant reference number and direct your application to the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban 4001
GAUTENG: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, JOHANNESBURG, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, JOHANNESBURG.

DEPARTMENT OF MILITARY VETERANS

The Department Of Military Veterans Is An Equal Opportunity Affirmative Action Employer. It Is Our Intention To Promote Representativity (Race, Gender And Disability) Through The Filling Of These Posts And Candidates Whose Appointment/Promotion/Transfer Will Promote Representativity Will Receive Preference.

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliver at Department of Military Veterans corner 328 Festival Streets, Hatfield, Pretoria, 0083.
- FOR ATTENTION** : The Director: Human Resource Management
- CLOSING DATE** : 14 July 2023 at 15h30
- NOTE** : Applications must be submitted on a new Z83 Form, obtainable from any Public Service Department or on the internet at <http://www.dmv.gov.za/documents/Z83.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV with contactable references (telephone numbers and email addresses must be indicated). Note: Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ Driver licenses/ qualifications on application. Only shortlisted candidates will be required to submit certified documents of ID and qualifications on or before the day of the interview. Only shortlisted Non-RSA Citizens/Permanent Resident. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed or e-mailed applications will be considered. Shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a written test. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Applicants who previously applied are encouraged to re-apply.

MANAGEMENT ECHELON

- POST 22/150** : **INVITATION TO SERVE ON THE DEPARTMENT OF MILITARY VETERANS AUDIT COMMITTEE (X5 POSTS) REFERENCE: DMV2023/06-01**
(The term of office will run effective immediately upon appointment for a period of three years (36 months).
(Re-advertisement)
- SALARY** : Remuneration - An appointed member will be remunerated according to the scales approved by the National Treasury, determined on an hourly or daily basis. All other refundable expenses are based on the National Treasury Guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must have extensive experience in corporate governance, strong leadership, analytical and good communication skills, sound knowledge and including, (a) Matric / senior certificate (b) Relevant three or four year degree (c) in possession of a relevant post graduate qualification with at least 10+ years' experience in any of the following fields: Accounting/Auditing/Financial Management/Legal or Business/ Information Communication Technology, Human Resource Management, and Planning, Monitoring and Evaluation), must be independent and knowledgeable of the status of their positions as members, (d) a member of a professional body and (e) have experience of serving in Boards of Directors and/or similar committees. The following will be added advantages: Experience in or knowledge of the public sector. Highly specialized knowledge of internal controls and accounting practices and in particular accounting and public sector reporting frameworks/models. Intensive knowledge and understanding of and exposure to legislation/policies (PFMA, GRAP, GAAP, Treasury Regulations and other relevant legislation and practice notes). Knowledge and understanding of ICT, including the roles of internal and external audit. Integrity, dedication, inquisitiveness within reasonableness of

probing, an enquiring mind, analytical reasoning abilities, and a good understanding of the committee's position in the governance structure, thorough understanding of corporate governance principles.

DUTIES : To execute roles and responsibilities as outlined in chapter 3 of Treasury Regulations issued in terms of the PFMA and provide advice to the Executive Authority and Accounting Officer of the Department of Military Veterans on matters relating to: Internal Audit and Internal Financial Controls; Risk Management; Accounting policies and frameworks; Legal and Information Communication Technology matters; review the annual financial statement to provide the department with an authoritative and credible view of the financial position of the DMV, its efficiency and effectiveness and its overall level of compliance with the relevant acts, legislation, policies and procedures; adequacy, reliability and accuracy of financial reporting and performance information; effective governance; respond to issues raised by the Auditor-General in the audit report; Carry out such investigations into the financial affairs of the Department as may be requested by the Executive Authority; perform such other functions as may be prescribed.

ENQUIRIES : The Directorate: Internal Audit and Risk Mr MMC Mufamadi Tel No: 012 765 9366

OTHER POST

POST 22/151 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DMV2023/06-02**

SALARY CENTRE REQUIREMENTS : R811 560– R 952 485 per annum (Level 11) (All inclusive)
: Pretoria
: Senior Certificate and Bachelor degree in financial management, supply chain or an appropriate qualification. A minimum of 5 years experience at middle management level executing supply chain and procurement related duties. The ideal candidate must have knowledge in Treasury Regulations, GAAP, PFMA requirements. SCM and Financial systems e.g. LOGIS, BAS etc. Thorough understanding of policy analysis, formulation and Supply chain management framework in public service. Skills: Report writing, Research, Presentation, Analytical, Motivational, Decision making, Facilitation. Personal attributes: Interpersonal relations, Integrity, Courteous, Responsive, Fairness, Credibility, and Commitment.

DUTIES : Adherence to Government strategy, policies and procedures pertaining to Supply Chain Management. Develop and ensure the implementation of departmental supply chain management policies and strategies. Identify deficiencies in policy framework, procedural guidelines and work processes within the Supply Chain Management Directorate. Draft new policy/amendments to existing policy and procedural guidelines and present to authorities for approval. Communicate changes to policy, procedures and work processes to staff in the Directorate and train/coach staff in applying these, where required. Design, implement and maintain effective control systems to ensure compliance to policy and procedures on a continuous basis. Prompt and cost-effective acquisition of goods and services. Design and implement internal control systems to ensure that acquisition requests are properly motivated and authorised and that items or services requested are budgeted for. Ensure that specifications/requirements are specified clearly. Ensure that comprehensive databases of role players in the supply industry are maintained and that changes in the industry are identified and analysed correctly. Conformance to policy, procedures and ethical guidelines related to the acquisition of goods and services. Optimal cost-efficiency (“Value for money”). Ensure adherence to the PFMA, regulations, policy guidelines and prescripts relating to tender/bid procedures. Ensure that cost effective and efficient processes are utilised in approaching potential suppliers. Ensure that tender/bid documentation is complete and unambiguous. Assist in drawing up tender/bid documents falling within own authority parameters. Assist in drawing up tender/bid documents falling within own authority parameters. Negotiate with suppliers in the case of large contracts. Obtain legal advice in negotiating and structuring large or complex contracts. Ensure that all tenders/bids are evaluated according to prescribed policy and procedures and in an even-handed and transparent manner. Ensure that contract documents are drawn up, signed and filed properly, so as to protect the financial interests of the Department at all times. Ensure that bids or any

deviations are submitted to the Accounting Officer (DG) for approval. Handle acquisition of items in urgent/emergency cases, according to prescribed procedures. Implement effective internal systems to prevent fraud or corruption. Gain advice/guidance from National Treasury when required. Advise functional managers on the appointment of consultants, according to prescribed framework for Supply Chain Management practice note. Effective and efficient systems related to the reception, storage, stock control and distribution of items and payment of creditors. Implement effective systems to ensure adequate stock levels of repeatedly used items and to ensure effective stock rotation. Ensure that prescribed procedures related to the receiving of stock (checking quantity and quality, recording in stock registers, etc) are adhered to. Ensure correct and safe storage/ warehousing of stock. Ensure that items are only supplied to authorised end users and that stock issues are recorded properly. Ensure that periodic stock taking is done, according to prescribed procedures. Ensure payment of creditors, according to relevant PFMA regulations. Assess possible risks and implement effective loss prevention and loss control measures at all storage facilities. Effective control over assets and ensuring that excess or obsolete items are re-deployed or sold at the best possible prices. Ensure that inventories are up to date and A-class items are captured on the LOGIS system. Ensure that mission inventories (related to both offices and households) are also captured in the LOGIS system. Chair Disposal Committee meetings. Advise the Department on disposal of relevant categories of capital items/material. Accurate and timely management information. Advise the Department on disposal of relevant categories of capital items/material. Submit monthly report of Supply Chain Management Information to National Treasury on tenders. Compile and submit contributions to the Annual Report of the Department, according to prescribed and time schedule prescribed Manage logistics and facilities management. Develop and implement facility management policies and procedures. Manage the provision of office accommodation, furniture, telephone lines and the functioning of lifts and air conditioners. Liaise with Department of Public Works or other stakeholders on leasing of office accommodation. Ensure accessible records and registry services. Ensure the provision of telecommunication, security, printing, messenger, cleaning and fleet management services.

ENQUIRIES

:

Ms Dineo Masemola and Mr Ayanda Swartbooi Tel No: (012) 765 9454

THE DEPARTMENT OF MINERAL RESOURCES AND ENERGY

- APPLICATIONS** : The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will be vital in the processing of applications. People with disabilities and women are encouraged to apply. Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. General enquiries may be brought to the attention of Ms T Mothoagae 012 406 7737 / Mr P Ndlovu 012 406 7506/ Ms M Palare 012 406 7426
- CLOSING DATE** : 14 July 2023
- NOTE** : Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of the Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants are required to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Job applicant for SMS positions should note that all shortlisted candidates for SMS posts will be expected to prepare themselves for a technical exercise(s) as part of the Interviews. After the interviews the selection panel will recommend candidates to attend a generic managerial competency assessment. If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. With regard to SMS posts, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill any advertised post at any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 22/152** : **DIRECTOR: FUEL LEVIES AND MARGINS (REF NO: DMRE/2389)**
- SALARY** : R1 162 200 per annum (Level 13)(All-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : B-Tech / Bachelor's degree/ Advanced Diploma in Economics /Finance, BCom Accounting / Accounting Science) Mathematics/ Applied Mathematics /Statistics (NQF 7) with minimum of 5 years' experience at Middle/ Senior Managerial level in the petroleum environment PLUS the following

competencies: Knowledge of: Policies and legislation which governs the Energy sector. Local and Public Finance Management Act, Treasury Regulations Skills Financial management skills, Analytical, interpersonal relations, written and verbal communication and interpretation and application of policies and rules, negotiating, conflict management, computer literacy, research, presentation and facilitation Thinking demands: Creativity, initiative, decision making.

DUTIES : /KRA's: Oversee the processing and payment of levies. Oversee the monitoring and reporting on the amount of fuel levies (funds) collected and paid to industry. Oversee the research / surveys to update the fuel levies and margins. (Update the Magisterial District Zones (MDZ) model with revised road and pipeline tariffs. Oversee the reporting on the impact of fuel levies and margins. (Ensure the correctness of the annual Regulatory Accounting System (RAS) margin models. Oversee the research/ survey to update the levies and margins. Oversee the reporting on the impact of fuel levies and margins. Oversee the calculation of maximum retail price (MRP) of LP Gas. Manage the Directorate. Recommendations/Note: No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

ENQUIRIES : Mr R Maake Contact Number (012) 406 7516
NOTE : Indian, Coloured, White female and persons with disability are encouraged to apply

POST 22/153 : **SPEECH WRITER (REF NO: DMRE/2390)**

SALARY : R1 162 200 per annum (Level 13) (All-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Degree in Journalism, Communications, Public Relations, Media studies or Political Science, (NQF 7) with a minimum of 5 years' experience at a middle/ senior management level in speechwriting, communication, and research environment PLUS the following competencies, Knowledge of: Ability to write effectively at speed and accurately. Knowledge and understanding of public service policies, prescripts, and regulation (Intergovernmental Relations Framework Act, 2005/PFMA/ Batho Pele Principles) Knowledge of Government processes and the political environment. Knowledge of clear understanding and knowledge of intergovernmental legislation language proficiency and good writing skills Skills: Communication, Computer skills, Ability to communicate thoughts, ideas and feelings, Editing, Strong command of English, Listening and interpretation, writing skills, Analytical skills, Basis research skills, Organising, coordinating and planning skills, problem solving skills, project management and facilitation skills, Thinking demands: Creative, Analytical.

DUTIES : KRA's: Ensure the development of informed and concise speeches for the Minister, Deputy Minister and Director General. Ensure the efficient and timely coordination of speeches, speaking notes, Briefing notes announcements and events for the Minister, Deputy Minister and Director-General. Ensure the provision of expert advice and support for the Chief Director: Communication Management. Undertake research on specific issues including liaising with DMRE staff, other Departments, and internal/ external agencies at all levels to ensure information is accurate and current. Ensure the maintenance of a record of all ministerial speeches, speaking notes, and briefing notes delivered or used to enable future reference. Recommendations/Note: No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

ENQUIRIES : Mr M Buthelezi Contact Number (012) 406 7470
NOTE : Indian, Coloured and White female 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** : 17 July 2023
- 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 cessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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. 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. 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. **ERRATUM:** The post of Administrative Clerk: Supervisor with Recruit 2023/66 advertised in circular 6 of 17 February 2023 is hereby withdrawn.

MANAGEMENT ECHELON

- POST 22/154** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS RECRUIT 2023/305**
Asset Forfeiture Unit
- SALARY CENTRE REQUIREMENTS** : R1 433 289.per annum (Level 14) (Total Cost Package)
Kimberley
: An LLB or any appropriate legal qualification for serving prosecutors. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admitted Attorney and/or Advocate. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Knowledge of Asset Forfeiture law will be added advantage. Ability to act independently. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. Willing to travel and able to work extended hours.
- DUTIES** : Undertake litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture / confiscation of property / assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Manage the regional office.
- ENQUIRIES APPLICATIONS** : Lindie Swanepoel Tel No: 012 845 6638
e mail Recruit2023305@npa.gov.za
- POST 22/155** : **CHIEF INVESTIGATOR RECRUIT 2023/306**
(Three-year contract)
Investigating Directorate
- 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 policing and/or criminal investigation related or equivalent qualification. At least twenty (20) years criminal investigation experience with ten (10) years operational management experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Vocational training in criminal investigations such as the Detective Learning Programme and/or other specialised courses. Experience in testifying in criminal matters in at least the High Court. (Persons that have been found as an unreliable witness in any court would not be considered). Certified fraud examiner or ICFP SA accreditation would be an added advantage. Experience in managing and directing Forensic Service providers in criminal and forensic matters. Strategic capability and leadership. General management skills. Administration skills. Planning and Prioritising. Good communication skills. Customer focus and responsiveness. Problem solving and decision-making skills. Valid driver's licence.
- DUTIES** : Provide strategic planning and implementation of criminal investigations. Coordinate and manage stakeholder relations in relation to criminal investigations. Ensure the conducting of criminal quality investigations within the allocated responsibilities of the investigation team. Manage national criminal investigative projects and administrative functions.
- ENQUIRIES APPLICATIONS** : Maureen Dibetle Tel No: 012 845 7727
: e mail Recruit2023306@npa.gov.za
- POST 22/156** : **SENIOR STATE ADVOCATE RECRUIT 2023/307**
National Prosecutions Services
- SALARY CENTRE REQUIREMENTS** : R1 081 953.per annum (Total Cost Package) R1 679 754.per annum (Total cost package) (LP-9)
: DPP: Kimberley (STU)
: An LLB or any appropriate legal qualification for serving prosecutors. At least eight (8) years post qualification legal 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. At least 6 years of relevant criminal court work experience in advocacy and drafting. Well-developed skills in legal

research. Good interpersonal, analytical, organisational and communication skills. General computer literacy required. Excellent administrative skills. Assist with the Performance management and assessments of staff. Extensive prosecutorial or litigation experience regarding commercial crimes, Fraud, Theft and other common law/statutory offences relating to tax evasion is essential. Knowledge of legislation relating to Income Tax, VAT, PAYE as well as the Tax Administration Act and the Customs and Excise Act required. Knowledge of Company Law. Proficiency in prosecuting, competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor, train and quality check the work of Advocates. Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the Division to prosecute tax cases as and when required. Valid driver's license is required.

DUTIES

: To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/or the Policy Manual and/or any directives, inter alia, to study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding the investigation, consulting with witnesses and acquiring additional evidence. Draft charge sheets and indictments. Deal with any representations. Present the State's case in court. Present evidence, cross-examine and address the court on inter alia, conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument for complex matters and argue cases in the appropriate court with right of appearance. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. Perform all duties, including administrative duties and specific tasks assigned by the supervisor, related thereto in accordance with the Code of Conduct, policy and directives of the National Prosecuting Authority. Supervise and manage performance of State Advocate(s) (if so required). Conduct performance assessments of staff (if so required). Quality check work of Advocates. Mentor and guide Advocates, prosecutors and stakeholders. Assist in the keeping of proper records/statistics in relation to all criminal prosecutions conducted by the STU and assist in compilation of statistics/reports. Middle management, including appeals, court rolls (under supervision) and office inspections. Managing of allocated portfolio within STU. Assist Deputy Directors in high-profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES
APPLICATIONS**

: Nicholas Mogongwa Tel No: 053 807 4539
: e mail Recruit2023307@npa.gov.za

OTHER POSTS

POST 22/157

: **REGIONAL COURT CONTROL PROSECUTOR RECRUIT 2023/308**
National Prosecutions Service

SALARY

: R935 109.per annum (Total Cost Package) R1 515 504.per annum (Total Cost Package) (Level SU-3)
CPP: Bloemfontein

**CENTRE
REQUIREMENTS**

: An LLB or any appropriate legal qualification for serving prosecutors. At least six (6) years post qualification legal experience. Regional court experience will an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills. A valid driver's licence.

DUTIES

: Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's

case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Matlotlo Mofokeng Tel No: 051 410 6005
APPLICATIONS : e mail Recruit2023308@npa.gov.za

POST 22/158 : **STATE ADVOCATE RECRUIT 2023/309**
 National Prosecutions Service

SALARY : R844 572.per annum (Total Cost Package) - R1 387 725 per annum (Total Cost Package) (Level LP- 7 to LP-8)

CENTRE : DPP: Grahamstown (Gqeberha) (STU)
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. At least five years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, indictments and court documents, dealing with representations. Valid driver's licence.

DUTIES : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments, and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors, and stakeholders. Assist in keeping proper records, statistics, and reports. Assist in high profile tax matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.

ENQUIRIES : Nomfuneko Ntapane Tel No: 046 602 3000
APPLICATIONS : e mail Recruit2023309@npa.gov.za

POST 22/159 : **STATE ADVOCATE RECRUIT 2023/310**
 National Prosecutions Service

SALARY : R844 572.per annum (Total Cost Package) - R1 387 725.per annum (Total Cost Package) (Level LP- 7 to LP-8)

CENTRE : DDPP: Bisho
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents, and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision. General computer literacy with excellent knowledge of

MS Word, PowerPoint, Excel and Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts, and procedures applicable in the public sector.

DUTIES : Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments, and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments, and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Talita Raga Tel No: 040 608 6800
APPLICATIONS : e mail Recruit2023310@npa.gov.za

POST 22/160 : **REGIONAL COURT PROSECUTOR**
 National Prosecutions Service

SALARY : R570 921 .per annum (Excluding Benefits) - R1 308 663.per annum (Total Cost Package) (Level LP-5 to LP-6)

CENTRE : CPP: Queenstown (Maletswai) - Recruit 2023/312 (re-advert)
 CPP: Witbank (Evander) - Recruit 2023/313 (re-advert)
 CPP: East London (Mdantsane) - Recruit 2023/314
 CPP: East London - Recruit 2023/315 (2 posts)
 CPP: Kimberley - Recruit 2023/316 (2 posts)
 CPP: Queenstown - Recruit 2023/331 (Re-advert)

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.

ENQUIRIES : CPP: Queenstown (Maletswai) &CPP: Queenstown - Ziyanda Mtwazi Tel No: 046 602 3000;

CPP: Witbank (Evander) - Tebogo Mashile Tel No: 013 045 0686
 CPP: East London (Mdantsane) & East London - Talita Raga Tel No: 040 608 6800; CPP: Kimberley - Nicholas Mogongwa Tel No: 053 807 4539

APPLICATIONS : CPP: Queenstown (Maletswai) e mail Recruit2023312@npa.gov.za
 CPP: Witbank (Evander) e mail Recruit2023313@npa.gov.za
 CPP: East London (Mdantsane) e mail Recruit2023314@npa.gov.za
 CPP: East London e mail Recruit2023315@npa.gov.za
 CPP: Kimberley: e mail Recruit2023316@npa.gov.za
 CPP: Queenstown e mail Recruit2023331@npa.gov.za

POST 22/161 : **FINANCIAL INVESTIGATOR RECRUIT 2023/317 (13 POSTS)**
 Investigating Directorate

SALARY : R424 104.per annum (Level 9) (Excluding benefits)

CENTRE : Pretoria: Head Office

REQUIREMENTS : 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.

DUTIES : Conduct financial investigation assessments. Conduct case planning. Conduct detailed financial investigations in medium value and less complex cases. Undertake stakeholder engagement. Provide administrative support services with regard to case management.

ENQUIRIES : Maureen Dibetle 012 845 7727
APPLICATIONS : e mail Recruit2023317@npa.gov.za

POST 22/162 : **FINANCIAL ANALYST RECRUIT 2023/318**
Asset Forfeiture Unit

SALARY : R424 104.per annum (Level 9) (Excluding Benefits)
CENTRE : Head Office: Pretoria
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Accounting, Forensic Auditing or equivalent. Three (3) years financial analysis experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The ability to offer direction and leadership to a team of officials to ensure the attainment of objectives. Seeks opportunities to increase personal contribution and level of responsibility. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/deliverables. The means of formal, clear and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time-and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Written and verbal communication. Must be able to plan and organise work and distinguish between urgent and important tasks/activities. Must be able to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and ensure the highest level of customer care and customer satisfaction. Must be able to identify and solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.

DUTIES : Capture and convert data into usable information. Conduct analysis of information gathered.

ENQUIRIES : Lindie Swanepoel Tel No: 012 845 6638
APPLICATIONS : e mail Recruit2023318@npa.gov.za

POST 22/163 : **FINANCIAL INVESTIGATOR RECRUIT 2023/329**
Asset Forfeiture Unit

SALARY : R424 104.per annum (Level 9) (Excluding Benefits)
CENTRE : Bloemfontein -
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' experience in financial investigation. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/deliverables. The means of formal, clear, and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints. Valid driver's licence.

- DUTIES** : Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Provide administration support services with regard to case management.
- ENQUIRIES APPLICATIONS** :
: Lindie Swanepoel Tel No: 012 845 6638
: e mail Recruit2023329@npa.gov.za
- POST 22/164** : **PERSONAL ASSISTANT RECRUIT 2023/311**
Asset Forfeiture Unit
- SALARY CENTRE REQUIREMENTS** :
: R294 321.per annum (Level 7) (Excluding Benefits)
: Mmabatho
: Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three years' experience in rendering support to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Good administration skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation, and professionalism. Knowledge of the relevant legislations, policies, prescripts, and procedures applicable in the public sector. Willing to travel, able to work extended hours.
- DUTIES** : Receive telephone calls and refer the calls to the correct role player if not meant for the relevant manager. Record appointments and events in the diary of the manager. Type documents for the Manager and other staff within the unit. Provide high level secretarial, administration support and perform a variety of administrative tasks for the Manager and unit. Draft routine correspondences and reports. Operates office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Arrange meetings for the Manager and the staff in the unit and take minutes during meetings and prepare same for signature in advance. Develop and maintain an accessible and user-friendly filing system. Handle procurement of standard items such as stationery and refreshments. Liaise with travel agency to make travel and accommodation arrangements and process S & T claims. Set up schedules for meetings and events. Provide general administration support to the manager and operation staff. Handle the procurement of standard items like stationary, refreshments for the Manager and office.
- ENQUIRIES APPLICATIONS** :
: Lindie Swanepoel Tel No: 012 845 6638
: e mail Recruit2023311@npa.gov.za
- POST 22/165** : **CLOSE PROTECTOR RECRUIT 2023/319 (3 POSTS)**
(Re-advert)
Security Management Service
- SALARY CENTRE REQUIREMENTS** :
: R294 321.per annum(Level 7) (Excluding Benefits)
: Pretoria: Head Office
: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Social Science or equivalent. At least three (3) years' experience in VIP close protection either in public and/or private sector. VIP close protection training from any accredited institution (Firearm Training Certificate) Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Advanced close protection firearm training. Valid competency certificate in the handling of the firearm (Valid for a year). Grade C PSIRA registration. Minimum three years relevant experience in personnel security and operational planning. Should be able to conduct threat & profiling investigations. good planning and organizational skills. Problem-solving and communication skills. The candidate must be able to work independently. The candidate must be willing to travel, and work extended hours. Good interpersonal skills. The candidate must have the ability to work under pressure and meet deadlines. Valid driver's license and have an advanced driving certificate.
- DUTIES** : Provide protection to the assigned threatened NPA employees. Conduct threat and risk assessment on the identified NPA employees. Conduct safety route plan before each operation. Engage with the threatened NPA employees at the

venue before the commencement of any assignment. Driving threatened NPA employees to and from various venues. Conduct security appraisals for threatened NPA officials. Protect threatened NPA employees from threats of physical violence. Ensure that the routes used by the threatened NPA employee and the places where the vehicle is parked are safe and secured all the times. Build and maintain working relations with stakeholders. Coordinate security with all security stakeholders for the safety of the protected NPA employees (South African Police Service (SAPS), State Security Agency (SSA). Participate in security coordination for the organisation during NPA events and court proceedings. Liaison with both public and private institutions including law enforcement agencies. Monitor the provision and utilization of government and operational fleet. Ensure that the vehicle used by the threatened NPA employee is clean, roadworthy and in good condition all the times. Ensure that the vehicle used by the threatened NPA employee is not exposed to the placing or attaching of harmful devices rendering the vehicle unsafe. Prepare operation plan for approval by the head.

- ENQUIRIES** : Sikhumbuzo Sibiyi Tel No:012 845 6753
APPLICATIONS : e mail Recruit2023319@npa.gov.za
- POST 22/166** : **COURT PREPARATION OFFICER**
National Prosecutions Service
- SALARY** : R294 321.per annum (Level 7) (Excluding Benefits)
CENTRE : CPP: Kimberley (De Aar) - Recruit 2023/320
CPP: Kimberley - Recruit 2023/321
- REQUIREMENTS** : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem-solving skills.
- DUTIES** : Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
- ENQUIRIES** : CPP: Kimberley (De Aar) & CPP: Kimberley - Nicholas Mogongwa Tel No: 053 807 4539
APPLICATIONS : CPP: Kimberley (De Aar) - e mail Recruit2023320@npa.gov.za
CPP: Kimberley - e mail Recruit2023321@npa.gov.za
- POST 22/167** : **FINANCE CLERK: SUPERVISOR**
National Prosecutions Service
- SALARY** : R294 321.per annum (Level 7) (Excluding Benefits)
CENTRE : DPP: Pietermaritzburg - Recruit 2023/322
DDPP: Thohoyandou - Recruit 2023/323
- REQUIREMENTS** : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Financial Management or equivalent. Minimum two years relevant experience in Finance. In depth knowledge of financial systems i.e. BAS; LOGIS and PERSAL. In depth knowledge of Public Service Act, Regulations and its application. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration specifically PFMA and Treasury Regulations. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Leadership, people management and empowerment. General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint).
- DUTIES** : Receiving, recording, and processing of all financial transactions in the region. Develop a system where all documents and transactions with financial

implications in the region will be received, captured, processed till such time they are approved and finalized. Verifying correctness of all S&T claims, overtime and other 43 transactions with financial implications before approval on the PERSAL and BAS system. Draw a weekly, monthly and quarterly report for budget and expenditure for monitoring and reporting purposes. Manage and use of petty cash in the region. Report all discrepancies and irregularities to Assistant Director: Finance. Develop systems and mechanisms to ensure and maintain a clean audit in the region.

- ENQUIRIES** : DPP: Pietermaritzburg - Thabsile Radebe Tel No: 033 392 8753
- APPLICATIONS** : DDPP: Thohoyandou - Thuba Thubakgale Tel No: 015 045 0285
DPP: Pietermaritzburg e mail Recruit2023322@npa.gov.za
DDPP: Thohoyandou e mail Recruit2023323@npa.gov.za
- POST 22/168** : **ADMINISTRATIVE OFFICER**
Security Management Service
- SALARY CENTRE** : R294 321per annum (Level 7) (Excluding Benefits)
: CPP: East London - Recruit 2023/324 (re-advert)
: DDPP: Port Elizabeth - Recruit 2023/325 (re-advert)
- REQUIREMENTS** : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Public Administration/Public management or equivalent. At least two years' relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Ability to identify and handle confidential matters. Sound planning and organising skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good People skills. Strong interpersonal and communication skills. Ability to act independently. Valid driver's license.
- DUTIES** : Provide security vetting services in the region. Maintain and update data base with regard to vetting and court case classification. Conduct personal suitability checks. Collect non-disclosure forms and maintain a register thereof. Act as a Key control officer according to Service Level Agreement. Conduct inspection on guarding activities, key control and provide report. Submit information to National Office. Compile reports and submit to Regional Manager. Conduct OHS Inspections and maintain OHS file. Request information on high profile cases from Prosecutors. Attend to any queries with regard to physical and information security services. Attend to OHS meetings quarterly.
- ENQUIRIES** : CPP: East London & DDPP: Port Elizabeth Tshinyadzo Mudau Tel No: 012 845 6298
- APPLICATIONS** : CPP: East London e mail Recruit2023324@npa.gov.za
DDPP: Port Elizabeth e mail Recruit2023325@npa.gov.za
- POST 22/169** : **STATE ACCOUNTANT RECRUIT 2023/326**
Financial Management -Sub Directorate Payments(Internal Control Unit)
- SALARY CENTRE** : R294 321.per annum (Level 7) (Excluding Benefits)
: Pretoria: Head Office
- REQUIREMENTS** : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Financial Management/ Auditing or other relevant qualification. Minimum two (2) years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of BAS; LOGIS and PERSAL. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison and presentation skills. Knowledge of LOGIS System, PERSAL, BAS. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritising skills. Problem solving and decision making.
- DUTIES** : Conduct interim investigation into fruitless, wasteful and loss cases. Maintain an updated register for all investigations. Validate payment batches against checklist. Present cases of Theft and Losses to the Loss Control Committee. Prepare reports for the Loss Control Committee an Expenditure Control Committee. Provide Secretariat support to the Loss Control Committee. Report on Internal Controls within the Finance Component. Prepare Appointment letters to newly appointed Loss Control Committee Members. Attend to Audit

		queries. Provide support with regards to Awareness Workshops for Losses within the NPA.
<u>ENQUIRIES</u>	:	Buhle Kubheka Tel No: 012 845 6021
<u>APPLICATIONS</u>	:	e mail Recruit2023326@npa.gov.za
<u>POST 22/170</u>	:	<u>ADMINISTRATIVE OFFICER: ASSETS, FLEET AND FACILITIES RECRUIT 2023/327</u>
		National Prosecutions Service
<u>SALARY</u>	:	R294 321.per annum (Level 7) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Limpopo
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Business Administration/ Public Administration/ Finance or equivalent qualification. Minimum two (2) years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Thorough knowledge of Asset, Fleet and Facilities Regulations, Knowledge of PFMA, Treasury Regulations and other government related legislations. Knowledge of NPA policies and procedures relevant to the job functions. Excellent computer skills (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Good administration skills. Ability to think strategically. Good communication and problem-solving skills. Ability to work in a team. Loyal and honest. Planning and prioritising skills. Problem solving and decision making.
<u>DUTIES</u>	:	Provide Asset Management Services within the Regional Office. Provide Fleet Service Management Services within the Regional Office. Provide Facilities Management Services within the Regional Office.
<u>ENQUIRIES</u>	:	Thuba Thubakgale Tel No:015 045 0285
<u>APPLICATIONS</u>	:	e mail Recruit2023327@npa.gov.za
<u>POST 22/171</u>	:	<u>ADMINISTRATIVE CLERK RECRUIT 2023/328</u>
		Investigating Directorate
<u>SALARY</u>	:	R202 233.per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Able to type. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Ability to identify and handle highly confidential matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public services.
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Maureen Dibetle Tel No: 012 845 7727
<u>APPLICATIONS</u>	:	e mail Recruit2023328@npa.gov.za
<u>POST 22/172</u>	:	<u>ADMINISTRATIVE CLERK RECRUIT 2023/330</u>
		(Re-advert)
		Asset Forfeiture Unit
<u>SALARY</u>	:	R202 233.per annum(Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written skills. Computer literacy skills and communication skills. Knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good analytical skills. Documentation administration, writing skills and task time management skills. Excellent administrative skill and problem-solving skills.
<u>DUTIES</u>	:	Provide high quality administrative support services. Keep a well-organized administrative system for the office. Execute a wide variety of administrative

ENQUIRIES
APPLICATIONS

tasks. Provide administrative support to staff in human resources, finance, procurement, and logistical services.
Lindie Swanepoel Tel No: 012 845 6638
e mail Recruit2023330@npa.gov.za

OFFICE OF THE CHIEF JUSTICE

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office:



- APPLICATIONS** : **National Office Midrand/Constitutional Court:** Braamfontein: 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.
Mpumalanga Division of the High Court Mbombela: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
Western Cape Division of the High Court: 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** : 14 July 2023
- NOTE** : 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 (Act55) 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 . All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV ONLY; contactable referees (telephone numbers and email addresses must be indicated). ONLY shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only

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

OTHER POSTS

POST 22/173 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2023/243/OCJ**

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

CENTRE : Mpumalanga Provincial Service Centre: Mbombela

REQUIREMENTS : Matric certificate and a three (3) year National Diploma/Bachelor Degree in Human Resource Management and/or Development, Public Administration or an equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of five (5) years' experience in Human Resource Management of which three (3) years must be at an Assistant Director level. Knowledge of PERSAL supported by PERSAL Certificates. A Valid driver's license. Knowledge of Human Resource Management. Knowledge: Human Resources Management Policies, Human Resources Systems and Procedures, Performance Management, Project Management, Public Service Act, Regulations and Resolutions , Recruitment and Selection Strategies, Code of Remuneration, All Labour Legislations, Code of good conduct in the Public Service, Departmental Policies and Procedures, Batho Pele Principles, Human Resource Management Practices & Systems Skills: Management, Interpersonal, Communication (verbal and written), Computer literacy, Negotiation, Presentation, Report writing, People Management , Problem solving, Decision Making Skills and Competencies: Management, Interpersonal, Communication (verbal and written), Computer literacy, Negotiation, Presentation, Report writing, People Management, Problem solving and Decision Making.

DUTIES : Manage the Human Resource support services and the implementation of all the Human Resource policies, procedures and relevant prescripts in the Province, Manage the effective implementation of recruitment and selection policy in the Province, Facilitate the coordination of the implementation of Performance Management Policy in the Policy, Manage the coordination of Human Resource Development interventions and the implementation of Human Resource Development Policies and Programmes in the Province, Manage the administration of service benefits, leave of staff in the Province including OSD, MMS and SMS. Manage Labour Relations. Manage and administer PILIR in the province. Manage all the resources in the Directorate.

ENQUIRIES : Technical Related Enquiries: Ms. J Ngobeni Tel No: (013) 758 0000
HR Related Enquiries: Ms. C Msimango: (013) 758 0000

POST 22/174 : **OFFICE MANAGER / ADMINISTRATIVE SECRETARY: CHAMBERS OF THE DEPUTY CHIEF JUSTICE REF NO: 2023/244/OCJ**
(3 -Year Contract)

SALARY : R424 104 – R496 467.per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : Constitutional Court: Braamfontein

REQUIREMENTS : Matric certificate and a three-year National Diploma/ Bachelor's Degree in Office Management or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' relevant experience in an Office Administration environment of which two years must be at supervisory level (7/8). A valid driver's licence. Skills and Competencies: Job Knowledge of office management responsibilities, systems and procedures. Knowledge of the functioning of an executive office. Excellent Communication skills. Proficiency in English (verbal and written). Knowledge of Electronic Information Resources and online retrieval. Strong Leadership and Management Capabilities. Ability and willingness to travel often and work long hours. Ability to meet strict deadlines and to work under pressure. A sense of

- attention to detail. Computer literacy (MS Word, PowerPoint, Excel and Outlook).
- DUTIES** : Manage the Chamber responsibilities/duties of the Deputy Chief Justice. Provide Administrative and secretarial support to the Deputy Chief Justice. Provide receptionist Services in the Chambers of the Deputy Chief Justice. Provide support to the Deputy Chief Justice with regard to preparation in for meetings. Provide assistance to the Deputy Chief Justice in support of his extra judicial responsibilities. Liaise with all stakeholders with regard to matters emanating from the Chambers of the Deputy Chief Justice. Check and manage all incoming and outgoing correspondence from the Chambers of the Deputy Chief Justice with other stakeholders. Facilitate that reports and documents are processed timeously for the Deputy Chief Justice in preparation for official commitments.
- ENQUIRIES** : Technical and HR related enquiries: Ms L Kwinika Tel No: (010) 493 2500 /2578
- POST 22/175** : **SENIOR PRACTITIONER HR INFORMATION SYSTEM (PERSONNEL CONTROLLER), REF NO: 2023/245/OCJ**
Re Advertisement Candidates who previously applied need not reapply.
- SALARY** : R359 517 – R420 402,per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Matric certificate and a three-year National Diploma/ Bachelor's Degree in Human Resource Management or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of two (2) years' experience in a role relating to Human Resources Management and Human Resource Information Systems (HRIS) environment. Understanding of HRM functions and role in the department. Should have completed PERSAL training courses in Introduction to PERSAL; Personnel Administration and Establishment. PERSAL controller course and an understanding of Vulindlela System would be an added advantage. A valid driver's license. The candidate should have a willingness to travel. Skills and Competencies: Sound knowledge of the Public Service Act and Public Service Regulations. Sound knowledge of prescripts and policies in relation to Human Resources Information Systems. Good governance and Batho Pele Principles. In-depth knowledge and working experience on PERSAL. Ability to manage data and provide reports using PERSAL. Computer literacy in MS programmes and competency in EXCEL. Project Management. Presentation Skills. Problem Solving and Analysis. Report writing and researching skills. People and Resource Management Skills. Communication Skills (both written and verbal). Good interpersonal relations and motivating skills. Innovative thinking. Attention to details imperative. Time management (organising, coordinating and planning). Ability to work individually and in a team. Ability to work under pressure. Ability to adapt to change. Take accountability and responsibility.
- DUTIES** : To maintain Human Resource and staff establishment Information system, Management of PERSAL in the HR sphere. Conduct an analysis of human resource information and produce reports to facilitate decision-making in collaboration with other units. Facilitate and co-ordinate the development, implementation and maintenance of the Departmental Human Resource Strategies. Compile and maintain HR reports to ensure progress against set targets. Provide secretariat service on the Employment Equity Committee.
- ENQUIRIES** : Technical related enquiries: Mr SW Meko Tel No: 010 493 2526
HR related enquiries: Mr. A Khadambi, Tel No: (010) 493 2527
- POST 22/176** : **JUDGE'S SECRETARY, REF NO: 2023/246/OCJ**
- SALARY** : R294 321 - R343 815. per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Western Cape Division of The High Court: Cape Town
- REQUIREMENTS** : Matric Certificate with typing/ Secretarial Diploma. A minimum of one year secretarial / Office assistant experience. Short listed candidates will be required to pass a competency/typing test. Added Advantage: A valid driver's license. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BComm and a Paralegal Qualification. Skills and Competencies: Proficiency in English; Good communication skills (verbal and written); Administration and organizational skills; Exceptional interpersonal skills; Ability

- to meet strict deadlines and to work under pressure; Attention to detail; Customer care service skills; Excellent typing skills; Confidentiality; Time management; Computer literacy (MS Office); Research capabilities;
- DUTIES** : Typing; arrange and diarize appointments. Meetings for official visits, make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files, documents and provide copies of documents to the Registrar. Perform digital recording of Court Proceedings on urgent court cases after hours and ensure integrity of such recordings. Store, keep and file Court records safely. Accompany the Judge to the Courts. Management of Judge's vehicle, logbook and when required, driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange receptions for the Judge and his or visitors and attend to their needs. Management of Judges library and updating of documentation. Execute legal Research as directed by the Judge and comply with prescripts, Departmental Policies, Procedures and guidelines.
- ENQUIRIES** : Technical and HR related enquiries: Ms M Baker (021) 469 4032
- POST 22/177** : **REGISTRAR REF NO: 2023/247/OCJ (2 POSTS)**
- SALARY** : R293 847 – R1 005 801 per annum. (MR3 – MR5, Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mpumalanga Division Of The High Court: Mbombela
Mpumalanga Division Of The High Court: Middelburg
- REQUIREMENTS** : Matric Certificate and an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. Superior Court or litigation experience will be an added advantage. MR3 - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4 - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5 - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and 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 deadlines. Result driven. Honesty/trustworthy. Observance of confidentiality.
- DUTIES** : Co-ordination of Case Flow Management support services to the Judiciary and Prosecution. Manage the issuing of all processes initiating Court Proceedings. Manage the criminal and civil trials, motions, pre-trials, mental health, petition, appeal and review processes. Attending to all quasi-judicial functions namely, default judgement and taxations. Maintaining of criminal and civil record books. Authentication of documents for internal use. 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: Mr M Masekoameng Tel No: (013) 758 0000 (Mbombela)
Mr M Mothabo Tel No: (013) 492 2214 (Middelburg)
HR related enquiries: Mr M Jele Tel No: (013) 758 0000

OFFICE OF THE PUBLIC SERVICE COMMISSION

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



- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, for attention Mr M Mabuza or apply on www.psc.gov.za.
- CLOSING DATE** : 28 July 2023, 15H45.
- NOTES** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za vacancies); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The accompanying documents need not be certified, shortlisted candidates will be required to bring certified copies on or before the interviews. The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za-**vacancies**. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

OTHER POST

- POST 22/178** : **OFFICE MANAGER TO THE CHAIRPERSON REF NO: OMC/06/2023**
- SALARY** : R424 104 per annum (Level 9)
- CENTRE** : Public Service Commission House, Pretoria
- REQUIREMENTS** : Ideal Candidate Profile: A National Diploma/Degree (New NQF Level 6/7) in the field of Office Management/ Public Administration or an equivalent qualification. At least 3 to 5 years' experience in the public sector of which at least three years must involve providing high-level administrative support services to executive management and with supervisory experience. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Excellent interpersonal relations. Ability to interact with high profile stakeholders regarding events and projects. Must be able to conduct basic research and draft high quality documents and reports. Must have the ability to arrange Visas, overseas travel and collection of information. Must have the ability to manage and provide logistical as well as administrative support for meetings. Must have good organising and management skills. Must have financial management acumen. Must have excellent written skills and ability to produce documents and reports of high quality. Must have excellent project and stakeholder management skills. Must have excellent organisational and planning skills with the ability to work on multiple projects simultaneously,

have effective oral and written communication skills, have a sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Must be creative, motivated, self-driven, results-oriented and have initiative. Ability to work both independently and as part of a team. Ability to multitask and ability to function in a pressurised environment. Must have a valid driver's license. The successful candidate will be vetted and must receive a security clearance on the level of "secret". Failure to meet this criterion may lead to the termination of the employment contract. The conduct and honesty of the successful candidate must be beyond reproach.

DUTIES

: Key Performance Areas: Provide high-level administrative and effective executive office management support service to the Chairperson. Conduct basic research and prepare high quality documents and reports for the Chairperson. Handle all communications and keep the Chairperson's office highly organised. Maintain efficient document and records management system in the Chairperson's office. Supervise subordinates. Coordinating the Chairpersons engagements with internal and external stakeholders. Ensuring that support is provided to governance structures

ENQUIRIES

: Adv. LE Cronje Tel No: 012 352 1376

DEPARTMENT OF PUBLIC ENTERPRISES

<u>APPLICATIONS</u>	:	The Department of Public Enterprises, Private Bag X15, Hatfield, 0028 or hand deliver at 80 Hamilton Street, Arcadia, Pretoria 0008 or by email stated below
<u>FOR ATTENTION</u>	:	Human Resources
<u>CLOSING DATE</u>	:	4 July 2023
<u>NOTE</u>	:	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. Department will request certified copies of Qualifications and other relevant documents from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. The department reserves the right not to fill these positions. Failure to submit the requested documents will result in your application not being considered. The department reserves the right not to fill these positions. People with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

<u>POST 22/179</u>	:	<u>SENIOR ANALYST: FUNDING AND FINANCIAL ANALYSIS, REF. NO: DPE/2023/006</u> Unit: Financial Assessment and Investment Support
<u>SALARY</u>	:	R811 560 per annum (Level 11) (An all-inclusive remuneration salary package) consisting of a basic salary of 70/75% and 30%/25% flexible portion that can be structured according to individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Applications in possession of post graduate degree in Finance/ Economics /Business Science (NQF Level 7) as recognized by SAQA accompanied by at least 3 years' experience in finance environment in one of these areas corporate finance, structured finance, project finance, investment banking or treasury . Excellent negotiator, ability to build and maintain sufficient internal and external work, sound financial analysis and modelling skills, strategic management, good leadership and excellent verbal and written communication skills. Relevant expertise in the following areas: Capital raising (local and international markets), transaction experience (deal origination, structuring and implementation), structured finance, project finance and private equity experience. Analytical innovative, creative and conceptual finance thinking. Relationship building and customer service orientation.
<u>DUTIES</u>	:	Manage and supervise processes to collect and tabulate data informing processes to monitor, evaluate and report on the performance accounting practices and financial performance of SOCs in the DPE Portfolio. Manage processes to collect accounting and financial performance reports and data from SOCs. Perform reliability tests on financial data received from SOCs. Manage process to develop dataset specifications and the development of the generic database toolkits. Manage capturing procedures and the quality assurance of the reliability of the database. Perform complex data manipulation procedures. Generate more complex performance reports. Manage the provisioning of analytical support services to Specialists to analyse financial statements and reports of SOCs. Manage processes to develop dataset specifications and develop a review database to inform decision-making procedures and the building of financial compliance and sustainability models accordingly. Manage capturing procedures and the quality assurance of the reliability of the database. Perform complex data manipulation procedures. Generate more complex performance reports. Manage the provisioning of analytical support services to Specialists to analyse the budget performance of SOCs in the DPE Portfolio. Manage processes to develop dataset specifications and develop a review database to inform decision-making procedures and the building of financial compliance and sustainability models accordingly. Manage capturing procedures and the quality assurance of the

		reliability of the database. Perform complex data manipulation procedures. Generate more complex performance reports. Ensure the effective, efficient and economical utilisation of resources allocated to accounting analysis and modeling projects. Ensure the development of sub-ordinate staff members.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Dineo Masilo, Tel (012) 43- 1026
	:	Applications for this post to e-mail: recruitdm@dpe.gov.za
<u>POST 22/180</u>	:	<u>ANALYST: FUNDING AND FINANCIAL ANALYSIS REF. NO: DPE/2023/007 (2 POSTS)</u>
		Unit: Financial Assessment and Investment Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 9)
	:	Pretoria
	:	Applicants must in possession of degree in Finance/ Economics /Business Science qualification (NQF Level 7) as recognised by SAQA accompanied by at least 2 Years' experience at operational level in the development of financial datasets. Excellent negotiator, ability to build and maintain sufficient internal and external work, sound financial analysis and modelling skills, strategic management, good leadership and excellent verbal and written communication skills. Relevant expertise in the following areas: Capital raising (local and international markets), transaction experience (deal origination, structuring and implementation), structured finance, project finance and private equity experience. Analytical innovative, creative and conceptual finance thinking. Relationship building and customer service orientation.
<u>DUTIES</u>	:	Collect and tabulate data informing processes to monitor, evaluate and report on the performance funding instruments approved for SOCs in the DPE Group. Collect funding performance data from SOCs. Perform reliability tests on funding data received from SOCs. Based on the outcome indicators for the review project develop dataset specifications and develop the database accordingly. Supervise capturing procedures and quality assure the reliability of the database. Perform data manipulation procedures. Generate performance reports. Provide analytical support services to Specialists to analyse applications for the approval of funding instruments and coordinate processes for the approval thereof/issuing of state guarantees by National Treasury. Develop dataset specifications and develop a review database to inform decision-making procedures and the building of sustainability models accordingly. Supervise capturing and quality assure the reliability of the database. Perform data manipulation procedures. Generate analysis reports. Provide analytical support services to Specialists to analyse major financial transactions to be entered into by SOCs requiring endorsement by the Shareholder. Develop dataset specifications and develop a review database to inform decision-making procedures and the building of sustainability models accordingly. Supervise capturing and quality assure the reliability of the database. Perform data manipulation procedures. Generate analysis reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Benneth Baloyi, Tel (012) 431 1029
	:	Applications for this post to e-mail: recruitbb@dpe.gov.za
<u>POST 22/181</u>	:	<u>ASSISTANT DIRECTOR: SCM (ACQUISTION), REF. NO: DPE/2023/008</u>
		Unit: Office of the Chief Financial Officer Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 9)
	:	Pretoria
	:	Applicants must be in possession of (NQF Level 7) qualification in Logistic Management/ Supply Chain Management/ Purchasing Management / Public Management /Public Administration. Minimum Three (3) years' relevant experience at Supervisory level within area of Supply Chain Management. The experience of Logistical Information System (LOGIS) as Store System Controller (SSC), the LOGIS II certificate for System Controller is a pre-requisite. Job knowledge of the Public Finance Management Act, Preferential Procurement Policy Framework Act, Preferential Procurement Regulation of 2022, Treasury Regulation, Periodically PFMA SCM Instructions, B-BBEE Act and System Controller for LOGIS and Basic Accounting System (BAS). Job related skills, computer literacy, communication both verbal and written, organizing meetings, application of the transversal contracts from National Treasury and Sita.
<u>DUTIES</u>	:	The incumbent will be responsible for the following, Demand and Acquisition Management ,bid committees administrative support, arrange BSC meetings,

prepare bid documents and advertise bids, do a pre-screening of received proposals, receive request for quotations from the end users, review the specification and concise terms of reference for RFQs to advertise on DPE website and e-tender portal, peruse and review evaluation responses for RFQs, prepare submissions and letters for appointing preferred bidders, maintain or manage the RFQ register, contract register, maintain local content register and reporting to DTI, manage the requests for travelling domestically and international, manage the granting access, review of LOGIS access on monthly basis and purge access of LOGIS access as and when required, attend to the both internal and external auditors request for information for auditing purposes, authorizing procurement advices, and online transactions e.g. captured contracts on LOGIS online, manage subordinate leave, compile/review performance agreements, review mid-year, annual assessments, quarterly compile a reports for purchases of ICT equipment to SITA and participation for the disaster recovery testing for LOGIS as and when required. Assist with review of term of references and specifications prior being presented to the BSC and chair the BSC meeting/s.

ENQUIRIES : Mr Benneth Baloyi, Tel (012) 431 1029
APPLICATIONS : Applications for this post to e-mail: recruitbb@dpe.gov.za

POST 22/182 : **ASSISTANT DIRECTOR: SYSTEMS DEVELOPER, REF. NO: DPE/2023/009**
 Unit: Information Management and Technology

SALARY : R424 104 per annum (Level 9)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of an appropriate undergraduate qualification in Information Technology at NQF level 7 accompanied by a minimum of 3 years' relevant experience as a Systems Developer with additional experience across the Microsoft Power Platforms and SharePoint technologies. Experience in the following will be regarded as an added advantage: Experience with Azure Functions, Azure DevOps, Logic Apps, Azure API Management and Business Process Automation, inclusive of workflow design and development. Knowledge And Skills: In-depth knowledge and experience in API development and integration to multiple system Application Development: Microsoft .Net & MS SQL Database Experienced with Automation Tools and Automation workflows. Knowledge and experience of software development lifecycle. Experienced with Integration tools. Solid knowledge of various programming languages. Troubleshooting skills. Excellent written and verbal communication skills. Ability to work on own initiative and as part of a team. Flexible, highly motivated, effective team player; methodical, ability to understand and meet targets and deadlines. Research new technologies and keep abreast of technology development. Able to learn and assimilate new information. Commitment to working the hours required to fulfil the job, including flexibility of working. Excellent problem-solving and analytical skills

DUTIES : Responsible for development and documentation of the Business Process Automation workflows. Keep and update the current Automation tools. Develop, design and deploy Microsoft Power Platforms and SharePoint solutions. Create Power Apps, Power Automate flows, and Power BI reports. Ensure application designs conform with business goals. Responsible for investigating and maintaining current systems as well as providing ideas to drive the organization forward. Evaluate existing application technology, update and add new features. Troubleshoot and debug application issues. Provide support and problem resolutions. Design database architecture for applications. Research new technologies and keep abreast of technology developments. Monitor adherence to information security and risk management policies.

ENQUIRIES : Ms Dineo Masilo, Tel (012) 431 1026
APPLICATIONS : Applications for this post to e-mail: recruitdm@dpe.gov.za

POST 22/183 : **INTERNAL AUDITOR REF DPE/2023/010 (X2 POSTS)**
 (12 Months Contract)
 Unit: Internal Audit

SALARY : R294 321 per annum (level 7)
REQUIREMENTS : Bcom; BTech or Post Graduate Diploma; an appropriate degree or national diploma in the field of Commerce with specialization/majors in

Accounting/Auditing or Internal Audit Auditing. Two (2) years relevant experience. Self-driven and results orientated and able to work under pressure. Knowledge of Internal Audit Standards, PFMA, Internal Audit Methodologies and techniques. Excellent written, verbal communication and with good interpersonal skills as well as analytical skills. Computer literacy (MS Word, MS Excel, Outlook).

DUTIES

: Execution of the internal audit plan. Perform risk analysis, audit assignment planning, execution and reporting in accordance with The International Standards for the Professional Practice of Internal Auditors. collect, analyze, interpret, and document information to support audit results. Perform special reviews at the request of management and contribute towards the overall functioning of internal audit. Make recommendations on the reported findings. Compile draft audit reports for review by supervisor. Assist with the review and evaluation of management comments and action plans. Provide advice in terms of corporate governance, risks, and controls. Render administrative support to Internal Audit.

ENQUIRIES

: Mr Benneth Baloyi, Tel (012) 431-1029

APPLICATIONS

: Applications for this post to e-mail: recruitbb@dpe.gov.za

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATION** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed.
- CLOSING DATE** : 17 July 2023
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance within one month of appointment.

OTHER POSTS

- POST 22/184** : **DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT AND INNOVATION**
REF NO: DPSA 20/2023
- SALARY** : R811 560 per annum (Level 11). (An all-inclusive remuneration package) Annual progression up to a maximum salary of R952 485 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE REQUIREMENTS** : Pretoria.
A Senior Certificate on NQF level 4, a B. Degree in Knowledge Management, or a related qualification at NQF level 7 in the above-mentioned field. Minimum of three (3) years' experience at an Assistant Director level. Minimum of five (5) years' experience in Knowledge Management and Innovation environment. Knowledge of the Constitution of the Republic of South Africa, Government Legislative Framework, Public Service Legislative and Policy Framework, Government programs of action such as the National Development Plan, Key Strategic Priorities of Government. Decision making, problem solving, written and verbal communication, stakeholder management and coordination, interpersonal relations, negotiation, strategic thinking and leadership, analytical skills, confidentiality, financial management, human resources management and research, teamwork, confidentiality, change management, and project and program management Diversity management, information management, report writing, computer literacy, and conflict management. Technical skills: policy development, research, knowledge management, innovation, monitoring and evaluation, programme and project management, and a basic understanding of IT technical systems.
- DUTIES** : To Develop and implement the prescripts of Knowledge Management and Innovation within the public service (policies, norms and standards, directives,

circulars, frameworks, and guidelines). Develop, implement, and submit prescripts for approval by the relevant approval authority. Develop and provide policy Implementation Support for Knowledge Management and Innovation to departments within the Public Service. Provide technical support and advice on Knowledge Management and Innovation interventions as required and provide capacity building and/or contributions to capacity development programs on Knowledge Management and Innovation by the relevant institutions. To develop and implement the monitoring of implementation and compliance mechanisms with Knowledge Management and Innovation prescripts within the public service. To monitor compliance with Knowledge Management and Innovation prescripts by national and provincial departments and remedial measures of Knowledge Management and Innovation communicated to the relevant departments for improvements implemented. To develop and implement all the operations, systems, and processes of the Sub-Directorate Knowledge Management and Innovation, including information, advice, and support on Knowledge Management and Innovation prescripts and capabilities for the MPSA, Cabinet, Parliament, and other internal and external stakeholders provided by or implemented by the Sub-Directorate. To develop and implement annual and Operational Plans and related monthly, quarterly, and annual reports developed and submitted by the stipulated due dates.

ENQUIRIES

:

Ms. Vuyokazi Jezile Tel No: (012) 336 1214.

E-mail your application to Advertisement202023@dpsa.gov.za

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



CLOSING DATE : 14 July 2023 at 16H00

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

OTHER POSTS

POST 22/185 : **DEPUTY DIRECTOR: FINANCE PRIVATE LEASES REF NO: 2023/147 (X7 POSTS)**
(Twelve Months Contract)
(Re-advert all applicants who previously applied are encourage to re-apply).

SALARY : R811 560.per annum. (All-inclusive salary package) Total package to be structured in accordance with the rules of the Middle Management service

CENTRE : Head Office (Pretoria)

REQUIREMENTS

A three year tertiary qualification (NQF Level 6) in Financial Accounting/Financial Management or related qualification with relevant experiences. Willingness to travel with a valid driver's licence. KNOWLEDGE: A candidate must have public sector experience, extensive applied knowledge of the PFMA, GRAP/IFRS accounting standards. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.

DUTIES

: Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence for leases. Develop audit action plans and monitor implementation thereof. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the regions. Reviewing efficiency and effectiveness of systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (Main focus on leases but could also include accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Provide technical accounting support to line function and finance officials. Drafting reports with regards to progress made and escalating challenges experienced. Empower officials with GRAP accounting and financial management skills development.

ENQUIRIES

: Mr A Joubert, Tel: (012) 406 1744

APPLICATIONS

: Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria. For attention: Ms NP Mudau

POST 22/186

: **CONTROL WORKS MANAGER: MECHANICAL REF NO: 2023/148**

SALARY

: R527 298.per annum

CENTRE

: Bloemfontein Regional Office

REQUIREMENTS

: A three year tertiary qualification (NQF Level 6) in Mechanical Engineering; or N 3 and a passed trade test in Mechanical Field with appropriate experience in mechanical. Applicable knowledge of the Occupational Health and Safety Act; National Building Regulations and Building Standards, technical knowledge of the built environment, procurement process and systems, property and facilities management. Computer literacy, technical report writing, good verbal and written communication, programme and project management, relationship management, negotiation, problem solving, numeracy and financial administration. Resourceful, creative, ability to communicate at all levels, ability to work under stressful situations, assertive, self-motivated, people orientated, hard-working and trustworthy. A valid driver's licence.

DUTIES

: Facilitate, co-ordination and control the implementation of new works, repairs and renovation and maintenance; Allocate tasks and projects in relation to the maintenance of existing and new works, monitor the projects and expenditure on current maintenance and minor new works projects and attend monthly project meeting with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payment. Ensure accuracy of tender documents, specifications and bills of quantities. Promote and assist SMMEs BBBEE and PPPs. Promote the initiative of the Extended Public Works Programme (EPWP). Ensure effective contract administration through the resolution of disputes. Ensure that the relevant project documentation for new and existing structures is compiled; develop and interpret plans and sketches, draw-up quotation documents and complies specifications, bills of quantities and bid documents, adjudicate and provide recommendations on quotations and bid. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors and consultants; provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures, put systems and procedures in place to ensure contractors and consultant adhere to legislation, regulations and procedures. Ensure effective contract administration. Verify invoices and certify claims for fees. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for

fees. Facilitate and resolve problems emanating from projects and develop reports on projects. Supervise and provide training and development opportunities employees. Administer the department performance and development systems.

**ENQUIRIES
APPLICATIONS**

: Mr. L Ramasunzi, Tel: (051) 408 7425
: Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300. For Attention: Mr D Manus

POST 22/187

: **ASSISTANT DIRECTOR: LEASING-REAL ESTATE MANAGEMENT SERVICES REF NO: 2023/149**

**SALARY
CENTRE
REQUIREMENTS**

: R527 298.per annum
: Pretoria Regional Office
: A three year tertiary qualification (NQF Level 6) in Property Management or equivalent qualification. Relevant experience in Leasing. Valid driver's license. Knowledge and understanding of Government procurement systems. Good financial as well as strong negotiations skills. Sound analytical and interpersonal skills. Knowledge of building inspections and the real estate markets and its trends. Ability to work under pressure.

DUTIES

: Obtain cost effective hired office accommodation, unimproved and housing for all National Government Departments. Maintenance of PMIS for all leased properties to ensure timeous rental payment. Submission of all statistical monthly reports to Head of Section. Compilation of budget for hiring of accommodation, repairs and refurbishment as well as day to day maintenance of leased properties. Financial control over expenditure of allocated funds. Liaison with Client Departments and also building owners and lease administrators to ensure client satisfaction. Perform supervisory functions. Ensure compliance with relevant legislations and acts to avoid qualified audits.

**ENQUIRIES
APPLICATIONS**

: Ms P. Sethwana, Tel: (012) 310 5118
: Pretoria Regional Office Applications: The Regional Manager, Department of Public Works Private BagX229, Pretoria, 0001 or 251Skinner AVN Building, Cnr Andries and Skinner Street Pretoria. For attention: Ms K. Tlhapane/ Ms C Lekganyane

POST 22/188

: **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 2023/150**
(People with disabilities are encouraged to apply)
(24 Months Contract)

**SALARY
CENTRE
REQUIREMENTS**

: R424 104. per annum
: Cape Town Regional Office
: A three year tertiary qualification (NQF Level 6) in Finance / Internal Audit with appropriate working experience in internal control environment within finance or supply chain management or internal audit. Appropriate working experience at a supervisory level. Extensive working experience in the environment of Internal Control or Auditing or equivalent. Knowledge: Financial prescripts (GAAP and GRAP). International standards and property industry. Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS). Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework. Tender Solutions Suites. ICT Procurement. Skills: Communication skills both written and verbal, interpersonal skills, administrative skills, report writing, problem solving skills and decision-making skills, Numerical, analytical and financial skills. Ability to work under pressure and meet deadlines. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Personal Attributes: Ability to communicate at all levels, assertiveness, accuracy and attention to detail, dedicated, hardworking, ability to work under stressful conditions, team player, people and client orientated, goal and solution orientated, trustworthy and leadership. Valid driver's license. Willingness to travel and work irregular hours.

DUTIES

: The effective implementation of internal controls within Finance, Supply Chain Management and Legal Contract performance. Monitor whether finance and supply chain objectives are consistent with Government's broader policy. Ensure that the Departmental Finance and SCM processes are aligned with those standards that support international best practice and National Treasury's prescripts. Identify cases of non-compliance in the Department by

performing pre-audit and post-audit of payments and SCM processes. Coordinating internal compliance review and monitoring activities. Review and provide inputs for the updating of SCM standard operating procedure manual, delegations document and policy for the Department. Advise management on new and updated SCM practice notes, policies and prescripts from the National Treasury. Provide reports on non-compliance, irregularities and financial misconduct to senior management on a regular basis. Reporting non-compliant/irregularities to National treasury monthly. Compile report on Non-compliance for condonation for purpose of financial statements. Make recommendations to management for cases of financial misconduct to be condoned, investigated or recovered from liable parties. Make follow up on cases of financial misconduct referred to investigations. Adopt systematic approach to prevent risk. Coordinate the audit process between the Department and the Auditor-General and/or Internal Audit. Serve as Secretariat to the Audit Steering Committee as and when required. Supervise, mentor and manage staff

ENQUIRIES : Ms. N Ndiyane, Tel: (021) 402 2108
APPLICATIONS : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. For attention: Ms. C Rossouw

POST 22/189 : **ASSISTANT DIRECTOR: HR RECRUITMENT REF NO: 2023/151 (X2 POSTS)**
 (36 Months Contract)
 (Re-advert all applicants who previously applied are encourage to re-apply).

SALARY : R424 104.per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Human Resource Management, Public Management, Public Administration, Management Sciences, Social Sciences or related field. Plus relevant years of experience in Human Resource Recruitment. Knowledge of Standards, practices, processes and procedures related to HR Recruitment, Structure and functioning of the Department, Employment Equity Plan of the Department, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Codes of Remuneration, Public Finance Management Act, Conflict management, Project management. Skills: Advisory skills, Supervisory skills, General administration and organisational skills, Computer utilisation and Analytical thinking. Communication and report writing abilities.

DUTIES : Maintain and implement recruitment strategies and policies:- Contribute in conducting research on latest developments in the field of recruitment and selection; Participate in the development and review of recruitment and selection policy & strategy in line with applicable prescripts; Implement recruitment plan based on organisational structure changes and new vacancies; Advise line managers on recruitment best practices. Coordinate and implement advertising processes - Receive and implement staff requisitions forms and motivation for posts to be advertised; Facilitate the drafting of advertisements; obtain quotes for placement of advertisements; facilitate approval of adverts; Arrange placement bookings with advertisement agencies. Provide professional support and advice on recruitment to line managers; Ensure approval of adverts; Facilitation of placement bookings with advertisement agencies. Manage, coordinate and implement selection processes: Facilitate and implement selection processes: Facilitate sorting of received applications; Coordinate the shortlisting of suitable candidates; Oversee all administrative arrangements relating to selection process such as; Arrangement of venues, Preparing interview packs, Arrangement of tests (such as pre-employment checks) and criminal checks, Providing suitable arrangements for applicants with special needs etc. Participate in the selection panels; Prepare submissions for appointments. Facilitate the compilation of appointment letters. Compile and maintain reports on Recruitment and Selection related issues. Supervise employees to ensure an effective service delivery: General supervision of employees; allocate duties and perform quality control on the work delivered by supervisees; Advice and lead supervisees with regard to all aspects of the work; Manage performance, conduct and discipline of supervisees; Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Ms NP Mudau, Tel: (012) 406 1548
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria. For attention: Ms NP Mudau

POST 22/190 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: 2023/152**

SALARY : R424 104.per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in the Security Management, Security Risk Management. Psira grade B. Computer literacy. Extensive working experience in Security Management. NIA Security Advisory Training. Drivers licence. Must be prepared to travel. Must be willing to attend courses. Must be prepared to work irregular and long hours. Knowledge: Relevant legislations related to Public Security, including Minimum Information Security Standards Act (MISS) and Minimum Physical Security Standards (MPSS). Discipline procedure and what constitutes unprofessional conduct. Regional Business Processes. Risk and Threat Management. Safety and security management and administration, including (Security auditing, physical security measures, contingency planning, occupational health and safety, personnel security, document security, surveillance, information technology security, fire regulation and communication security). Security environment (State security Agency). Security breaches investigation. Skills: Leadership and management skills. Effective communication at all levels. Report writing. Presentation skills. Planning and organising. Detective skills. Analytical thinking. Problem solving skill. Decision making skill. Motivational skill. Conflict management.

DUTIES : Assist in conducting physical Security audits to the building to determine physical security measures. Assist in conduct threat and Risk Assessment. Conduct security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Conduct sites visits to the private security service providers. Provide and manage access cards and keys to the staff. Conduct the after-hours inspections. Coordinated screening of the recommended candidates for employment and the service providers. Supervise security staff and maintain discipline.

ENQUIRIES : Mr M.R. Ramaremela, Tel: (051) 408 7315
APPLICATIONS : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300. For Attention: Mr D Manus

POST 22/191 : **ASISSTANT DIRECTOR: ASSET MANAGEMENT REF NO: 2023/153**

SALARY : R424 104.per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Supply Chain Management (SCM), Public Management, Asset Management, Logistics/Purchasing Management plus appropriate experience in movable asset Management. Knowledge: The Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA), Treasury Regulations Supply Chain Management policies procedures Financial Systems (LOGIS and SAGE Systems) Contractual policies and procedures. Effective communication (Verbal and written) skills Report writing Numeracy Computer literacy Interpersonal Relations Willingness to adapt the work schedule in accordance with office requirements. Valid driver's license and willingness to travel. Knowledge of HR Management practices, Negotiations and dealing with conflicts Three year related SCM or asset Management supply experience on level 7-8 or equivalent level. Ability to work long hours

DUTIES : Monitor and review the capturing of all physical (movable assets) in the electronical asset Management register; Monitor and reviews the allocation of assets to asset holders; Oversee and review the monitoring of assets in accordance with the relevant policy and procedures; Promote correct implementation of sound asset management process; Supervise employees to ensure physical sound management; Administer financial reporting processes on movable asset; Obtain relevant report on sage and logis; Identify problem areas and submit founds to rectify ; Manage the disposal and transfers

movable asset; Reconcile information on sage and logis; Keep record of redundant, unserviceable and broken asset

ENQUIRIES APPLICATIONS : Mr. M Lesetla, Tel: (051) 408 7507
 : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300. For Attention: Mr D Manus

POST 22/192 : **CHIEF WORKS MANAGER: MECHANICAL REF NO: 2023/154**

SALARY CENTRE REQUIREMENTS : R359 517.per annum
 : Bloemfontein Regional Office
 : A three year tertiary qualification (NQF Level 6) in Mechanical accompanied by proven Technical experience within mechanical environment or N3 plus trade test completed successfully plus appropriate technical experience in the mechanical environment. A valid driver's licence; computer literacy; knowledge and understanding of PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Willingness to travel and work irregular hours. Sound analytical, good written and verbal communication skills.

DUTIES : Attend to planned and unplanned maintenance request from the clients. Compile scope of works and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect and report on optimum use of Mechanical equipment and installation. Inspection of water meter readings; effective utilization of water and certification of Municipal Accounts (Monitor water consumption). Ensure all automatic sprinkler systems comply with the Automatic Sprinkler Bureau Standards. Ensure mechanical work and drawings comply with the OHSA. Preparation of tender documentation. Verify and certify invoices for contractors. Ensure effective and efficient management of Property Management functions related to Mechanical discipline. Prepare and compile monthly reports.

ENQUIRIES APPLICATIONS : Mr. L Ramasunzi, Tel: (051) 408 7425
 : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300. For Attention: Mr D Manus

POST 22/193 : **SENIOR ADMIN OFFICER: SCM DEMAND MANAGEMENT REF NO: 2023/155**

SALARY CENTRE REQUIREMENTS : R359 517.per annum
 : Bloemfontein Regional Office
 : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/Purchasing/Public Management Relevant experience in Procurement/Supply Chain Management and Supervisory experience. Knowledge of Supply Chain Management Framework, the PFMA and Treasury Regulations, PPPFA, Prescripts on CIDB and understanding of Advertising process, Suppliers Database Management , Scheduling of the Bid Committees and committee secretarial functions and Reporting at Regional level, Good communication skills- written and verbal. Knowledge of government procurement systems, Computer literacy (MS Office packages). Strong communication at regional level. People management. Relevant research skills. Organizational management. Performance management. Knowledge and application of relevant procurement legislation \ policies.

DUTIES : conduct a market and industry analysis, consult with relevant stakeholders to determine their challenges, opportunities and risks, review previous procurement and identify the frequency of needs. Analyse the identified needs in line with Supply Chain strategy, collect data commodity analysis and checking for alternatives, contribute in determining and developing products proposals for implementation based on the results of the research. Facilitate the process of developing the Departmental Annual Procurement Plan, Facilitate and advice on the process of drafting specifications/terms of reference, Provide admin support to the relevant committees and the unit. Ensure adherence to prescripts in all submissions to SCM. Supervise and Manage staff work performance. Perform any other assigned duties in relation to the implementation of the supply chain management.

ENQUIRIES : Mr M Mnyaka, Tel: (051) 408 7369

- APPLICATIONS** : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300. For Attention: Mr D Manus
- POST 22/194** : **SENIOR STATE ACCOUNTANT: EXPENDITURE REF NO: 2023/156**
- SALARY** : R359 517.per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Finance/Accounting or equivalent in financial related field and with relevant work experience. The following will serve as a recommendation: Knowledge of PFMA and Treasury Regulations. Knowledge of LOGIS and BAS/SAGE and Computer literacy. Be able to work under pressure. Be a team player. Be creative and be able to pay attention to details. A driver's license will be an added advantage.
- DUTIES** : To supervise the Expenditure Section. Duties will include the following amongst others, to authorise/approve the payments and journal transactions on transversal systems, such as BAS/SAGE, PMIS, WCS and Persal. To ensure the reconciliation of business systems and clearance of Suspense Accounts. Ensure the consolidation and submission of Interim/Annual Financial Statements inputs to Head Office. Ensure the attendance of queries, including the audit queries. To train and develop subordinates under his/her supervision. To attend to other related duties as delegated by management.
- ENQUIRIES** : Ms. L. Mabuso, Tel: (012) 310 5929
APPLICATIONS : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works Private BagX229, Pretoria, 0001 or 251Skinner AVN Building, Cnr Andries and Skinner Street Pretoria. For attention: Ms K. Tlhapane/ Ms C Lekganyane
- POST 22/195** : **SENIOR ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2023/157**
- SALARY** : R359 517.per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) with Finance/Accounting as major subject. Relevant experience in supervision of payment and management of creditors. Knowledge of PFMA and Treasury Regulations. Knowledge of PFMA, National Treasury Instructions and other financial prescripts. Computer literacy, dedicated and hardworking and be able to work under pressure. Good verbal and written communication skills. Valid Driver's License. Ability to manage staff and meet deadlines.
- DUTIES** : Countersign all payments and manage batch registers to avoid fruitless, irregular and non-compliant expenditure. Accurately perform and review creditor reconciliations. Analyse historical data and age-analysis of suppliers and municipalities. Compilation and review of trade creditors, accruals and invoice tracking reports. Audit payments, approve reports and submit all batches to Finance. Assist with audit queries. Assist with authorization of payments as per his/her prescribed delegation. Manage leave register and the attendance register. Attend meetings arranged with municipalities, client departments and other stakeholders. Attend to general queries directed to the section and liaise with service providers and client departments. Provide necessary assistance in any work related matter which relates to the unit.
- ENQUIRIES** : Mr. L Funde, Tel: (041) 408 2017
APPLICATIONS : Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. For attention: Ms. S Mafanya.
- POST 22/196** : **SENIOR STATE ACCOUNTANT: COMPONENT: FINANCE (PROPERTY BUDGET ADMINISTRATION) REF NO: 2023/158**
- SALARY** : R359 517.per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in the Project/Property budget administration field, built environment or financial/budget management with experience in project budget administration. Knowledge of the Works Control System (WCS) and the ability to source and analyse information to formulate

financial reports. Sound budgeting, financial, programme management (relevant to the built environment) and administrative skills. Possess analytical, and problem-solving skills. Have an understanding of the various facets of the built (construction) environment. Follow a pro-active and creative problem solving approach. Able to work under pressure. Computer literacy in MS Office (with specific reference to MS Word, MS Excel, MS PowerPoint and MS Outlook).

DUTIES : Compile authorisations and relevant documents and update WCS. Determine the availability of funds within the respective budgets/allocations; liaise with Project Managers on budget related matters; liaise with PBA HO for requesting of additional funds; report shortages or surplus of funds to the ASD: PBA, D: Finance and PBA HO; monitor the Implementation programmes in terms of expenditure, cash flow projections, forced tender dates and the overall data integrity of WCS and ensure constant updating where applicable to PBA; assist with budget control, monitoring and reporting of the Capital Works and Repair and Refurbishment budgets; assist with compilation and submission of budget inputs and reports where required; analyse and monitor expenditure levels and engage with Project Managers to establish reasons for underspending; attend various meetings as and when required.

ENQUIRIES APPLICATIONS : Ms DC Mngoma, Tel: (031) 314 7018
 : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo

POST 22/197 : **CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2023/159**

SALARY CENTRE REQUIREMENTS : R359 517.per annum
 : Durban Regional Office
 : A three year tertiary qualification (NQF Level 6) or equivalent Qualification in the built environment disciplines, or N3 plus trade test. Relevant experience in the technical field i.e. Electrical. Extensive knowledge of the Building Regulations, Occupational Health and Safety Act, Public Finance Management Act, Driver's license, Registration with a Professional body in the built environment would be an advantage. Good verbal and written communication skills. Good budgeting and estimating skills, Management and planning skills, knowledge and understanding of the Government procurement system.

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

ENQUIRIES APPLICATIONS : Mr MF Dube, Tel: (031) 314 7076
 : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo

POST 22/198 : **STATE ACCOUNTANT: FINACIAL ACCOUNTING REF NO: 2023/160**

SALARY CENTRE REQUIREMENTS : R294 321.per annum
 : Bloemfontein Regional Office
 : A three year tertiary qualification (NQF Level 6) in Accounting, Financial Management, Business Management, Cost and Management Accounting, with relevant appropriate financial experience. Knowledge of financial systems (Persal, Sage, Bas and Pmis) applicable in the Public Service will serve as an advantage. Understanding of PFMA, DORA, Treasury regulations and other relevant government prescripts. Proven financial, Communication & interpersonal skills. Computer literacy. Preferably in Excel and MS Word.

DUTIES : Coordinate and process payments on Persal, Sage, Bas and Pmis. Relieving of cashier on adhoc periods and maintain cash and receipts of the cashier's Office, Ensure the safekeeping of persal files, prepare salary related suspense

accounts, exercise effective filing system to safe guard financial documents. Validate and verified invoices and receipts. Administer received accounts from legal and other institutions, source and provide information regarding payments received, capture salary related payments and sundry expenditure according to delegation. Compiling and clearing of various suspense accounts, maintain the replenishment of petty cash on the systems, compile the reconciliation of financial systems compile and update reports regarding the management of suspense accounts.

ENQUIRIES APPLICATIONS : Mr. M Mokoena, Tel: (051) 408 7376
 : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300. For Attention: Mr D Manus

POST 22/199 : **PERSONAL ASSISTANT REF NO: 2023/161**

SALARY CENTRE REQUIREMENTS : R294 321.per annum
 : Kimberley Regional Office
 : A three year tertiary qualification (NQF Level 6) in Secretarial or equivalent qualification and relevant experience. Wild range of office management and administrative tasks. Good telephone etiquette. Demonstrative computer literacy. Relevant legislation. Basic financial administration. Advanced communication (verbal and written). Sound organization skills. Good people skills. Language skills. Ability to communicate well with people at deferent levels. Basic numeracy. Interpersonal skills. Office administration and organizational skills. Planning and organizing. Ability to research. Ability to act with tact and discretion. People orientated.

DUTIES : Administer diary and provide information related to office, manage visitors and visit of the Chief Director. Provide logistical support for relevant activates in the office. Engage with other stakeholders from regions. Provide a secretarial/ receptionist support service to the Regional Manager. Render administrative support services. Provide support to manager regarding meetings. Support the manager with the administration of the Managers budget.

ENQUIRIES APPLICATIONS : Ms P Moalahi, Tel: (053) 838 5211
 : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. For Attention: Ms N Hlongwane

POST 22/200 : **ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2023/162**

SALARY CENTRE REQUIREMENTS : R294 321.per annum
 : Cape Town Regional Office
 : A three year tertiary qualification (NQF Level 6) in the Finance/Accounting field. Appropriate experience in finance/property payments. Experience in the accounts payments section will be an added advantage. Basic understanding of Public Finance Management Act, and other property related legislations. Must be able to resolve problems efficiently and work well under pressure. Computer literacy, good communication and interpersonal skills. Good written, analytical and financial management skills. A valid driver's license.

DUTIES : Payment of accounts received from Municipalities, landlords and service providers in respect of municipal services and rates and taxes for state owned assets and leased accommodation. Handling of enquiries from municipalities. Analyse and verify the correct billing of invoices from municipalities and service providers. Perform reconciliation of accounts payable. Preparing monthly, quarterly and any other reports as may be required. Perform any other property payments related functions when necessary. Monitor and follow-up on balances on relevant accounts. Capture payments and rentals. Manage all accounts on the portfolio and ensure all accounts are paid within 30 days and in line with documented procures and internal controls.

ENQUIRIES APPLICATIONS : Mr. B H Berends, Tel: (021) 402 2309
 : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. For attention: Ms. C Rossouw

<u>POST 22/201</u>	:	<u>STATE ACCOUNTANT: INTERNAL CONTROL (X2 POSTS) REF NO: 2023/163</u> (24 Months Contract) (People with disabilities are encouraged to apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321.per annum Cape Town Regional Office A three year tertiary qualification (NQF Level 6) in Finance, Auditing, Management, Supply Chain Management. The incumbent must have extensive knowledge of Supply Chain Management processes and procedures, good interpersonal, administrative, managerial skills, report writing, accounting and numeric skills, analytical, communication skills, interpersonal skills and problem solving skills.
<u>DUTIES</u>	:	Conduct the inspection of Finance and SCM related systems (e.g. BAS, LOGIS, PERSAL, Supplier Database, SAGE and PMIS) to identify ineffective internal controls. Identify and communicate internal control deficiencies. Perform pre and post audit procedures on bids awarded to identify instances of non-compliance. Compile monthly registers for Irregular Expenditure and Fruitless & Wasteful Expenditure, Receive audit queries and requests from auditors and identify responsible branches / units for dissemination. Update records / schedules of audit queries and requests. Follow up with branches / units on outstanding responses and requested information. Disseminate the request for the Internal Control Dashboard. Conduct investigations on reported cases of financial misconduct, Irregular Expenditure and Fruitless and Wasteful Expenditure. Provide inputs to the report on non-compliant transactions. Compile monthly registers for Irregular Expenditure and Fruitless & Wasteful Expenditure. Provide administrative and supervisory services to support effective functioning of the sub-directorate:-Maintain and report registers of post audit transactions and submit to supervisor, Maintain working papers for audit trail purposes, Provide logistical service in the sub-directorate, Administer the flow of information in and out of the office, Prepare administration reports as required, ensure adherence to developed and approved internal controls.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Y Mntonintshi, Tel: (021) 402 2347 Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. For attention: Ms. C Rossouw
<u>POST 22/202</u>	:	<u>STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 2023/164</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321.per annum Port Elizabeth Regional Office A three year tertiary qualification (NQF Level 6) in Internal Auditing/Financial Management or equivalent, experience in Supply chain management. Knowledge of Financial and SCM prescripts (GAAP and GRAP standards) and international Accounting standards, Working Knowledge of Government Financial systems (BAS, PERSAL, & LOGIS), Knowledge and understanding of the PFMA, Treasury Regulations, Supply Chain Management Framework, National Treasury Guidelines on Irregular and Fruitless and Wasteful expenditure, Good communication skills both written and verbal. Ability to work under pressure and meet deadlines, Willingness to work irregular hours. Valid driver's licence, Ability to adapt in accordance to office requirements.
<u>DUTIES</u>	:	Manage the irregular, fruitless and wasteful expenditure Investigation process. The effective investigation of cases of irregular and fruitless & wasteful expenditure presented to the Technical Advisory Committee (TAC). Review, analyse and verify the correctness of investigation findings. Produce comprehensive investigation reports with appropriate recommendation/s. Ensure irregular and fruitless and wasteful expenditure registers are updated after adjudication by the delegated authority. Review the adequacy of evidence gathered to substantiate the investigation conclusion. Coordinate and present investigated cases at the Technical Advisory Committee (TAC). Regularly review and submit progress reports on the investigation. Arrange and hold information sharing sessions with staff on causes of irregular and fruitless and wasteful expenditure. Compile and present report on causes of irregular and fruitless and wasteful expenditure. Perform pre-audit and post-audit duties.
<u>ENQUIRIES</u>	:	Mr. M Tshangana, Tel: (041) 408 2097

- APPLICATIONS** : Port Elizabeth Regional Office Applications : The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. For attention: Ms. S Mafanya
- POST 22/203** : **ADMINISTRATION OFFICER: PROJECT SUPPORT REF NO: 2023/165**
- SALARY** : R294 321.per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) preferably in the field of Public Management/Administration with relevant experience in the following areas: fully conversant in the Microsoft Office suite, complemented by a proven ability to type own reports of a high quality, experience in WCS, excellent communication skills (both verbal and written), sense of urgency and drive, outstanding organisational skills and the ability to work with figured, team player who will assist Project Managers and Engineers with various administrative duties in projects, good inter-personal skills, ability to multi-skill, attend section meetings and take minutes. Computer literacy (MS Word, PowerPoint, Excel and Outlook), ability to work independently. Knowledge and understanding of government administration procedures.
- DUTIES** : Render office assistance in projects. Prepare progress payments to service providers. Make travel and accommodation arrangements. Compile subsistence and travel claims. Assist with the vesting of state property. Assist with the updating of the Property Management Information Systems (PMIS). Attend to land administration queries. Type letters, minutes of the meetings and general typing. Compile and maintain monthly reporting systems. Perform general administration work in the section, photocopies and filing.
- ENQUIRIES** : Mr. KB Mbhele, Tel: (031) 314 7163
APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo
- POST 22/204** : **ADMIN CLERK: REMS REF NO: 2023/166**
- SALARY** : R202 233.per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 Certificate or equivalent qualification with appropriate administration experience in property or real estate environment. Understanding and Knowledge of the PFMA and PPPFA/SCM. Understanding of the property market. Good verbal, written and interpersonal skills. Computer literate.
- DUTIES** : To prepare letters and submissions to internal and external clients; Reconcile and process rental accounts; Maintain the Property Information System for all leased and state-owned properties by updating it on a regular basis and ensure that accurate information is captured; Prepare and compile reports required in the directorate. Maintain and update property asset conditions surveys; Carry out inspections to investigate property utilization; Perform general administrative functions
- ENQUIRIES** : Mrs. M. Lekoeneha, Tel: (051) 408 7351
APPLICATIONS : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300. For Attention: Mr D Manus
- POST 22/205** : **ADMIN CLERK: PROPERTY MANAGEMENT: UTILISATION AND CONTRACT ADMINISTRATION (X2 POSTS) REF NO: 2023/167**
(People with disabilities are encouraged to apply)
- SALARY** : R202 233.per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 Certificate or equivalent qualification with relevant experience in property management. Knowledge and understanding of the PFMA, Government Immovable Asset Management Act (GIAMA), and Property related Acts and Property laws and local regulations. A valid Driver's License is a prerequisite and must be willing to travel. Strong communication skills (written and verbal) and the ability to communicate at all levels. Good

		interpersonal, analytical, planning, organizing and financial management skills. Basic MS Office computer literacy. Knowledge of contracts and administration of leases is recommended.
<u>DUTIES</u>	:	Updating of the National Immovable Asset Register on the Property Management Information System of the Regional Office to reflect all relevant property-related information. Keep abreast of property management trends to ensure optimal performance and maximum value of fixed assets. Develop an understanding of GIAMA and implement the same. Communicate with relevant stakeholders regarding the maintenance of the National Immovable Asset Register. Assist in carrying out regular inspections and prepare reports to ensure maximisation of property utilization. Identify superfluous State properties and prepare disposals. Assist in securing State properties to prevent illegal occupation and vandalism. Identify properties to be cleared of overgrown vegetation and clear fire breaks. Assist in obtaining information for the preparation and conclusion of lease agreements in line with the requirements of the PFMA, Treasury Regulations and other prescripts and policies of the department. Liaise with all spheres of Government(s) in respect of property related matters. Assist in the carrying out of property related matters, rental collections, administration, lease renewals and extensions, maintenance, general correspondence, taking and recording minutes etc. Assist in the administrative duties as requested by the Property Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A. Groenewald, Tel: (021) 402 2049
	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. For attention: Ms. C Rossouw
<u>NOTE</u>	:	Please specify your reference number in your application according to your preferred province/area. Please submit a separate, complete application for each post
<u>POST 22/206</u>	:	<u>SCM CLERK: MOVABLE ASSET MANAGEMENT REF NO: 2023/168</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233.per annum
	:	Cape Town regional office
	:	A Senior Certificate/Grade 12 Certificate or equivalent qualification. Relevant working experience in Movable Asset Management. The ability to work under pressure. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Asset Management Frame Work, Financial systems (LOGIS). Computer Literacy (MS Word, Excel, Access and Outlook). Strong analytical, administration as well interpersonal skills. Sound financial accounting and budgeting skills. The ability to manage external stakeholders. Proven knowledge of LOGIS and BAS systems (Asset Management Functions). A valid driver's license. Willing to adopt work schedule in accordance with Office requirements.
<u>DUTIES</u>	:	Provide clerical support services in the process of acquiring movable assets. Participate in the physical verification of movable assets. Render administrative assistance in the process of disposing movable assets. Manage stock discrepancies and disposal process. Perform other asset management admin activities. Ensure provision of movable assets to users. Liaise and interact regarding the management of state assets. Liaise with regard to updating of inventories. Updated and compliant asset register. Liaise regarding movable assets order
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N Pikoli, Tel: (021) 402 2358
	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. For attention: Ms. C Rossouw
<u>POST 22/207</u>	:	<u>SCM CLERK: PROVISIONING AND LOGISTICS REF NO: 2023/169</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233.per annum
	:	Mmabatho Regional Office
	:	A Senior Certificate/Grade 12 Certificate, with appropriate relevant experience. A three year tertiary qualification in Logistics Management or Public Administration will be added advantage. Knowledge: Interpersonal skills, hardworking, people orientated, ability to work under pressure. Understand Advance SCM Concepts, Procurement Policies, Tender Procedures, Logis

		Literacy, Financial Systems (LOGIS) (BAS), knowledge of payments, orders, posting. SKILLS: Organising, Planning, Report writing, Problem solving, Computer Literacy, Communication, General Office Management.
<u>DUTIES</u>	:	Capture requests for goods and services on the LOGIS system, oversee LOGIS process with regard to stock, capture requests for goods and services, obtain quotations, place orders with suppliers, monitor stock level, maintain supplier database, address general enquiries on Logis, co-ordinate stock takes, maintain serial information for items, keep track of inventories and inventory controllers. Provide administrative support with payments for goods and services, generate orders and capture supplier's invoices. Provide administrative support with regard to the resolution of audit queries; gather information to resolve audit queries.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. P Ndukulu, Tel: (018) 386 5270
	:	Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For attention: Mr. T. Oagile
<u>NOTE</u>	:	The position is ring-fenced for people with disabilities
<u>POST 22/208</u>	:	<u>ADMIN CLERK: WORKS MANAGEMENT REF NO: 2023/170</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233.per annum Kimberley Regional Office A Senior Certificate/Grade 12 Certificate and appropriate experience. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Wide range of office administrative tasks, good telephone etiquette, demonstrative computer literacy, relevant legislation, basic financial administration, advanced communication (verbal and written) sound organisational skill, good people skill, language skills, ability to communicate well with people at deferent levels, basic numeracy, interpersonal skills, office administration and organisational skills, planning and organising, ability to act with tact and discretion, people orientated, hardworking, resourceful, self-motivated, trust worthy, creative. Willing to adapt work schedule in accordance with office requirements
<u>DUTIES</u>	:	Ensure coordination and record complaints. Ensure that all complaints are recorded and attended to. Approve the complaints on Archibus System. Update the status on the Workx4u system using quotation. Capture quotation on the spreadsheet. Follow up on quotation from Works Managers. Check quotation versus the complaints and calculations. Administer and capture payments. Capture approved funds on the system and forward to SCM for order. Follow up on outstanding orders to be issued from SCM. Receive invoices from SCM, update and forward works manager for certification. Receive the certified invoices from works managers. Adhere to 30 days payments of service providers. Receive a recommended report from Control Works Manager. Submit the complaints reports to DD for approval. Compile the 415 forms with the reports and forward to works manager. Receive 415 forms from control works manager forward to DD for funds approval. Compile accruals. Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Xentsa, Tel: (053) 838 5345
	:	Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. For Attention: Ms N Hlongwane
<u>POST 22/209</u>	:	<u>SENIOR PROCESS CONTROLLER: WATER PURIFICATION AND WASTEWATER TREATMENT PLANT OPERATOR REF NO: 2023/171</u>
<u>SALARY</u>	:	R202 233. per annum

<u>CENTRE REQUIREMENTS</u>	:	Kimberley Regional Office (Louisvale)
	:	A Senior Certificate/Grade 12 Certificate (or NTC III); plus [a] Operators Certificate; or [b] Water Treatment Practice N3; or [c] Wastewater Treatment Practice N3; or [d] the Core Unit Standard from the appropriate NQF 4 Qualification; OR NTC III in Water Treatment Practice; OR NTC III in Waste Water Treatment Practice; OR Appropriate NQF 4 Qualification; 2. Appropriate experience in a relevant field. Classification as Process Controller by Department of Water Affairs. A valid Drivers' license. Ability to work shifts. Knowledge of the National Water Act, Water Services Act, Occupational health and safety. Basic laboratory testing, effective communication, analytical and numerical skills, organisation and planning, ability to meet deadlines, ability to work in a team, interpersonal skills, problem solving, motivational skills, ability to operate equipment and machines, analytical thinking, ability to work under stressful situations, ability to communicate at all levels, good interpersonal relationship, hard-working
<u>DUTIES</u>	:	Supervise and monitor the operation of water treat plant. Log calls on any defects and malfunctioning at the water treatment plant and wastewater plant. Assist in the compilation of the shift work schedule/rooster. Supervise shift work and monitor leave of all officials. Control the operation of control panels, motors, pumps and valves to regulate flow of wastewater into the treatment plant. Monitor the screening and straining of incoming raw wastewater. Control operation of pumps, engines, and generators through primary, secondary and tertiary stages. Ensure proper disposal of sludge, screenings and grit. Ensure that the final effluent complies with the required standards. Maintain clear water flow rates in accordance with consumption demand. Ensure proper maintenance and sound housekeeping of the plant. Undertake routine inspection on the plant performance and attend to malfunctioning and defects. Perform minor preventative and corrective maintenance. Attend to and report all environmental or operational incidents and hazards. Ensure cleanliness of the plant and grounds at all times. Maintain accurate maintenance information. Perform wastewater treatment administration duties. Log and keep record of all daily operations. Control and keep record of mechanical tools, equipment, and material and maintain them in good working condition. Ensure safekeeping of material, solutions, tools and equipment. Identify resource requirements and special operational needs. Adhere to Health and Safety regulations in terms of OHS Act. Ensure water purification process is in that our waste water treatment plant complies with Water and Sanitation Green drop standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr B Maano, Tel: (079) 904 2090
	:	Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. For Attention: Ms N Hlongwane
<u>POST 22/210</u>	:	<u>RECEPTIONIST REF NO: 2023/172</u>
<u>SALARY</u>	:	R171 537.00 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 Certificate. Appropriate relevant working experience. Knowledge of Customer service principles and practices. An understanding of legislation, policies and procedures of DPWI, Office Management and Administrative tasks. Advanced communication (verbal and written), skills Computer literacy. Interpersonal skills, Customer service oriented, Planning and organizing, Stress management skill. Personal Attributes: People oriented, Hardworking, Resourceful, Professional Personal Presentation, Initiative, Self-motivated, Respectful, Honesty, Trustworthy and Creative.
<u>DUTIES</u>	:	Effectively and efficiently provide receptionist support service within the Department. Receive visitors and or clients, Assist and direct visitors and clients to their destination. Re-direct calls as appropriate and take adequate messages when required. Handle visitor's enquiries whenever possible. Keep a logbook of each day's visitors. Ensure a clean Reception area. Provide a high level of internal and external customer service. Effective management of visits in the office. Preparing documents and reports. Perform other clerical receptionist duties such as filing and transcribing.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N.A Morgan, Tel: (015) 291 6445
	:	Polokwane Regional Office Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77

Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. For Attention: Mr. NJ Khotsa

POST 22/211 : **TELECOM OPERATOR: SWITCHBOARD (RING-FENCED FOR PEOPLE WITH DISABILITIES) REF NO: 2023/173**

SALARY : R171 537.per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 Certificate or equivalent qualification plus experience as a telecom Operator. Computer literacy and good communication (verbal and written) skills are recommendations. Ability to work under pressure.
DUTIES : Answering and transferring calls to rightful recipients. Reporting faulty communication. Updating of the internal telephone list. Provide pin codes to users. Monitoring codes barring as well as call loggings. Administering and distributing telephone accounts. Ensure that excess amounts are recovered from users. Arranging activation of new lines. Keeping all records of telephone accounts as well as extensions.
ENQUIRIES : Mr BH Khanyeza, Tel (031) 314 7038
APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo

POST 22/212 : **HANDYMAN: WORKSHOP REF NO: 2023/174**

SALARY : R147 036.per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : ABET level 4 with relevant experience in a Workshop environment. Must have interpersonal, basic literacy, effective communication and technical skills, operation of equipment, tools, chemicals and technical maintenance. Knowledge of Occupational Health and Safety Act 85 of 1993. Ability to adopt to working schedule in accordance to office requirements. Adherence requirement of the Job. It will be expected of the incumbent to climb ladders for inspection, work in a confined space & perform maintenance in Government Buildings & Other Islands (Marion, Gough & Antarctica).
DUTIES : Assist Artisans with regards to repair and maintenance work in Government Buildings including Other Islands (Marion, Gough & Antarctica). Taking care of hand tools and machines, perform minor repair and maintenance work. Identify maintenance and repair needs, carrying, loading and off- loading of tools as well as material. Check faults for repair and maintenance required and housekeeping of workshop and plant rooms to ensure compliance as per Occupational Health & Safety Act 85 of 1993.
ENQUIRIES : Mr. P Nova, Tel: (082) 699 9222
Mr. Stephens M, Tel: (021) 402 2334
Mr. Mudau T, Tel: (021) 402 2333
APPLICATIONS : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. For attention: Ms. C Rossouw

POST 22/213 : **DRIVER: WORKSHOP REF NO: 2023/175**

SALARY : R147 036.per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 Certificate or equivalent with appropriate experience. Valid driver's license. The following will serve as recommendations: Minimum Information Security Standards (MISS) Act, Technical skills, ability to maintain integrity of confidential information and professionalism, ability to prioritise, basic communication (verbal and written), basic numeracy, basic computer literacy, interpersonal relations.
DUTIES : Perform driver/operator related services, drive departmental officials, clients and visitors as may be requested, transport mail and documents for distribution, complete transport schedule regarding trips travelled. Render auxiliary administrative support as required, supports the security profile of the office, support registry related activities, and support operator related activities. Perform general messenger and delivery service, collect post, parcels and documentation and deliver to specified persons/destinations, ensure proper

control over the movement of documents and face value documents, make copies of documents, fax documents, collect office consumables. Complete transport schedule regarding trips travelled.

ENQUIRIES : Mr MM Zuma, Tel: 072 406 5212
APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo

POST 22/214 : **TRADESMAN AID: WORKSHOP REF NO: 2023/176**

SALARY : R147 036.per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : Must have a Grade 10/ Standard 8 qualification. Relevant workshop experience between 2-5 years in Electrical/ Carpentry or Building. Knowledge: Operation of equipment, workshop tools and machinery. Must have good communication skills and must be able to report effectively. Knowledge of Occupational Health and Safety Act 85 of 1993. A valid driver's license will be considered as an added advantage.

DUTIES : Assist Artisans with regards to repair and maintained work in Government Buildings including Other Islands (Marion, Gough & ANTARCTICA). Taking care of hand tools, machines and electric tools, perform minor repair and maintenance work, identify maintenance and repair needs, carrying, loading and off-loading of tools as well as material, check faults for repairs and maintenance required and housekeeping of workshop and plant rooms to insure compliance with regards to Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings.

ENQUIRIES : Mr. T. Mudau, Tel: (021) 402 2333
Mr. M.G. Stephens, Tel: (021) 402 2334
Mr. M. P Nova, Tel: (021) 402 2348

APPLICATIONS : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. For attention: Ms. C Rossouw

POST 22/215 : **PHOTOCOPIER/ MACHINE OPERATOR REF NO: 2023/177**

SALARY : R125 373.per annum
CENTRE : Durban Regional Office
REQUIREMENTS : Abet Level 4 or equivalent qualification, coupled with relevant experience. Knowledge of operating machines and tools as well as Department's procurement processes. Effective communication (verbal and written). Interpersonal skills. Time management. Operation of heavy duty photocopy machines. A valid driver license will be an added advantage.

DUTIES : Reproduce high quality copies of files and Correspondence. Utilize and maintain printing and copying machines. Operate the binding machine and bind copies / prints as required.

ENQUIRIES : Mr BH Khanyeza, Tel (031) 314 7038
APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo

POST 22/216 : **GROUNDSMAN: HORTICULTURAL SERVICES (FACILITIES MANAGEMENT) REF NO: 2023/178 (X3 POSTS)**

SALARY : R125 373.per annum
CENTRE : Cape Town Regional Office (Rondebosch)
REQUIREMENTS : Applicant must have a Grade 10 / Standard 8 (Junior Certificate) or Abet Level 4 Certificate or equivalent with 1 year experience or Grade 8 with 2 years experiences only in general garden maintenance. Interpersonal and basic Literacy skills. An added advantage is that the candidate has had previous experience in operating machinery. Knowledge of Occupational Health and Safety Act. Willing to adopt work schedule in accordance with office requirement.

- DUTIES** : Maintain premises and surroundings. To perform general garden maintenance tasks as given by the supervisor, planting, pruning, paving, watering, mowing and tree felling work. Maintenance of flower beds and weeding etc. Remove garden refuse and load onto truck to be transported to dumping site. Able to performed chainsaw or mowing duties when required. Ensure adherence and compliance with occupational and health standards.
- ENQUIRIES APPLICATIONS** : Mrs. E Bessick, Tel: (021) 402 240
: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. For attention: Ms. C Rossouw
- POST 22/217** : **CLEANER: FACILITY MANAGEMENT REF NO: 2023/179 (X5 POSTS)**
- SALARY CENTRE** : R125 373.per annum
: Mmabatho Regional Office
: Rustenburg Magistrate Court (X1 Post)
: Ventersdorp Magistrate Court (X1 Post)
: Klerksdorp Magistrate Court (X3 Posts)
- REQUIREMENTS** : Senior Certificate/Grade 12, ABET 2, 3, 4, Passed Standard 8 or Grade 10 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials.
- DUTIES** : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors and offices. Scrubbing, moping and polishing floor. Dust and polish furnitures. Sweep and mop holding cells. Wash windows on the regular basis.
- ENQUIRIES APPLICATIONS** : Mr. B Mabale, Tel: (018) 386 5303
: Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For attention: Mr. T. Oagile

THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 14 July 2023 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.
ERRATUM: Kindly note that the following posts were advertised in Public Service Vacancy Circular 20 dated 09 June 2023:- Deputy Director: Entrepreneurship Development "Ref No: ED", Deputy Director: International Relations "Ref No: DD IR", Assistant Director: International Relations Ref No: ASD IR"(X3 POSTS), Assistant Director: Business Infrastructure Ref No: ASDB INFRA" IR" (X3 POSTS), Assistant Director: Sector Specific Support (Secondary Sector) "Ref No ASD SSS SEC"(X3 POSTS), Officer: Entrepreneurship Development "Ref No: O ENTREP D" and Officer: Entrepreneurship (Data Management) "Ref No: O ENTREP DM", the posts have been withdrawn.

OTHER POST

- POST 22/218** : **ASD: INFORMAL & MICRO BUSINESS SUPPORT REF NO: ASD IMBS (2 POSTS)**
- SALARY** : R424 104 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate, Bachelor's degree (NQF 7) in Public Administration / Business Management / Development Studies / Economics as recognised by SAQA. 3-5 years' experience at a Functional Specialist level in informal sector and micro business support environment Have competencies: Problem Solving, Planning and Organising, Analytical Thinking, Interpersonal Skills, Client Orientation and Customer Focus, Stakeholder Relations, Service Delivery and Innovation and Networking. Be computer literate in MS Office Packages and possess a valid driver's licence.
- DUTIES** : Conduct research aimed at identifying best practices for programmes, instruments and projects that support Informal and Micro Business. Conduct comparison studies between the available tools on Informal and Micro Business development to assist in selecting the best fit for the South African ecosystem. Analyse existing programmes, designs, models, mechanisms, instruments and guidelines to keep abreast with latest models and mechanisms to ensure that informal and micro businesses remain competitive.

Coordinate piloting of new and improved programmes in respect of livelihood support. Communicate with internal and external stakeholders through basic to complex correspondence such as response letters, emails, status reports, presentations, memos, submissions and give advice on procedural and technical related matters in respect of policies, procedures and strategies to ensure compliance. Coordinate workshops/ information sessions.

ENQUIRIES

: Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097

NOTE

: The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of women will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment1@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. ASD IMBS

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. No faxed or e-mailed applications will be considered.
- FOR ATTENTION** : Ms P Sebatjane
- CLOSING DATE** : 14 July 2023
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees and copies of qualifications and identity document must accompany your signed application for employment (Z83). Short listed candidates for a post will be required to submit certified documents on or before the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at www.dpsa.gov.za-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms P Sebatjane. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POST

- POST 22/219** : **MONITORING AND EVALUATION MANAGER (REF: O1/2023)**
(Contract Until 30 September 2024)
Chief Directorate: HIV/ Aids (G2G Project)
- SALARY** : R958 824 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The

**CENTRE
REQUIREMENTS**

successful candidate will be required to enter into a performance agreement and to sign an employment contract.

- : HSRC Building, Pretoria
- : An appropriate recognized bachelor's degree in Social/Behavioral and/or Health Sciences studies or equivalent qualification PLUS 7 years of experience in evaluation and research design, data collection, indicator construction, curriculum development and computer software. Previous experience in working with SAG Social Sector USAID/PEPFAR. Knowledge and understanding of policies, and regulations related to SAG, International development, non- government organisations (NGOs), USAID and PEPFAR. Knowledge and understanding of Social and behavioural change and DREAMS (Determined, Resilient, Empowered, AIDS-Free, Mentored and Safe implementations) programmes. Knowledge and understanding of human behavior and social system. Knowledge and understanding of legislations, policies and strategies pertaining to HIV & AIDS. Knowledge and understanding of government MERL systems and requirements. Competencies needed: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Policy analysis and development. Information and Knowledge management skills. Excellent communication (written and verbal) skills. Service delivery innovation skills. Problem solving and change management skills. People Management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Presentation and facilitation skills. Time management skills. Networking and liaison skills. Monitoring and Evaluation skills. Quality management skills. Asset Management skills. Technical writing skills. Negotiation skills. Report writing skills Personal Attributes: Confidentiality. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Ability to liaise with senior government officials, dignitaries, executives of NGOs, FBOs, CBOs, for-profit business community and senior members of the donor communities. Diplomatic. Independent thinker. Ability to navigate complex organisational structures and motivate people for program participation. Cost consciousness. Honesty and Integrity. Self-Starter. Assertiveness.

DUTIES

- : Key Responsibilities: Develop, review, monitor and implement MERL framework and MERL Work plan strategies and activities. Manage the development, implementation, and regular review and audit of the monitoring and evaluation systems to produce customized quality reports within the required timeframes. Provide capacity building to ensure effective implementation of MERL framework and MERL by Programme and MERL personnel. Establish and maintain relations with key stakeholders and forums involved in the G2G projects and National and International HIV and AIDS response. Lead, mentor and supervisor G2G MER project officers.

ENQUIRIES

- : Ms M Pule Tel: (012) 312-7465 / 083 396 3964

THE JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for Correctional Services (JICS) 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 JICS will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the JICS in achieving its Employment Equity targets in terms of the JICS's Employment Equity Plan.

- APPLICATIONS** : Centurion/Northern Management Region: Private Bag 153, Centurion, 0046. Alternatively, applications may be handed in at Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
- CLOSING DATE** : 21 July 2023
- NOTE** : The application must include only the completed and signed new Z83 Form (which has been in effect since 1 January 2021), obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive and detailed Curriculum Vitae, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks of experience as compared to the Public Service, as well as at least three contactable references. Certified copies of the Identity Document, Senior Certificate, Driver's License where necessary and all qualifications mentioned in the CV, as well as a SAQA verification report for foreign qualifications, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates and other suitability checks. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted when requested. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to the personal information which you provide to JICS being processed by JICS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, under the Protection of Personal Information Act, 2013. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. JICS reserves the right not to make any appointment(s) to the advertised posts. The successful candidate will be expected to sign a performance agreement. Please Note: Before you apply: All costs associated with an application will be borne by the applicant. The appointment will be made according to the Public Service Act of 1994. The Judicial Inspectorate for Correctional Services is committed to the achievement and maintenance of diversity and equity employment, preference will be given to Whites, Indians and people living with disabilities.

OTHER POSTS

- POST 22/220** : **SENIOR CASE OFFICER (REF. NO: JI 17/2023)**
Directorate: Legal Services
- SALARY** : R359 517 per annum (Level 8)
- CENTRE** : Centurion
- REQUIREMENTS** : Applicants must have a grade 12/senior certificate, B-Proc/ LLB Degree or other relevant recognized legal qualification on NQF 7 as recognised by SAQA. 3-5 years relevant working experience of which 2 years must be in a supervisory capacity. Computer literate. Proven competency in constitutional law, human rights law, correctional law, criminal procedure, evidential law and administrative law. Proficiency in English and at least one other official

		language. Ability to write analytically. A valid driver's license is essential, as is the willingness to travel.
<u>DUTIES</u>	:	The successful candidate will be responsible to receive and adjudicate inmate complaints and maintain proper records to analyse systematic practices and report thereon. Provide reports to the Manager Complaints unit. Liaison with the Department of Correctional Services, Visitors Committees (VC) Independent Correctional Centre Visitors (ICCV) and stakeholders. Supervise administrative staff of the Complaints unit
<u>ENQUIRIES</u>	:	Ms V Mukhari Tel No: (012) 321 0303 / Ms S Wesson Tel No: (021) 421 1012
<u>POST 22/221</u>	:	<u>ADMINISTRATION CLERK – INSPECTIONS & INVESTIGATIONS (REF. NO: JI 18/2023)</u> Directorate: Legal Services (12-month contract appointment)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (level 5) + 37% in lieu of benefits centurion Applicants must have a grade 12/Senior Certificate. Computer literate (MS Word, Excel) and exposure to Microsoft Outlook. Knowledge of office administration. Ability to communicate verbally and in writing. Ability to work independently and as part of a team. Ability to multi-task and general admin capabilities. Driver's license and proficiency in English and at least one other official language are an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for recording, organising, storing, capturing, and retrieving correspondence and data. Update registers and handle routine enquiries. Make photocopies and receive and send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the unit. Communicate with stakeholders. Make travel arrangements on short notice. Keep and maintain the incoming and outgoing document register of the unit.
<u>ENQUIRIES</u>	:	Mr L de Souza, Tel No: (012) 321 0303
<u>POST 22/222</u>	:	<u>ADMINISTRATION CLERK: MANDATORY REPORTING (REF. NO: JI 19/2023)</u> Directorate Legal Services (12-month contract appointment)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (level 5) + 37% in lieu of benefits Centurion Applicants must have a grade 12/Senior Certificate or equivalent qualification. Computer literacy (Word, Excel, PowerPoint, and Outlook). Planning and organising skills. Ability to work independently and as part of a team. Ability to multi-task and extensive administrative capabilities. Good writing skills. Analytical and problem-solving skills. Human rights and correctional services background would be advantageous. A driver's license would be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for assisting the unit with capturing, organising, storing, and retrieving mandatory reports (death, mechanical restraints, segregation and use of force) as reported by the Head of the Correctional Centre. Update registers, and statistics and handle routine enquiries. Make photocopies and receive and send facsimiles. Distribute documents/packages within the unit. Keep and maintain the filing system for the mandatory unit. Type letters and/or other correspondence with stakeholders. Keep and maintain the incoming and outgoing document register of the mandatory unit.
<u>ENQUIRIES</u>	:	Ms V Mukhari Tel No: (012) 321 0303 / Mr R Mohlaba Tel No: (021) 421 1012

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X 424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.
- CLOSING DATE** : 14 July 2023 by 16:30 (Late applications will not be considered)
- NOTE** : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment. Shortlisted candidates may further be subject to a job related test. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The successful candidate will be required to an SMS pre-entry certificate prior to any appointment.

MANAGEMENT ECHELON

- POST 22/223** : **CHIEF DIRECTOR: TOURISM ENHANCEMENT (DT18/2023)**
This is a re-advertisement; candidates who previously applied are required to reapply.
- SALARY** : R1 371 558 per annum (all-inclusive remuneration package consisting of a basic salary, the state's contribution to the Government Employees Pension fund and a flexible portion that may be structured).
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised B-degree (NQF7) or equivalent qualification plus proven strategic management and leadership skills. A minimum of 5 years' experience at a Senior Management position. Ability to interact with stakeholders at all levels; programme and project including contract management experience, policy formulation and implementation experience; a holistic understanding of the tourism economy; experience in product, infrastructure, route and experience development. Knowledge of the Public Finance Management Act and other Government Acts, policies and prescripts, labour laws. Skills in strategic and analytical thinking and conceptual problem solving, Leadership skills, Communication, Financial Management. High level Computer Literacy and possession of a valid driver's licence. Willingness to travel.
- DUTIES** : Reporting to the Deputy Director-General: Destination Development, the successful candidate will be responsible for the following key functions: Provide leadership and strategic direction in the Chief Directorate; provide for the development and enhancement of tourism infrastructure, routes and experiences and niche tourism; facilitate maintenance and enhancement of tourism products in particular state owned assets, national and world heritage sites; facilitate integration of tourism with other sectors including sport, arts, culture and environment.
- ENQUIRIES** : Ms S Chettiar Email: schettiar@tourism.gov.za
- NOTE** : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates may be subjected to a 2-day competency assessment that will test

generic competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure.

- POST 22/224** : **CHIEF DIRECTOR: POLICY PLANNING AND STRATEGY (DT19/2023)**
- SALARY** : R1 371 558 per annum (all-inclusive remuneration package consisting of a basic salary, the state's contribution to the Government Employees Pension fund and a flexible portion that may be structured).
- CENTRE REQUIREMENTS** : Pretoria
: A SAQA recognised B-degree (NQF7) or equivalent qualification plus proven strategic management and leadership skills. A minimum of 5 years' experience at a Senior Management position in a Policy Development, Regulation, Strategy Development and Planning environment. Knowledge of Strategic Planning, Policy Analysis, Policy Design, Public Finance Management Act and other Government Acts, policies and prescripts, labour laws. Skills in Strategy Stakeholder Engagement, Drafting and reviewing Policy documents, Extensive Research, Networking, Verbal and written Communication, Financial Management. High level Computer Literacy and possession of a valid driver's licence. Willingness to travel both domestically and internationally. A clear understanding of the Tourism sector in South Africa and globally. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The successful candidate will be required to an SMS pre-entry certificate prior to any appointment.
- DUTIES** : Reporting to the Deputy Director-General: Tourism Research Policy and International Relations, the successful candidate will be responsible for the following key functions: Manage the development and review of the tourism sector policy and regulatory frameworks; Lead the analysis and development of tourism policy framework and regulations; Direct the provision of policy proposals impacting on tourism; Oversee the tracking and analysis of national and global sectoral policies and regulatory frameworks with impact on tourism; Manage the mainstreaming, integration and alignment of tourism agenda across all spheres of government; Develop and review national tourism strategies; Management the implementation mechanisms of tourism sector strategies; Report on the implementation of tourism strategies; Drive the development of appropriate strategic response initiatives; Provide proactive tracking of national policy development from other sectors which impact on tourism; Generate reports on tourism policy implementation and Provide updated reports on policy development to provinces and other stakeholders through relevant fora.
- ENQUIRIES NOTE** : Ms A Malan Tel No: (012) 444 6380
: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates may be subjected to a 2-day competency assessment that will test generic competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure.

- POST 22/225** : **CHIEF DIRECTOR: COMMUNICATIONS (DT20/2023)**
Re-advertisement; candidates who previously applied are required to reapply.
- SALARY** : R1 371 558 per annum (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)
- CENTRE REQUIREMENTS** : Pretoria
: A SAQA recognised NQF 7 in media, journalism or communication or any other related field. A minimum of five (5) years Senior Management experience in corporate communications, stakeholder management, media liaison or related environment. Professional writing skills for media and familiarity with content best practises will be an added advantage. 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. Good understanding and exposure to government communications system; Proven experience and exposure in electronic and

		digital media capabilities. Excellent understanding of the work of government, tiers of government and various stakeholders. Knowledge of the Government Planning and Delivery Cycle, Public Finance Management Act and Treasury Regulations; Computer Literacy; A valid driver's license and willingness to travel. Incumbent must be self-driven, innovative and creative.
<u>DUTIE</u>	:	Reporting to the Deputy Director General: Corporate Management the successful candidate will be responsible for the following key functions; Providing leadership and strategic direction to the Chief Directorate: Ensuring the development and implementation of the Communication Strategy; Provide effective oversight and management of the departmental media engagement plan; Drive the implementation of branding and corporate identity of the department; Facilitate research and sourcing of content from programmes across the department for publication in relevant platforms. Oversee the planning and execution of departmental events in terms of the departmental events framework. Ensure the provision of effective departmental communication services, managing outreach programme and coordinate adequate communications within the clusters. Provide high-level media liaison support to the Minister, Deputy Minister, Director General. Ensure effective management of all internal and external communication initiatives of the department, including the production of publications (e.g. annual reports and internal newsletters)
<u>ENQUIRIES</u>	:	Ms R Ngwenya, Tel. (012) 444 6710
<u>POST 22/226</u>	:	<u>CHIEF DIRECTOR: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT (DT21/2023)</u>
<u>SALARY</u>	:	R1 371 558 per annum (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A SAQA recognised B Degree (NQF7) in Human Resource or related field; minimum of 5 years Senior Management experience in a Human Resource environment; Extensive work experience in a complete range of Human Resources functions. In-depth Knowledge and experience of the Human Resources legislation and regulatory framework. Knowledge and experience in Security and Facilities Management will be an added advantage. 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, skills in policy development, implementation, stakeholder management. Public Finance Management Act and Treasury Regulations; Required Skills: Strategic Management and Leadership, Verbal and Written, Computer Literacy; Knowledge of the Government Planning and Delivery Cycle, Public Finance Management Act and Treasury Regulations; Computer Literacy; A valid driver's license and willingness to travel. Ability to articulate strategy and work
<u>DUTIES</u>	:	Reporting to the Deputy Director General: Corporate Management the successful candidate will be responsible for the following key functions; Providing leadership and strategic direction to the Chief Directorate; Render Strategic Human Resource Services including champion the development, implementation of the of the Human Resource Strategy; Facilitate the development and implementation of effective talent management and retentions strategy; Oversee the development and implementation of training and development interventions for the Department; Facilitate an effective employee performance management and employee relations systems. Manage Security and Facilities Management; Manage and facilitate the provision of employee health and wellness including occupational health and safety.
<u>ENQUIRIES</u>	:	Ms R Ngwenya, Tel. (012) 444 6710

DEPARTMENT OF TRADITIONAL AFFAIRS

It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in the department's Employment Equity plan. Whites, Coloured, Indians, youth and Persons with Disabilities are encouraged to apply.

- CLOSING DATE** : 14 July 2023 at 16H00
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied fully completed Z83 and a detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications and other relevant documents before the interview date. Persons with a disability are encouraged to apply. It is the responsibility of shortlisted applicant's to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (only when shortlisted). Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that the application is submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POSTS

- POST 22/227** : **ADMINISTRATIVE ASSISTANT REF: 2023/18**
Chief Directorate: Capacity Building & Institutional Development
- SALARY** : R202 233.per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification with appropriate experience in office management and administration. A post-Matric qualification will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication. Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions and general administration.
- DUTIES** : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents for line functions in the Capacity Building & Institutional Development (CB&ID) Chief Directorate: Receive and distribute documents. Record documents in the appropriate various line functions registers. File and manage the paperwork of line functions in the CB&ID. Establish effective document tracking systems. Provide secretarial support services for line functions in the CB&ID Chief Directorate: Co-ordinate and prepare documentation for meetings/ workshops. Compile minutes/ reports. Draft memoranda and any other correspondence. Manage diaries of heads of Directorates: Arrange appointments and record events in the diary. Promote effective diary co-ordination in an electronic or at least on a manual system. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops and conferences. Purchase and order stationery and equipment. Manage inventory and equipment line functions in the CB&ID Chief Directorate. Make copies, fax and email documents as required.
- ENQUIRIES** : Mr M Molepo/Ms A Tshivhase-Kharibe, tel. (012) 334-4974/(012) 395 4625
- APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor; Pencardia 1 Building.
- FOR ATTENTION** : Director: Human Resource Management

- NOTE** : Youth, Whites, Indians, Coloureds and Persons with Disabilities are encouraged to apply.
- POST 22/228** : **ADMINISTRATIVE ASSISTANT REF: 2023/19**
(12 months contract)
Internal Audit Directorate
- SALARY** : R202 233.per annum + 37% in lieu of service benefits
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate or equivalent qualification with appropriate experience in providing support within in Internal Audit environment. A post-Matric qualification in Internal Audit will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication. Honesty and intergrity. Planning and organizing. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration and general administration.
- DUTIES** : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents for the line function: Receive and distribute documents. Record documents in the appropriate registers. File and manage the paperwork. Establish effective document tracking systems. Provide support services: Co-ordinate and prepare documentation for meetings/ workshops. Compile minutes/ reports. Draft memoranda and any other correspondence. Provide administrative support services: Provide assistance in maintaining proper audit files and records. Make copies, fax and email documents as required. Provide support and assistance to Internal Auditors in performing audits.
- ENQUIRIES** : Mr JJ Appel, tel. (012) 334-4974
APPLICATIONS : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor; Pencardia 1 Building.
- FOR ATTENTION** : Director: Human Resource Management
NOTE : Youth, Whites, Indians, Coloureds and Persons with Disabilities are encouraged to apply.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 14 July 2023
- : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a driver's license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed or emailed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON**POST 22/229**

- : **CHIEF ENGINEER GRADE A REF NO: 140723/01**
(Re-advertisement applicants who previously applied are encouraged to re-apply)
Branch: Provincial Coordination and International Cooperation: Limpopo Sd: Water Use Licensing Administration And Maintenance

SALARY
CENTRE
REQUIREMENTS

- : R1 146 540 per annum (All-inclusive OSD salary package)
- : Polokwane
- : An Engineering Degree (B Eng / BSc Eng) or relevant Engineering qualification. A minimum of six (6) years post qualification experience. Compulsory registration with ECSA as a professional Engineer. The disclosure of A valid driver's license. Knowledge of Integrated Water Resource Management. Knowledge of relevant Sector Legislation (NWA, CARA, NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Programme and project management skills. Knowledge of Engineering, legal and operational compliance. Engineering design and analysis. Knowledge of Engineering Code of Conduct; technical report writing, Knowledge Management and financial management. Research and development skills. Computer-aided engineering applications. Engineering and professional judgement. Communication skills both verbal and written. Computer skills: people management skills, planning and organising, conflict management, negotiation skills and change management. Strategic capability and

DUTIES

leadership. Problem solving and analysis. Decision making; team leadership, creativity, financial management, customer focus and responsiveness.

: The successful candidate will be responsible to perform and manage all aspects of integrated water use licence applications in terms of law, water resource engineering, water resource management and socio-economic, environmental, and ecological concerns. Studying, participating in discussions, and providing comments on all engineering technical design reports and submissions in connection with water use licence applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies, and law amendments of the Department and with other government programmes. Ensure legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations. Participation in post authorisation litigation processes. Provide leadership to the sector. Conduct strategic and business planning for the sector. Financial Management and People Management. Engineering principles are to be applied to ensure protection of water resources, legal and operational compliance. Contribute to the strategic plan of the Branch. Assists in developing strategic plans, annual business plans and budget for the Directorate. Revise plans quarterly. Provide verbal and written reports to managers.

**ENQUIRIES
APPLICATIONS**

: Mr. N. Mphuma: Tel: 015 290 1477
: Limpopo (Polokwane): 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: Recruitment and Selection Unit.

OTHER POSTS

POST 22/230

: **SCIENTIST TECHNICIAN PRODUCTION GRADE A – C REF NO: 140723/02**
Branch: Provincial Coordination And International Cooperation: Eastern Cape
Sd: Water Resource Protection

SALARY

: R353 013 – R 531 117 per annum (All-inclusive OSD salary package) Offer will be based on proven years of experience)
East London

**CENTRE
REQUIREMENTS**

: A National Diploma in Natural Science or relevant Science qualification. Compulsory registration with SACNASP as certified Natural Scientist. Three years post qualification experience. The disclosure of a valid driver's licence. Experience in scientific methodologies and models. Understanding of research and development. Knowledge of project and programme management. Experience of Computer added scientific applications. Knowledge of legal compliance. Knowledge of technical report writing. Creating high culture performance, professional judgement, and data analysis. Understanding policy development, scientific presentation, and recognise level of expertise. Monitoring strategic capability and leadership. Decision making, teamwork, leadership, and analytical skills. Good communication skills both (verbal and written). People management, problem solving and analysis.

DUTIES

: Implementation of the river eco-status monitoring programme (REMP) in the Umzimvubu to Tsitsikamma water management area. Undertake biomonitoring field surveys routinely and on special investigations. Analyse and interpret scientific data. Run the relevant REMP models and detect the environmental trends. Prepare and submit technical reports. Contribute to the compilation of the annual state of the rivers reports. Provide specialist inputs on water use license application. Provide comments on Environmental Impact Assessments (EIA's). Environmental Management Plan (EMA's) environmental program reports (EMPR's) and development applications within the Water Management Area. Support the determination of the Reserve in the Region. Support and adopt a river programme.

**ENQUIRIES
APPLICATIONS**

: Ms. N Gwentshe, Tel: 043 701 2352
: Eastern Cape (East London): Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X7485, King William's Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town, 5600, For Attention: Ms LT Malangabi, Tel: 043 604 5476

POST 22/231 : **SENIOR INTERNAL AUDIT REF NO 140723/03: (X3 POSTS)**
 Directorate: Internal Audit Sd: Compliance Audit

SALARY : R359 517 per annum (Level 08)
CENTRE : Pretoria Head Office
REQUIREMENTS : A National Diploma or Degree in Accounting / Auditing. A minimum of two (2) to (4) four years' experience in compliance and performance audit. Completion of the OCIA/IAT Program and usage of Teammate Audit Tool will serve as an added advantage. Knowledge and understanding on internal audit standards, audit process and risk management principles. Knowledge and understanding of king code on corporate governance. Knowledge and understanding of the Public Finance Management Act, Treasury Regulations and Public Service Act. Knowledge of government financial systems such as BAS, LOGIS and PERSAL. Communicate to stakeholders. Compile Monthly Time Sheets. Supervise Interns. Provide secretariat services during the audits DUTIES Performing the planning, execution, and reporting phases of an audit in accordance with the Institute of Internal Auditors (IIA) standards. Communicate to stakeholders. Compile Monthly Time Sheets. Supervise Interns. Provide secretariat services during the audits.

ENQUIRIES : Ms. A Mashaba Tel: 012 336 6620
APPLICATIONS : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria. for Attention: Planning, Recruitment and Selection unit.

POST 22/232 : **SENIOR SECURITY ADMINISTRATION OFFICER REF NO: 140723/04**
 Branch: Corporate Support Service Directorate: Security Management

SALARY : R359 517 per annum (Level 08)
CENTRE : Head Office Pretoria
REQUIREMENTS : A National Diploma or Degree in Security Management. Three (3) years Security related experience including Physical Security (Operations), Information Security and Supervisory Role. Security in lieu of qualifications. PSIRA Grade A compliance to private security regulatory authority and SAMTRAC Certificate. State Security Agency (SSA) Security Managers Course recommended. Valid driver's license. Investigation background will be regarded as advantageous. Security competency is required. Computer literacy at intermediate level is required. Knowledge of Electronic Security Systems. Knowledge of Public Service Regulations Act and Security related legislations and regulations. Knowledge of investigation methodology and asset production operations. Knowledge of control of access to public premises and vehicle Act, 1985 (53 of 1985), national key points act, 1980 (102 of 1980), firearms control act, 2000 and OHS acts, 1993 (85 of 1993). Knowledge protection of information act, 1982 (84 of 1982), ISO 7799, BS 17799 and SASRIA. Knowledge promotion of access to information act 2000 (2 of 2000), national archives of South Africa act, 1996 (43 of 1996), criminal procedure act, 1977 (51 of 1977) and trespass act, 1959 (6 of 1959). Knowledge of minimum physical security standard (MPSS). Knowledge of minimum information security standard (MISS) approved by cabinet in 1996. Knowledge of constitution of the Republic of South Africa 108 of 1996. Strategic capability and leadership. Programme and project management. Financial, change and knowledge management. Service delivery innovation, problem solving and analysis. People, conflict management and empowerment. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Presentation skills. Top secret security clearance is required or should be obtainable within a year of appointment. Prepared to work irregular hours and extensive travelling

DUTIES : Responsible for Security operations and administration. Conduct Security Threat and Risk Assessments, Managing and monitoring of Inhouse Security and Security Contracts, conduct sites visits/inspections, conduct security investigations on incidents and security breaches submit an analytic report and ensure standardization of measures in the department. Lease with external Security Law Enforcement such SAPS, SSA, Intelligence etc, coordination event management security planning in terms of Safety at Sports and Recreational Event Act, compile monthly reports, conduct security awareness, implement security policies and monitor compliance thereof. Assist with the

implementation of physical security in term of Minimum Physical Security Standard (MPSS), Assist with the implementation of policies, strategies plans and procedures within security management. Operational efficiency and service delivery improvement within security management.

ENQUIRIES
APPLICATIONS

- : Mr. M Buys, Tel: 012 336 8321
- : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria 0001. For Attention: Planning, Recruitment and Selection unit.

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

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

- APPLICATIONS** : The Director-General, Department of Women, Youth and Persons with Disabilities Private Bag X931, Pretoria, 0001, or hand delivered at 1st floor, Fedsure Forum Building, 268 Lilian Ngoyi, Street, Pretoria CBD.
- FOR ATTENTION** : Mr Amukelani Misunwa 083 406 1486
- CLOSING DATE** : 14 July 2023 at 16:00
- NOTE** : Applications must be submitted on the new Z83 form, which can be downloaded <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration. South African applicants need not provide passport numbers. Candidates must respond “yes” or “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If “yes”, details thereof must be attached to the application. It is acceptable for an applicant to indicate “not applicable” or leave blank to the question “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?”. Applicants are not required to submit copies of qualifications and other relevant documents on application but **must** submit the completed and signed Z83 and a detailed Curriculum Vitae. The communication from HR of the Department regarding the requirements for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant’s responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised post. Successful candidates shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subject to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants’ personal information and will only collect, use, and retain applicants’ personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity employer. In the filling of this post, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities. Appointment(s) will only be made on the first notch of the advertised salary level.

OTHER POSTS

- POST 22/233** : **SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING (REF NO: DWYPD/026/2023)**
- SALARY** : R359 517 per annum (level 8) basic salary plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : Minimum three-year diploma in Accounting or Financial Management (or equivalent qualification on NQF level 6). Minimum three years’ experience in the full range of government finance functions, particularly in budgeting and

		expenditure environment. In-depth knowledge and understanding of government budget processes. Knowledge and experience in compiling of budgets, monitoring mechanism and detecting early warning signs of over/under spending. Sound knowledge of BAS, LOGIS and PERSAL. Sound knowledge of relevant legislations and prescripts and organising skills. Proven computer literacy, Including advanced MS Word, Excel and PowerPoint.
<u>DUTIES</u>	:	To assist with the formulation and capturing of annual MTEF inputs. Capture and maintain the departmental budget on BAS. Effect changes through approved shifting and movement of funding on BAS. Compile monthly cash flow request as prescripts. Compile statutory and regulatory financial reports, i.e. IYM reports. Assist with and capturing of the annual AENE inputs as per prescripts. Compile monthly management reports. Preparation of the Interim Financial Statements and Annual Financial Statements. Attend to internal and external audit queries. Performing BAS Syscon function.
<u>ENQUIRIES</u>	:	Mr Llewellyn Louw, at Tel No: 071 383 0559
<u>POST 22/234</u>	:	<u>IT TECHNICIAN: INFORMATION AND COMMUNICATION TECHNOLOGY (REF NO: DWYPD/27/2023)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (level 7) plus benefits
	:	Pretoria
	:	Grade 12 and diploma in Information Technology or relevant NQF 6 qualification. 2 years' experience in an information technology environment. Proven experience in providing IT and user support. Excellent diagnostic and problem solving. Hardware component and troubleshooting procedures. Microsoft desktop operating systems and software. Microsoft Windows Server, Microsoft Exchange and Active Director. In depth understanding of diverse computer systems and networks. Intranet security and data privacy principle. Intranet security and data privacy principles. Transversal systems. Skills: Interpersonal relations, good communication, problem solving and analytical, advanced computer literacy and IT Technician support.
<u>DUTIES</u>	:	Set up workstations and peripheral devices (routers, printers etc.), install and configure computer hardware, operating systems and applications. Ensure security and privacy of networks and computer systems. Perform hardware, software, and LAN support: Provide a reliable and stable network environment install and configure LAN and WAN devices, install and configure Wi-Fi access points. Conduct research and advice on specifications for new hardware and software and recommend best practices. Perform periodic preventative maintenance and updates: installation of latest software, drivers, patches and service packs and BIOS updates for different computer models. Install and configure computer peripherals such as Wi-Fi & LTE routers/modems, tablets, printers, scanners etc. Attend to all call logged by users in the Department (both Pretoria and Cape Town offices. Providing support for all desktops, LAN and WAN problems as well as audio-visual systems. Install, configure and troubleshoot Government Transversal Systems such as BAS, LOGIS, and PERSAL. Keeps and maintain records of all networks and computer equipment and its location (CMDB). Register network and hardware failure on IT related incidents and service requests by logging or escalating calls with external service providers. Upgrade computer components to be compatible with latest software applications.
<u>ENQUIRIES</u>	:	Ms Malebo Kube at Tel No: 081 030 3046

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

CLOSING DATE : 21 July 2023

NOTE : Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts. Additional Note: Applicants who will be applying for the Deputy Director General: Hospital & Clinical Support post must apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: RecruitmentHeadOffice.gov.za (NB: For Technical Glitches Only –Do Notsend Cvs). eMail with your ID Number, your profile email address, details of the issue. technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related enquiries to the specified email address. For more information, please contact Ms. S Ndlabhu Tel no: 040 608 1602/5/6/10

MANAGEMENT ECHELON

POST 22/235 : **DEPUTY DIRECTOR- GENERAL: HOSPITALS & CLINICAL SUPPORT SERVICES REF NO. ECHEALTH/DDGHCSS/HO/ARP/01/07/2023**
Job Purpose: To ensure provision of hospital and clinical support services.
Re-advertisement those who had previously applied are encouraged to apply

SALARY CENTRE REQUIREMENTS : R1 663 581– R 1 871 454 per annum (Level 15) – all-inclusive package
: Head Office, Bhisho
: National Senior Certificate, Degree (NQF level 7) and postgraduate qualification (NQF Level 8) as recognised by SAQA in Health related field or equivalent qualification. A minimum of 8 -10 years' experience at Senior Management level. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Skills: Knowledge of the Health Act, Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulation. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES : Ensure effective provision of health services in the hospitals: Oversee overall management of performance in central, tertiary, regional and mental hospitals. Oversee management and provision of transversal health services: Manage effective rendering of pharmaceutical services. Co-ordinate effective functioning of pharmaceutical depot. Co-ordinate and manage rendering of allied health services. Ensure management and effective utilization and maintenance of health technology in health facilities. Oversee and monitor rendering of medical, dental and nursing services. Ensure overall provision of quality health care assurance management services: Monitor development and co-ordination of coherent systems framework for delivery of quality health

services. Ensure promotion of customer care systems responsiveness and functionality of supportive governance structures. Ensure management and coordination of clinical health development service: Monitor effective coordination of health professional training and development services. Manage Lilitha Nursing College. Manage Emergency Medical Services College. Coordinate, monitor and evaluate Regional Training Centre services. Promote good corporate governance: Establish effective audit and risk management mechanisms to prevent fraud and corruption. Accountability reporting (monthly, quarterly, half yearly and annual reporting) including reporting to the Legislature. Stakeholder management and annual reporting to Citizens. Management of MTEC process. Manage performance and all the allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Ms B Caga Tel No: 040 608 1210
APPLICATIONS : Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

OTHER POSTS

POST 22/236 : **ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/SH/APL/01/06/2023**
 Re-advertisement those who had previously applied are encouraged to apply

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

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

ENQUIRIES : Ms S Diva Tel no 046 602 5046.
APPLICATIONS : Applications directed to the addresses as indicated below or Hand Delivery as indicated below: Settlers Hospital - Post to: HR Office Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquires: Ms S Diva Tel no 046 602 5046.

DEPARTMENT OF RURAL DEVELOPMENT & AGRARIAN REFORM

APPLICATIONS : Applicants are encouraged to apply via the e-recruitment system only. Utilise the e-recruitment system which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za> The E-Recruitment system is available 24/7 for applications and closes at 23:59 on the closing date. To report glitches with the E-Recruitment system and assistance regarding the activation of your profile,

send an email to: erecruitment@drdar.gov.za (NB: For Technical Glitches Only – No CVS). with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri).Should you submit your applications/CV to: erecruitment@drdar.gov.za and not as specified, your application will be regarded as lost and will not be considered.

FOR ATTENTION
CLOSING DATE
NOTE

: Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062
:
: 14 July 2023

: Applications must be submitted on a duly completed New Z83 Form (effective o1 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit certified copies of qualifications and other relevant documents on application but must submit a fully completed system generated Z83 form and a detailed Curriculum Vitae via the E-Recruitment System. NB: Z83 in the E-Recruitment system is currently not downloadable and therefore not signable, so applicants who submitted applications via the E-Recruitment System will not be disqualified for an unsigned system generated Z83, instead will be requested to sign on the interview day. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability checks will be conducted on shortlisted candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Correspondence will only be conducted with the shortlisted candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). NB: Females and Disabled persons are encouraged to apply to SMS positions. It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference. Successful candidates will be appointed on a probation period of twelve (12) months. We thank all applicants for their interest.

ERRATUM: Kindly note that the following posts were advertised in Public Service Vacancy Circular 18 dated 26 May 2023, Post 18/186, Skills Development Coordinator (Head Office- Bhisho) REF NO: DRDAR: 59/05/2023 is hereby withdrawn. Kindly note that the following posts were advertised in Public Service Vacancy Circular 18 dated 26 May 2023 and are herewith amended: The posts of Legal Administration Officer Grade 5 (2 posts), Ref. DRDAR: 58/05/2023, were advertised with an incorrect salary range. The correct range is R420 642 – R596 127 per annum (OSD). The posts of Senior State Accountant: Pre-Audit (2 posts), Ref. DRDAR: 60/05/2023, were advertised with incorrect requirements and have been amended to a qualification at NQF level 6 as recognized by SAQA in Financial Management / Internal Auditing/ Public Management (with Accounting & Auditing as subjects Auditing). The post of Senior State Accountant (Expenditure Services), Ref. DRDAR: 61/05/2023 was advertised with incorrect requirements and have been amended to a qualification at an NQF level 6 as recognized by SAQA in Finance/Financial Management/Internal Auditing/Accounting/Cost and Management Accounting/Taxation or equivalent. 6) The post of Senior Admin Officer: Supply Chain Management, Ref. DRDAR: (68/05/2023 was advertised with incorrect requirements and have been amended to a qualification at NQF level 6 qualification in Supply Chain Management/ Purchasing Management/ Logistics Management/Public Management. 7) The post of Senior Admin Officer: Logistics, Ref. DRDAR: 69/05/2023 was advertised with incorrect requirements and have been amended to a qualification at NQF level 6 in Commerce / Supply Chain Management / Procurement / Logistics. The post of State Accountant: Salaries, Ref. DRDAR: 80/05/2023 was advertised with incorrect requirements and have been amended to a qualification at NQF level 6 in Financial Management/ Accounting or equivalent relevant qualification. The post of State Accountant: Pre-Audit, Ref. DRDAR: 82/05/2023 was advertised with incorrect requirements and have been amended to a qualification at NQF level 6 in Internal Audit/ Accounting or Cost & Management Accounting/Public Management or Financial Management. The posts of Human Resource Officer: Conditions of Service (4 posts) at centres Alfred Nzo District (Matatiele – 2

posts) – Ref: DRDAR: 73/05/2023, Amathole District (East London) – Ref.: DRDAR: 74/05/2023, Chris Hani District (Komani) – Ref.: DRDAR: 75/05/2023 and State Accountant: Pre-Audit, Ref. DRDAR: 82/05/2023 was advertised with an incorrect salary level and it has been amended to R 202 233 – R 235 611 per annum (Level 05). The posts of HR Clerk: Provisioning (2 posts) at centres Joe Gqabi District (Aliwal North) – Ref: DRDAR: 76/05/2023 and Sarah Baartman District (Gqebera) – Ref: DRDAR: 77/05/2023 were advertised with an incorrect salary level and it has been amended to R202 233 – R 235 611 per annum (Level 05) The closing date for these posts will now be 14 July 2023.

OTHER POSTS

- POST 22/237** : **SPECIAL PROGRAMME UNIT (SPU) COORDINATOR REF NO: DRDAR: 22/05/2023**
(Re-advertisement)
- SALARY** : R424 104 – R 496 467 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : A qualification at NQF level 6 in Developmental Studies Community Development / Social Services or any other related qualification. A minimum of 3 years' experience working with special groups at supervisory level. Knowledge of relevant Public Sector Policies and Procedures. Understanding and practical experience/exposure to Community Development issues. Good organizing, facilitation, and communication skills (verbal and writing). Good interpersonal skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
- DUTIES** : Providing an effective coordination and monitoring and evaluation framework of the implementation in the districts and liaise with the Head Office SPU Directorate. Assisting the designed groups in accessing the services offered by the department. Providing support and advice to the District on issues affecting gender, disability, youth, children & elderly. Report on programmes and activities affecting designated groups in the district.
- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- NOTE** : Persons Living with Disabilities will be given preference for this post.
- POST 22/238** : **SENIOR STATE ACCOUNTANT: PRE-AUDIT REF NO: DRDAR: 60/05/2023**
(Re-advertisement)
- SALARY** : R359 517 – R420 402 per annum (Level 08)
CENTRE : Bhisho
REQUIREMENTS : A qualification at NQF level 7 as recognized by SAQA in Financial Management / Internal Auditing (with Accounting & Auditing as subjects) Auditing). A minimum of 2 years' experience within a public service financial management environment. Understanding of the legislative framework (PFMA, Treasury Regulations, SCM Prescripts, and Departmental Financial Reporting 126 Framework) that governs Public Sector Financial and Supply Chain Management). Proficiency in the Microsoft Office Suite (Excel, MS Word, and PowerPoint). Knowledge of Government Transversal Systems (BAS, PERSAL, and LOGIS). Good communication skills at all levels (verbal and writing). A valid driver's license.
- DUTIES** : Receive commitment vouchers (order vouchers) for compliance checking (preauditing) in order to prevent irregular, fruitless and wasteful expenditure before an order is generated on LOGIS. Issue Pre-audit certificates for all documents that are compliant with the procurement prescripts for the generation of an order. Issue non-compliance pre-audit certificate for all commitment vouchers that are not in line with procurement processes and SCM Prescripts, giving detailed reasons and submit to immediate supervisor. Receive pre-authorized payment vouchers for compliance checking before final authorization by payment section. Issue Non-compliance certificate for payment vouchers deemed to be non-compliant with payment processes. Maintain a good working relationship with clients and stakeholders.
- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- NOTE** : Persons Living with Disabilities will be given preference for this post.

POST 22/239 : **SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A - ANIMAL SCIENCE:**
REF. NO: DRDAR: 04/06/2023
(Re-advertisement)

SALARY : R353 013 – R376 806 per annum (OSD)
CENTRE : Cradock
REQUIREMENTS : A National Diploma or Bachelor's Degree or BTech in Agriculture minimum NQF level 6-majoring in Animal Science. At least 3 years' post-qualification technical scientific experience, working in the field of animal science. Compulsory registration with the SACNASP as a Certificated Natural Scientist. Program and project management skills. Scientific methodologies knowledge. Research and development knowledge. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis. A valid driver's license.

DUTIES : Develop and implement methodologies, policies, systems and procedures; Provide technical support and advice; Perform technical scientific analysis and regulatory functions; Research and development; Human capital development; Supervise technical support and processes, and manage the performance management and development of staff. ENQUIRIES: Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 22/240 : **PRACTITIONER: EMPLOYEE RELATIONS: REF DRDAR 10/06/2023**

SALARY : R294 321 – R343 815 per annum (Level 07)
CENTRE : Donhe (Stutterheim)
REQUIREMENTS : A qualification at an NQF level 6 in Labour Relations / Labour Law/Human Recourses Management. Minimum of 2 -3 years' experience in Labour Relations / Labour Law environment. Job related knowledge: Experience and knowledge of the following legislations: Labour and Employment Legislation. Public Service Regulations. Job related skills: Communication (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. A valid driver's licence.

DUTIES : Handle misconduct cases. Conduct investigations and compiling reports. Facilitate grievance procedures. Investigate grievances received and identify findings and recommendations on conclusion. Provide advice and development on labour relations matters. Handle dispute cases effectively. Facilitate the resolution of disputes. Draft submissions for mandates and represent the employer in disciplinary hearings.

ENQUIRIES : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 22/241 : **PROVISIONING ADMIN CLERK (2 POSTS)**
(Re-advertisement)

SALARY : R202 233 – R235 611 per annum (Level 05)
CENTRE : Chris Hani District (Komani) – Ref. DRDAR: 86/05/2023
O.R. Tambo District (Mthatha - Office Services) – Ref. DRDAR: 90/05/2023
REQUIREMENTS : Senior Certificate/ Grade 12 with 0-2 years' relevant work experience in administration. A tertiary qualification will be an added advantage. Computer skills. Competencies: Knowledge of general administration in the Public Service. Good understanding of procurement and payment of goods and services. Good communication and interpersonal skills.

DUTIES : Conduct records and document management, both manually and electronically. Perform a variety of administrative duties at operational level.

ENQUIRIES : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

NOTE : Persons Living with Disabilities will be given preference for these posts.

PROVINCIAL TREASURY

APPLICATIONS : Applicants are encouraged to apply via the e-recruitment system only. Utilise the e-recruitment system which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za> The E-Recruitment system is available 24/7 for

applications and closes at 23:59 on the closing date. To report glitches with the E-Recruitment system and assistance regarding the activation of your profile, send an email to: Theliswa.nkonyile@ectreasury.gov.za / (NB: For Technical Glitches Only – NO CVS). with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications/CV to: Theliswa.nkonyile@ectreasury.gov.za and not as specified, your application will be regarded as lost and will not be considered.

**FOR ATTENTION
CLOSING DATE
NOTE**

: Theliswa Nkonyile Tel No: 083 8755 707/ Babalwa Bavuma 083 734 9641
 : 14 July 2023
 : Applications must be submitted on a duly completed New Z83 Form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit certified copies of qualifications and other relevant documents on application but must submit a fully completed system generated Z83 form and a detailed Curriculum Vitae via the E-Recruitment System. NB: Z83 in the E-Recruitment system is currently not downloadable and therefore not signable, so applicants who submitted applications via the E-Recruitment System will not be disqualified for an unsigned system generated Z83, instead will be requested to sign on the interview day. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability checks will be conducted on shortlisted candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Correspondence will only be conducted with the shortlisted candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Note: All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. It is a DPSA requirement for SMS applicants to produce or attach the pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The Department reserves the right not to make appointment(s) to the advertised post(s). NB: Females and Disabled persons are encouraged to apply to SMS positions. It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference. Successful candidates will be appointed on a probation period of twelve (12) months. We thank all applicants for their interest.

MANAGEMENT ECHELON

POST 22/242

: **DIRECTOR: CFO SUPPORT REF: PT 01/06/2023**
 (12 Months Contract)

**SALARY
CENTRE
REQUIREMENTS**

: R1 162 200 per annum (Level 13) (all-inclusive)
 : Bhisho
 : Three-year Degree (NQF level 7) in Financial Management/ Local Government Finance with Accounting as a major, coupled with 7-8 years' experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Postgraduate qualification and completion of SAICA training programmes will be an added advantage. Previous experience in monitoring or working in municipal environment is essential.

DUTIES

: Lead and champion financial management reforms towards best practice in local government finance as encapsulated in the Municipal Finance Management Act (MFMA), local government regulations and other Municipal Acts. Provide dynamic leadership to a team at head office, in districts and effective hands on support to municipalities in the following areas: budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management and promotion of transparency through

the publication of local government revenue and expenditure. Expend networks and collaborative effort with other role players in the district toward promoting intergovernmental relations for effective planning and implementation of financial management that translate into service delivery in municipalities. Provide project management support to a team, including human resource management, planning, risk management and reporting. Skills and Competencies: Extensive knowledge of local government sector, finance and related reforms in the areas of Budgeting, Financial Management and Reporting, Supply Chain Management, Asset and Liability Management, Internal Audit, Audit Committee and Risk Management. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards, mSCOA & Local Government Framework for Infrastructure Delivery and Procurement Management.

ENQUIRIES : Ms T. Nkonyile 083 8755 707 /Ms B Bavuma 083 734 9641/ Ms B Ndayi 060 573 5574
For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – NO Cvs).

OTHER POSTS

POST 22/243 : **DEPUTY DIRECTOR: CFO SUPPORT REF: PT 02/06/2023**
(1 Year Contract)

SALARY : R811 560 per annum (Level 11)
CENTRE : Bhishe
REQUIREMENTS : A three-year Degree (NQF level 7 as recognised by SAQA) in Financial Management/Financial Accounting/Local Government Finance or Internal Auditing coupled with 5 years' experience of which 3 years' managerial experience Assistant Director Level in a Local Government environment. Previous experience in monitoring or working in municipal environment is essential.

DUTIES : Reporting to the Director: CFO Support, the incumbent will: monitor and provide specialist support on budget planning, implementation and reporting in terms of MFMA and MBRR as part of oversight responsibility. Monitor, support and report on provincial government debt. Monitor and support on institutional management, in line with MFMA compliance and requirements. Develop sustainable revenue enhancement strategies and turnaround plans for municipalities. Establish SCM best practices within the municipalities. Facilitate the development and implementation of policies for effective management in municipalities. Provide guidelines and hands on support to municipalities on key processes, such as budget, overall financial management, both internal and external audit issues and annual financial statements preparation, noting the reporting requirements and best practices on local government finance. Provision of technical support and guidance in the functioning of Internal Audit, Audit Committee and Risk Management. Report on local government performance to inform on decision making by all relevant stakeholders. Skills and Competencies: Extensive knowledge of local government prescripts in the areas of budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management and promotion of transparency through the publication of local government revenue and expenditure. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and mSCOA.

ENQUIRIES : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Bavuma Tel No: 083 734 9641/ Ms B Ndayi 060 573 5574
For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – NO Cvs).

POST 22/244 : **DEPUTY DIRECTORS: ICT BUSINESS ANALYST REF: PT 03/06/2023**
In The Technical Support Unit (TSU) For the Management Of Various Interventions By Treasury, Including Medico Legal Claims Project In The Department Of Health
(Fixed Term 12 Months Contracts)

<u>SALARY</u>	:	R811 560 per annum (Level 11)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Three-year Degree (NQF level 7 as recognised by SAQA) in Business Process Re-engineering, Industrial Engineering, Computer Science / Information Technology/ Software Development, coupled with Minimum of 5 years' work experience of which 3 years should be middle management (Assistant Director) level. A certificate in Business Processes or ICT Governance or Data Management or IT Security and an exposure of least 2 years' experience working in process and/or quality improvement programme will be an added advantage.
<u>DUTIES</u>	:	Working with IT Expert (Director), support the development and execution of the IT strategy for business process optimization, including Business Process Re-engineering and Change Management. Conduct and analyse business requirements needs. Compile and document User Requirements Specification (URS) documents for systems development. Facilitate implementation of changes on operational systems. Liaise with relevant stakeholders. Data management. Business architecture solution design. Overseeing data collection and capturing (setting up data management capacity) to support Data integrity as well completeness, validity and accuracy of the E- Liability register, including sub registers (e.g. profile of cases paid to date, cases on the court roll, etc). Support contract management of private practitioners by ensuring continual update of the case development, Ensure accurate information to support the audit outcomes (disclosure of contingent liabilities), support litigation strategy by enhancing opportunities in presenting acceptable evidence in court (digitalisation/automation of patient records) as well as facilitate reporting to the Standing Committee on Public Accounts (SCOPA) report. Support the preparation of reports to facilitate governance and accountability as well as effective stakeholder management. Skills and Competencies: High end IT Skills (micro-soft and related applications), Communication Skills, Writing Skills, Stakeholder Management Skills, Researching Skills, Data Management, Project Management, System Analysis, Good understanding of System Development Life Circle (SDLC, Analyzing and visualizing Data Understanding of legislative framework that governs the Public Financial Management Systems, Applications of ICT Governance protocols in the public sector, etc.
<u>ENQUIRES</u>	:	Ms T. Nkonyile 083 8755 707 /Ms B Bavuma 083 734 9641/ Ms B Ndayi 060 573 5574 For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (Nb: For Technical Glitches Only – No Cvs).
<u>POST 22/245</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF: PT 04/06/2023</u> In The Technical Support Unit (TSU) For the Management Of Various Interventions By Treasury, Including Medico Legal Claims Project In The Department Of Health (Fixed Term 12 Months Contracts) Purpose: To assist in the management and facilitation of the provisioning of financial administration and payment services for the Medico Legal Claims Project as part of implementing PFMA S18 intervention in the Department of Health (DOH).
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Degree (NQF level 7) In Financial Management coupled with Minimum 3 years' work experience at the level of an Officer (Level 7 or 8) in financial management and with at least 2 years' experience working with BAS. A valid driver's licence is essential.
<u>DUTIES</u>	:	Assist in the managing the provisioning of Financial Administration and Payment Services for the project: To assist in providing effective financial internal control measures for the project and ensure compliance to the financial management legislative framework. Assist in ensuring implementation of approved and signed Delegations of Authority. Assist In the verification and validation of accruals that arose as a result of paying medico-legal claims. Differentiate from current through an age analysis, utilising the set process flow for the project. Assist in the verification of the supporting documentation attached to a claim before payment is made, utilising the set process flow for the project and/or design a standard operating procedure for all financial

- transactions related to — Legal claims. Assist In supporting the project stakeholders' communication and information sharing through the use of financial management information. Assist in ensuring financial management input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO. Provide secretariat support services to the Project.
- ENQUIRES** : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Bavuma 083 734 9641/ Ms B Ndayi 060 573 5574
For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No Cvs).
- POST 22/246** : **ASSISTANT DIRECTORS: BUDGET MANAGEMENT REF: PT 05/06/2023 (2 POSTS)**
Purpose: To facilitate provisioning of departmental budget processes and cash flow allocation adjustments
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Bhisho
: National Senior Certificate and B. Degree (NQF level 7 as recognized by SAQA) in Management Accounting / Financial Management coupled with Minimum 3 years relevant experience in budgeting at a level of an Officer (Level 7 or higher).
- DUTIES** : Maintain Departmental Budget Process; Analyse and consolidate inputs received from the respective programme's MTEF budget, adjustment estimates and rollover of funds. Identify departmental priorities and projects in terms of the annual performance plan and conduct analysis thereof. Capture MTEF budget on budget database and in BAS. Capture adjustment estimates. Prepare Report Required For Monitoring Of The Departmental Budget; Analyse and consolidate departmental annual cash flow projections. Analyse and consolidate departmental IYM report including variance explanations. Manage budget and expenditure misallocations. Ensure that approved shifts and virements are captured accurately in BAS, IYM and expenditure reports. Prepare budget oversight and related reports. Prepare appropriation statements as input to the financial statements. Provide Budgetary Support Service To The Department; Provide departmental budgetary support, analysis, advice and guidance. Analyse and respond to budget related enquiries. Facilitate IYM meetings and training on budget related issues. Skills And Competencies: Understanding and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, GRAP, Public Service Regulations, Annual Financial Statement Guidelines, National Treasury, Practice Notes, Provincial MTEF guidelines, Budget Circulars and Departmental Budget Policies, Microsoft Excel, Word and PowerPoint, Financial management accounting .
- ENQUIRES** : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Bavuma 083 734 9641/ Ms B Ndayi 060 573 5574
For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No Cvs).
- POST 22/247** : **ASSISTANT DIRECTOR: SALARIES ADMINISTRATION REF: PT 06/06/2023**
Purpose: To Render Sound and Effective Payroll Management for the department, especially with respect to Salary Payments and Rebates.
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Bhisho
: National Senior Certificate and B. Degree (NQF level 7 as recognized by SAQA) in Financial Accounting / Financial Management/ Public Finance or any other related coupled with Minimum 3 years relevant experience in Finance or Accounting / Financial Management environment at a level of an Officer (Level 7 or higher).
- DUTIES** : Render Support In Managing The Payment Of Salaries And Deduction Of Payments To Third Parties. Record salary debts on the appropriate form and communicate to the individual concerned and that amounts to be reduced. Ensure that all departmental claims are submitted to other department and follow up is made on them, Ensure that deductions are implemented on

PERSAL for in service employees. Ensure that all salary related payment processed. Manage and ensure that all payrolls are distributed on time to Pay point Managers to avoid late return by them and to meet the requirements of PFMA and Audit queries. Monitor and manage the complaints from Pay point Managers so that they can be rectified within the next open month and also to avoid exceptions from being repeated. Facilitate Clearance And Reconciliation Of Suspense Accounts: Maintain suspense accounts and ensure that all a zero balance at month end and year end. Ensure that reconciliation of salary-related suspense accounts is effected and outstanding balances explained. File records of signed suspense accounts. Facilitate BAS and Persal reconciliation is done on a monthly basis and submitted on or before due date to meet the requirement of PFMA. Clear all Persal exceptions on a monthly basis and also ensure correction of link codes. Perform tax reconciliation returns. Prepare Monthly Reporting And Quarterly Inputs For Annual Financial Statements: Ensure that enhancements of suspense accounts are done on a monthly basis. Ensure that explanation of balances on suspense accounts is compiled and submitted and also compile and submit debt reporting template to debt management unit. Compile and submit quarterly inputs for preparation of AFS. Manage Area Of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. Skills And Competencies: In-depth knowledge of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Financial Management Act. National Treasury Regulations. National Treasury Instruction & Practice notes. National Treasury Circulars. DPSA Circulars. SCOA. PERSAL and BAS Systems. Project Management. Interpersonal Relations. Planning and Execution. Decision Making. Analytical Thinking. People Management. Communication (verbal & written). Computer Literate.

ENQUIRIES : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Bavuma Tel No: 083 734 9641/ Ms B Ndayi 060 573 5574
For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB:For Technical Glitches ONLY – No Cvs).

POST 22/248 : **ADMIN OFFICER: INTERNAL AUDIT REF: PT 07/06/2023**
This Post Is Earmarked For A Person With Disability
Purpose: To render support in the provisioning of internal audit services.

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Bhisho
: National Senior certificate and A Three-Year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) in Office Management / Public Administration / Public Management coupled with Minimum of 2 years' relevant experience in administration. Experience within the auditing environment will be an added advantage.

DUTIES : Render Support In The Provisioning Of Internal Audit & Risk Management Services In The Department: Compile and distribute audit committee and risk committee information. Maintain and report on follow up database. Check alignment of internal audit and risk management unit processes and procedures on best practices (IIA standards company act, PFMA, MFMA, King Report, NT Regulations and Frameworks) and recommend reviewal. To Provide Administrative Support To The Unit: Draft and circulate invitations for audit and risk committee. Organise and arrange logistics for audit and risk committee. Serve as a secretariat for audit and risk committee. Follow up on decisions / resolutions. Skills And Competencies: Understanding of legislative framework that governs the Public Service. Knowledge and application of applicable legislative requirement. Understanding and application of departmental policies and procedures, Standards for professional practice of

- internal auditors. Decision making. Planning and organising. Project management, problem solving. Research and analytical thinking.
- ENQUIRIES** : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Bavuma Tel No: 083 734 9641/ Ms B Ndayi Tel No: 060 573 5574
For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No Cvs).
- POST 22/249** : **ADMIN OFFICERS REF: PT 08/06/2023 (5 POSTS)**
In The Technical Support Unit (TSU) For the Management Of Various Interventions By Treasury, Including Medico Legal Claims Project In The Department Of Health
(Fixed Term 12 Months Contracts)
This Post Is Earmarked For A Person With Disability
Purpose: To support the management of the Medico Legal Claims Project and other interventions as part of implementing interventions in terms of S18 of the PFMA.
- SALARY** : R294 321 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENTS : National Senior certificate and A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) in Public Management / Financial Management / Internal Auditing coupled with Minimum of 2 years' experience in administration. A drivers Licence will be an added advantage.
- DUTIES** : Support on the digitalization of records efforts by capturing and reviewing patient files, court files, etc; update and maintain electronic registers for both the court on patient records; ensure accurate information to support data integrity towards positive audit outcomes (disclosure of contingent liabilities) and enhanced opportunities in collating court evidence. Execute audits in accordance with the audit projects. Report progress on audit projects. Source documents to update medico claims on e-liability register. Competency Levels: Excellent self-driven; innovative and well organised individuals; ability to work with little supervision; ability to succeed working under pressure and with large volume of data; high-end communication skills; proficiency in Microsoft Applications (EXCELL, Word, PowerPoint, Outlook); ability to create/design spreadsheets, ability to capture data with high degree of speed and accuracy, ability to review information as well analytical capability to translate data into management information.
- ENQUIRIES** : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Bavuma Tel No: 083 734 9641/ Ms B Ndayi Tel No: 060 573 5574
For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – NO Cvs).
- POST 22/250** : **REGISTRY CLERK: OFFICE SUPPORT AND AUXILIARY SERVICES REF: PT 09/06/2023**
This Post Is Earmarked for A Person with Disability
Purpose: To render registry services
- SALARY** : R202 233 per annum (Level 05)
CENTRE : Bhisho
REQUIREMENTS : National Senior certificate coupled with Minimum 1 year experience in field of registry environment. Relevant training by National Archives and Record Services will be an added advantage.
- DUTIES** : Render Administrative Duties To The Records Managementservices Of The Department: Receive and code all incoming and outgoing documents and electronic correspondence, including faxes. Open, sort and assist in distribution of mail. Sort and file all documents according to the approved departmental file index, ensure that records are safe and filed in a proper and correct manner. Maintain remittance register. Develop master list of archives. Control and maintain filing system. Frank and label all outgoing documents and mail for courier services. Develop and maintain registers of files opened, file closed, circulars, registered mail, certified mail and deliveries. Assist in ensuring that all records and information projects are managed according to the requirements of the National and Provincial Archives Act and good governance. Report file system shortcomings. Track and trace all lost mail and files. Manage Area Of Responsibility: Maintain high standards by ensuring that

the team / section produces excellent work in terms of quality, quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff, based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage employee performance daily and ensure timely. Ensure development & implementation of work plans for all subordinates. Skills And Competencies: Basic understanding of legislative framework that governs the Public Services Understanding and application of relevant standards and statutory framework and procedures that governs the records management function. Understanding of Records Management Practices.

ENQUIRIES

: Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Bavuma Tel No: 083 734 9641/
Ms B Ndayi 060 573 5574
For technical glitches send an email to: Thelisiwa.nkonyile@ectreasury.gov.za
/ OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No Cvs)

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH**

CLOSING DATE : 14 July 2023

NOTE : Applications must be submitted on new Z83 form that came to effect from 1 January 2021, the new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. Should an individual apply for a post using the incorrect application for employment (Z83), the application will be disqualified. All required information on Z83 must be provided. In terms of DPSA circular 19 of 2022, Z83 must be completed and declaration must be signed, Part A all fields must be completed in full, Part B all fields must be completed in full (except when SA Applicant need not provide Passport numbers, when response is No, and official registration is not required), Part C all fields must be completed in full, Part D all fields must be completed in full, Part E,F,G may say refer to CV, or CV attached (Part F, the fields with questions related to conditions that prevent re-appointment, must be completed in full). Further, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae (ensure where required they indicate the drivers licenses). 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. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The recommended candidate(s) for OSD production posts MUST submit endorsed service certificates from the previous employer and endorsed Persal service records where applicable within 2 days of accepting the offer. 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. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The employment offer to successful candidate will be subject to verified educational qualifications, previous experience, citizenship check, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan

MANAGEMENT ECHELON

POST 22/251 : **CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT: REF NO: H/C/43**

SALARY : R1 371 558 – R 1 635 897.per annum. All -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements,

CENTRE REQUIREMENTS : Supply Chain And Asset Management: Corporate Office: Bloemfontein
: A tertiary qualifications in Finance, Economics Management, Public Management, Financial Management or Supply Chain Management at (NQF Level 7). 5 to 7 years related financial/ asset management/ SCM experience of

which 5 years must be at Senior management level. Successful completion of the Nyukela Pre-entry certificate. Valid Driver license. Knowledge And Skills: Public Service Regulations, PFMA, SCM, Human Resource, PMDS, Public Service Act, Batho Pele Principals. Communication and interpersonal skills. Problem solving skills. Computer skills, Numeracy skills, Literacy skills, Analytical thinking and Supervisory skills. Public Finance Management Act, Treasury Regulations, Asset Management Framework, Asset Management Guidelines, Standard Chart of Accounts, Public Sector Accounting Standards, Public Sector Asset Management Practices and Procedures. Ability to analyze financial reports and compile inputs to financial statements. Extensive knowledge of Basic Accounting System and Logistical Information System

DUTIES

: Manage and facilitate the provision of Supply Chain Management services. Ensure proper implementation of Logistics function with special focus on management of losses, asset, disposal, fleet and payment management in the Department as prescribed by the PFMA and SCM Framework Regulations to be In line with National Treasury's Asset. Maintain and ensure compliance to the prescripts of PFMA pertaining to Trading Account as well improve continuous supplies of medicine to the institutions, in the Free State Department of Health. Ensure efficient and effective procurement and performance management with regard to the bidding process, which support current empowerment policies, and in line with PFMA, PPPFA, BBBEE Act, and SCM Framework Regulations. Co-ordinate and ensure co-operation in all the Directorates in the improvement of service delivery. Provide support to the CFO and ensure co-operation with Financial Management Chief Directorate in providing inputs or information's of compilation of financial statements. Improve internal and external communications with various clients. Ensure compliance with the provisions of the Public Finance Management Act, Treasury Regulations, National Transport Policy and National Asset Management Guide and Framework. Ensure effective, efficient, economical and transparent use of the resources of the Department. Enhance the management, safeguarding and maintenance of all departmental assets inventory. Ensure a complete, accurate and reliable Departmental Asset Register. Ensure effective and efficient Disposal Management. Implement preventative measures to protect the assets of the Department and reduce losses resulting from theft, accidents, irregular, fruitless and wasteful expenditure and other losses. Ensure proper management of donations and gifts. Provide effective, effective, and efficient transport use and ensure economical use of departmental vehicles. Comply with all reporting requirements and Management Plan. Evaluate and control performance and management of asset acquisition process, Management of assets: Physical verification of assets. Internal and external transfers of assets. Identification of assets for disposals. Safeguarding of assets. Recording of loss, damage or mismanagement of assets. Maintenance of the Departmental Asset Register. Reconciliation of assets. Develop, implement and monitor maintenance of assets. Ensure effective and efficient risk management. Ensure and enhance audit management. Management and monitor performance of leases. Ensure reliable reporting on departmental assets.

ENQUIRIES

: Mr. TM Moremi, Telephone number: (051 408 1115)

APPLICATIONS

: To Be Sent To: Acting Director: HRM and Planning, PO Box 227 Bloemfontein, 9300 or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, BLOEMFONTEIN (For attention: Me RD Stellenberg)

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

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

APPLICATIONS

: Posted to Mr. Thabo Tsotetsi, Office of the Premier, Human Resources Advice, Co-ordination and Management Directorate, P.O Box 517, Bloemfontein, 9300 or Hand delivered to: Thabo Tsotetsi, Room 7, Ground floor, O.R Tambo House, Bloemfontein or e-mail to recruitment@fspremier.gov.za.

CLOSING DATE

: 14 July 2023 at 16:00

NOTE

: Applications must be submitted on the prescribed Z83 form, obtainable from any Public Service Department. All applications must be accompanied by a comprehensive CV only. Communication from the HR of the department

regarding the submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to personnel suitability checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

OTHER POST

- POST 22/252** : **ASSISTANT DIRECTOR: FRONTLINE SERVICE DELIVERY AND ACCESS TO GOVERNMENT SERVICE MONITORING, REF NO: 06/2023**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum. (Level 9) A basic salary
: Bloemfontein
: NQF Level 7 qualification. Experience in implementing frontline service delivery monitoring strategies/intervention plans. Experience in a similar environment. Knowledge of legislation & policies applicable to frontline service delivery monitoring in the Public Service. Knowledge of Frontline Service Delivery Monitoring or change management programmes of the Free State & in South Africa. Knowledge of co-ordination, monitoring & evaluation mechanisms, systems and processes. Inter-personal, analytical, organising and planning skills. Valid Driver's License
- DUTIES** : Research and information gathering with regard to frontline service delivery challenges within the Free State Province, including: Assist with the gathering of information on Frontline Service Delivery Monitoring challenges within the Free State Province; Conduct research and provide inputs into the best possible tools to be used for the different sectors during frontline visits; and Assist with the development and maintenance of sector specific tools to be utilized for the monitoring of frontline offices. Implementation of a Provincial Frontline Service Delivery Monitoring (FSDM) Strategy within the Free State Province, including: Assist with the development and maintenance of a Frontline Service Delivery Monitoring Strategy within the Free State Province based on identified challenges; Participate in discussions to facilitate the implementation of the FSDM Strategy for the Free State Province; Conduct frontline visits based on the annual Frontline Service Delivery Monitoring Plan for the Free State Province; Develop reports on the findings, including challenges observed, at frontline facilities during frontline visits; Provide inputs into recommendations on how challenges at frontline offices can be addressed; Assist with the development of Sector Specific Improvement Plans based on findings during visits; Follow-up on the implementation of Sector Specific Improvement Plans; Provide assistance to the DPME during integrated frontline visits undertaken within the Free State Province based on identified national priorities; Participate in FSDM Meetings within the Free State Province; Assist with the compilation of provincial reports on the findings at frontline facilities; and Assist with the creation of awareness & build capacity on service delivery excellence and related principles within the FSPG. Assist with the establishment, facilitation & co-ordination of Sectorial structures on Frontline Service Delivery Monitoring matters, including: Assist with the facilitation and organization of different Frontline Sector Structures and Forums within the Free State Province as needed; and Assist with the development of presentations and documents to provide feedback on the implementation of FSDM matters during Sectoral Meeting, Provincial Forums, etc.
- ENQUIRIES** : Ms. Irene Griffiths, Chief Director: Monitoring and Evaluation Programmes, telephone 051-4055054 or 082 411 7594

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

APPLICATIONS : To apply for the positions, please apply online at <https://professionaljobcentre.gpg.gov.za>. Only online applications will be considered.

CLOSING DATE : 14 July 2023

NOTE : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. The online applications must be accompanied by a fully completed signed and initialled Z83 form, obtainable from any public service department or on internet at www.dpsa.gov.za/documents, and a detailed CV. Applications without the signed and initialled Z83 form and detailed CV will be disqualified. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful.

ERRATUM: Kindly note that the below posts were published in Public Service Vacancy Circular 21 dated 23 June 2023 with the closing date of 14 July 2023, Senior Personnel Officer: Establishment Control and Systems in the HRTS Directorate Ref No: Refs/017732 (4 Posts), please note that the total number of posts has been reduced to one post and Senior Admin Officer in the Finance and Administration sub-directorate within Johannesburg West District with ref No: REFS/017894 is withdrawn.

OTHER POSTS

POST 22/253 : **ASSISTANT DIRECTOR: ESTABLISHMENT CONTROL AND SYSTEMS
REF NO: REFS/018233 (2 POSTS)**
Directorate: HRTS

SALARY CENTRE REQUIREMENTS : R424 104.per annum
: Head Office
: An appropriate three-year National Diploma/Degree (NQF Level 6/7) in HR Management / Public Administration or related three- year qualification plus minimum 3 year in a Chief Personnel Officer post within Human Resource Transaction Environment at a supervisory level and or at a post equivalent to salary level 8/7. Public Finance Management Act. Treasury Regulations. Public Service Act and Regulations. Knowledge of BAS, PERSAL and SAP / Public procurement procedures and financial related policies. Good Communication Skills. Customer Services. Computer Literacy. Conflict and Problem Solving. Ability to work independently.

DUTIES : Ensure the implementation of PERSAL user profiles. Registrations of "New" users. Request new Complete/Mainframe user identity numbers for users. Allocate PERSAL functions. Monitor dormant users. Link between users, functional teams and technical maintenance teams. Assist with resolving system problems for the users. Release reports. Ensure the implementation of the approved post and staff establishment. Oversee the administration of the staff establishment by Creating posts of staff additional to the post

establishment (against promotion, substitutes, Grade R, growth posts, ESSP, AET, internships, learner ships, Fundza Lushaka, Teach SA, Dinaledi, etc.) Ensuring that all posts are linked to BAS codes (pay points, programs, responsibilities and objectives). Ensuring that a component, subcomponents and sub structure information is updated. Ensure that PERSAL data is up to date. Ensure sound maintenance of PERSAL data. Participate in PERSAL clean-up project. Ensure that there are no transactions awaiting approval/ authorization on the suspense file. Participate in the development of departmental Human Resource Transaction policies, procedures and guidelines. Ensure compliance with Human Resources policies, participate in the development of HR strategies and HR procedure manuals to meet Departmental needs. Take part in advisory and stakeholder support. Supervise and delegate functions and responsibilities to staff. Coordination of PERSAL training. Monitor the performance of staff. Evaluate, develop and provide training. In consultation with all stakeholders. Guide and advise personnel on Transversal Human Resource Services. Supply audit sample requests. Participate in responding to the internal and external audit management letter.
Ms. Grace Majola Tel No. (071) 474 6176

ENQUIRIES

POST 22/254

SENIOR ADMIN CLERK REF NO: REFS/018583
Directorate: Scholar Transport

SALARY
CENTRE
REQUIREMENTS

R202 233 per annum
Head Office, Johannesburg
Matric/Grade 12 Certificate. Knowledge of Legislative frameworks applicable to Education. Good interpersonal skills and a communication skill (verbal and written). Administrative, analytical and organizational skills, computer literacy. Ability to work under pressure.

DUTIES

Render general office support services with the Business Unit. Arrange meetings, venues, travel and accommodation. Draft agendas and take minutes. Prepare and type documents. Handle incoming and outgoing mail. Assist in drafting, formulation and follow up of submissions. Track files and correspondences. Maintain the condition of documents. Provide supply chain clerical support services within the business unit. Order and issue supplies (goods & services). Maintain the stock register for the office. Liaise with different suppliers for obtaining quotations. Update and maintain assets register and inventory. Assist with collation of information for quarterly report for assets and loss control. Render financial administration support services. Facilitate payment of orders for services rendered. Administer subsistence and travel claims. Administer petty cash requisitions. Render human resources administration and development support services. Handling basic enquiries and assisting clients.

ENQUIRIES

POST 22/255

SENIOR ADMIN CLERK REF NO: REFS/018584
Directorate: Learner Psycho -Social Support

SALARY
CENTRE
REQUIREMENTS

R202 233 per annum
Head Office, Johannesburg
Matric/Grade 12 Certificate. Knowledge of Legislative frameworks applicable to Education. Good interpersonal skills and a communication skill (verbal and written). Administrative, analytical and organizational skills, computer literacy. Ability to work under pressure.

DUTIES

Render general office support services with the Business Unit. Arrange meetings, venues, travel and accommodation. Draft agendas and take minutes. Prepare and type documents. Handle incoming and outgoing mail. Assist in drafting, formulation and follow up of submissions. Track files and correspondences. Maintain the condition of documents. Provide supply chain clerical support services within the business unit. Order and issue supplies (goods & services). Maintain the stock register for the office. Liaise with different suppliers for obtaining quotations. Update and maintain assets register and inventory. Assist with collation of information for quarterly report for assets and loss control. Render financial administration support services. Facilitate payment of orders for services rendered. Administer subsistence and travel claims. Administer petty cash requisitions. Render human resources administration and development support services. Handling basic enquiries and assisting clients.

ENQUIRIES : Mr Nkosana Mnisi Tel 011 355 0636

POST 22/256 : **SENIOR ADMIN CLERK REF NO: REFS/018649**
Sub-Directorate: School Funding Management

SALARY : R202 233 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Matric/Grade 12 Certificate. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working. Good interpersonal skills and communication skills (verbal and written). Planning and organisation skills. Language skills. Computer literacy. Must be flexible and able to work in a team.

DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr. Itumeleng Mogashoa Tel No: 011 355 1034

GAUTENG HEALTH

POST 22/257 : **HEAD OF DEPARTMENT: INTERNAL MEDICINE REF: TEMB/2023/IM/002**
(1 POST)
Directorate : Internal Medicine

SALARY : R2 354 559 – R2 497 788.per annum
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Specialist Physician with at least 7-years of experience in clinical medicine post specialist registration. Should be registered as a Specialist Physician at the HPCSA. Should have experience in teaching and training of medical students. Should have research experience with publications. The applicant should be interested in doing clinical work, training students, doing research and be involved with the administration of the department.

DUTIES : Clinical work: Supervision of clinical staff; Manage own service delivery; Assess and ensure good quality of clinical service delivery; Manage and work in Medical Outpatients; Manage and work in Specialist Clinic; Review discharge summaries. Education and training: Organize and manage training of pre-and postgraduate medical students; Assist in organization of clinical examination; Lecturing where required; Evaluate and improve training programme where appropriate; Monitor and evaluate postgraduate clinical progress; Attend academic meetings; Manage own clinical development . Research: Develop own research interests and publish appropriately ; Support postgraduate students with research projects; Supervise postgraduate students with research projects. Administration: Perform administrative tasks related to students with research projects. Administration: Perform administrative tasks related to student training and development; Perform administrative tasks related to patient management and address complaints; Contribute to electronic databases for research purposes; Attend scheduled meetings with hospital management; Help coordinating duty lists and staff allocation in the department; Assist in coordination of academic program;

- Liaise with other departments within the hospital and with other hospitals where required
- ENQUIRIES** : DR. S.P. Mbeleki Tel No: (011) 923 2053
- APPLICATIONS** : Applications can be hand delivered to Human Resource Office, Tembisa Provincial Tertiary Hospital or use the email address: Tembisah1.hr@gauteng.gov.za .
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled, signed and completed in accordance with DPSA Circular 19 of 2022. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a updated detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidates may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. TPTH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 14 July 2023
- POST 22/258** : **OPERATIONAL MANAGER NURSING GRADE 1 (ADVANCE MIDWIFERY AND NEONATAL NURSING) REF NO: PWH/OPM/01/2023**
Directorate: Nursing Department
- SALARY** : R627 474 Min R654 960 Max per annum (plus benefits)
- CENTRE** : Pretoria West District Hospital
- REQUIREMENTS** : Grade12, Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e., Diploma/Degree in nursing as professional nurse plus midwifery). The incumbent must be in the possession of evidence of Current registration with the South African Nursing Council (SANC) as a professional nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Midwifery. A minimum of 9 years appropriate and recognizable experience in nursing after registration as Professional Nurse and at least 5 years of this period referred to the above must be appropriate/recognizable experience after obtaining the one- year post basic qualification in Midwifery. Basic computer literacy is essential. A valid driver's license. A post basic Nursing administration will be an added advantage. Competence: Leadership, ward management/ward administration, planning, organizing, coordination and communication skills. Ability to take charge and make appropriate Independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and Guidelines. An understanding of all Nursing Legislation and Health Act.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and evaluation thereof. Provide relevant information to health care users to assist in achieving optimal health care. Maintain constructive working relationships with nursing and other stake holders i.e. interprofessional and multidisciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, and standard operating procedures. Manage and monitor proper utilization of resources for human, financial and physical resources. Maintain professional growth and ethical standard and development of self and subordinates.

- ENQUIRIES** : Ms TQ Mahlangu Tel No: (012) 380 1212
- APPLICATIONS** : All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form accompanied by a CV highlighting or stating the requirements mentioned above. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Shortlisted candidates will be required to bring certified copies of all qualifications and Id. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 14 July 2023
- POST 22/259** : **CHIEF DIETITICIAN- GRADE 1 REF NO: PWH/CD/01/2023**
Directorate: Allied Department
- SALARY** : R520 785 – R578 367 per annum (plus benefits)
- CENTRE** : Pretoria West District Hospita
- REQUIREMENTS** : Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as a Dietitian. Registration as a Dietitian with Independent status. A minimum of five years' experience after the completion of community service. Knowledge of current health and public service legislation, regulations, and policies. Knowledge in the application of Clinical Dietetics theory, practices, and ethics. Competency requirements: Communication skills, report writing skills, decision making skills, computer literacy (MS Word, MS Excel, PowerPoint etc.) planning and organizational skills, networking and liaison skills, expert Dietetic clinical skills, research skills, analytical skills, presentation skills, human resource management skills and financial management skills. The ability to work under pressure
- DUTIES** : The candidate should be able to perform therapeutic management duties while ensuring provision of optimum nutritional care to patients; budget planning, monthly therapeutic statistics, stock controlling, inventory reports and dietary ordering system. The candidate should have the ability to coordinate clinical nutrition and food service management; analysis of therapeutic diets (diet prescription, diet plan and meal plan), Must have the ability to implement clinical audit reports, consolidate monthly statistics, implementation of relevant policies and protocols, supervision of subordinates and writing of routine service reports. Good communication skills (verbal and written), computer skills Microsoft office etc) and good interpersonal skills with an understanding of the importance of an effective multi-disciplinary approach.
- ENQUIRIES** : Ms S Ramabulana Tel no: 012 380 1252
- APPLICATIONS** : All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing

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

- CLOSING DATE** : 14 July 2023
- POST 22/260** : **MEDICAL OFFICER (SESSIONAL) REF NO: HRM/2023/60**
Directorate: Ophthalmology
- SALARY** : Grade 1: R436 .00 Per Hour
Grade 2: R498.00 Per Hour
Grade 3: R576.00 Per Hour
- CENTRE REQUIREMENTS** : Mamelodi Regional Hospital
National Senior certificate, MBChB/MB degree that allows registration with the Health Professions Council South Africa (HPCSA) as a Medical Practitioner. A minimum of 2 years' appropriate experience in ophthalmic patient management. Knowledge and experience in medical and surgical management. Good written and verbal communication skills. Ability to work under pressure.
- DUTIES** : Provision of 24 hours ophthalmic services. Manage eye patients in all departments requiring ophthalmic care e.g. ICU, eye clinic, wards in general and casualty. Perform ROP screening, theatre, clinics and ward rounds and ophthalmic surgical procedures. Ensure proper and accurate record keeping as legally and ethically required. Provision of quality, cost effective services in keeping up with the Batho Pele Principles. Assist the HOD and ensure that the department is compliant to Ideal Hospital and Lean Management principles nd perform clinical audits.
- ENQUIRIES APPLICATIONS** : Dr EB Mankge Tel No: (012) 841 8305
Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. jobs are not for sale at mamelodi regional hospital.
- FOR ATTENTION NOTE** : Mr MH Hlophe
Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV only. Only shortlisted candidates will be requested to bring certified copies, current proof of registration with HPCSA as an independent Medical Practitioner. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.
- CLOSING DATE** : 14 July 2023

GAUTENG DEPARTMENT OF SOCIAL DEVELOPMENT

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. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Mr Hayden Pillay. All applicants are also encouraged to number the pages of their CV and the attached certified documents. Applicants must take note that due to COVID19 pandemic; the Gauteng Department of Social Development will comply with Health and Safety Regulations.

CLOSING DATE : 14 July 2022
NOTE : Applicants with disabilities are encouraged to apply. To apply for the below positions, please apply online at <http://professionaljobcentre.gpg.gov.za> If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment (where applicable). The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GDSD that will be reviewed based on performance expiration. Applicants must take note that due to COVID-19 pandemic; the Gauteng Department of Social Development will comply with Health and Safety Regulations." (no attachments/copies/certified copies/proof on application, only Z83 and CV, applicants will submit documents only when shortlisted).

OTHER POSTS

POST 22/261 : **SOCIAL WORK MANAGER: NPO PARTNERSHIP REF NO: REFS/018097 (1 POST)**

SALARY CENTRE REQUIREMENT : R878 778 – R986 535 per annum (plus benefits)
 : Johannesburg Metro Region
 : Formal tertiary qualification in Social Work (e.g Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. A minimum of 10 years' appropriate experience in social work after registration as Social Worker with SACSSP. submission of valid council registration certificate and current registration with the SACSSP. Knowledge and understanding of legislative, policy, procedures and processes regulating social work probation services and computer literacy. Skills and Competencies: knowledge and understanding of PFMA, Knowledge of the departments constitutional mandate. Project management, report writing, problem solving, - interpersonal, leadership, coordination, planning and organizing skills. A valid driver's license.

DUTIES : Managing and supervising Social Worker supervisor and a team of community development liaison officer and community development liaison workers. ensuring that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of knowledge management. conducting audits and DQA's to funded NGO's. ensuring that the budget is allocated and utilised appropriately according to the funding agreements. Developing a transformation plan for the regions on the NPO's based on the PFMA. Assisting in developing appropriate costing norms. Monitoring transformation and ensuring the rendering of quality and equitable social services. Developing training manuals. coordinating the welfare summit steering committee. managing staff training and development. managing projects allocated to the sub-directorate.

ENQUIRIES APPLICATIONS : Ms C Dukwana Tel: (011) 355 9502- JHB Metro Region
 : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/262 : **SOCIAL WORK MANAGER: PROBATION AND CANALIZATION REF NO: REFS/018046 (1 POST)**

SALARY CENTRE REQUIREMENT : R878 778 – R986 535 (within OSD framework)
 : Tshwane Region
 : Formal tertiary qualification in Social Work (e.g Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. A minimum of 10 years' appropriate experience in social work after registration as Social Worker with SACSSP of which 5 years must be appropriate experience in Social Work Policy Development or Social Work Supervision. submission of valid council registration certificate and current registration with the SACSSP. Knowledge

and understanding of legislative, policy, procedures and processes regulating social work probation services and computer literacy. Skills and Competencies: knowledge and understanding of PFMA, Knowledge of the departments constitutional mandate. Project management, planning and organizing, networking skills, communication skills (written and verbal), professional counselling skills, policy analysis and development, financial management, presentation skills, monitoring and evaluation skills, people management skills and the ability to compile complex reports. A valid driver's license.

DUTIES : Develop/facilitate the development of policies for rendering a social work service in departments. Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources. Keep up to date with new developments in the social work and management fields.

ENQUIRIES : Mr Athlong Kotsedi Tel: (012) 359 3314 Tshwane Region
APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/263 : **SOCIAL WORK MANAGER: INTAKE FIELD AND FOSTER CARE REF NO: REFS/018094.(1 POST)**

SALARY : R878 778 – R986 535 per annum (within OSD framework)
CENTRE : Johannesburg Metro Region
REQUIREMENT : Formal tertiary qualification in Social Work (e.g Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. A valid driver's license. A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience at Intake and Foster Care (Statutory Service) as a supervisor or Social Work Policy Developer. Knowledge and understanding of Social dynamics, human behaviour and social systems. Knowledge of Social legislation, policies and ethical practices governing field and intake programmes. Knowledge of Social Work empowerment interventions. Skills and Competencies: Communication, Ability to intervene and resolve conflict of a complex nature, Problem solving, Planning and organizing work for junior staff, Non-judgmental, Understanding, Assertive and Caring.

DUTIES : Provision of guidance of Social Work legislation. Management of Social Work interventions. Social empowerment of individuals, families, groups, and communities. Conducting Social Work research programmes. Stakeholder support. Reporting on Social Work programmes. Management of Sub-Directorate: Manage of staff training & development, manage sub-directorate budget, manage projects allocated to the sub-directorate, manage staff performance, and manage sub-directorate leave plan. Attend to staff grievances and disciplinary matters.

ENQUIRIES : Ms C Dukwana Tel: (011) 355 9502 JHB Metro Region and Ms Z Noncolela Tel. (011) 820 0429 Ekurhuleni Region.

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/264 : **SOCIAL WORK MANAGER: SOCIAL SUBSTANCE ABUSE SERVICES REF NO: REFS/017757, REFS/017763 (1 POST)**

SALARY : R878 778 – R986 535 per annum (plus benefits)
CENTRE : Walter Sisulu CYCC
REQUIREMENT : Formal tertiary qualification in Social Work (e.g Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker with the South African Council for Social Services Professional of which 5 years must be appropriate management experience at a level of a supervisor. Knowledge and understanding of legislative, policy and institutional framework governing Substance Abuse services in the social welfare sector as well as the departmental priorities, commitments, policies, processes, and procedures

- pertaining to Substance Abuse services. A valid driver's license. Skills: Good strategic planning and capability. Sound financial management, project, and Program management, monitoring and evaluation, report writing, verbal and writing communication skills. Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being.
- DUTIES** : Manage policies, guidelines and standard operating procedures that guide delivery of services for Substance Users. Provide strategic leadership in the Unit and manage implementation of substance abuse awareness and prevention programmes, training, and capacity building programmes. Manage quality assurance processes, administration, statistics on a quarterly and monthly basis and M & E Processes. Provide supervision to Social Work Supervisors. Perform administrative functions required in the Substance Abuse programme. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical, and effective utilisation of financial resources. Manage of a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilisation of human resources. General consultation with clients and advising subordinates regarding follow-up actions to be taken. Establish, implement, and maintain efficient and effective communication arrangements in the unit. Monitor and study the human resource, financial and general management frameworks of the Public Service to stay abreast of the latest developments.
- ENQUIRIES APPLICATIONS** : Mr MC Modika Tel: (011) 983 0010
The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/265** : **DEPUTY DIRECTOR: CHILD POVERTY AND WOMEN DEVELOPMENT: REFS/018868**
- SALARY** : R811 560 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
- CENTRE REQUIREMENTS** : Head Office (Johannesburg)
A three year tertiary qualification (NQF Level 7) in Community Development or Development Studies or Social Sciences qualification with a minimum of 3-5 years supervisory management experience in Sustainable Livelihoods/Community Development as well as Child Poverty or Bana Pele programme, implementation, monitoring and evaluation. Skills and Competencies: Customer relations Management, Planning and Organizing, Negotiation, Communication, Project Management, Leadership, analysis and Report writing skills. Knowledge and understanding of Departmental Child Poverty, Bana Pele and Sustainable Livelihoods Programmes, priorities, commitments, systems and processes. A valid driver's licence.
- DUTIES** : Management of Women Development and Child Poverty Programmes. Coordination of projects of developmental training for employment and income generation, awareness, creation, and gender sensitization. Management of Bana Pele Information Systems and oversee the storage and retrieval of beneficiary information. Engagement with Stakeholders and liaise with Provincial Government Departments on the promotion of Women and Child Poverty programmes. Distribution of dignity packs and conduct needs analysis for dignity packs in Schools. Management of Sub-Directorate and formulate responses to audit queries.
- ENQUIRIES APPLICATIONS** : Mr Z Jaca Tel: (011) 355 7678
The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/266** : **HEAD OF INSTITUTION (X2 POSTS)**
- SALARY** : R811 560 per annum (all-inclusive package which includes basic salary of 70% of the package) and a flexible portion that may be structured in terms of the

		package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<u>CENTRE</u>	:	DR Fabian & Florence Reibero Treatment Centre REFS/017845 (1 Post) Walter SISULU CYCC REFS/017844 (1 Post)
<u>REQUIREMENTS</u>	:	A Bachelor's degree in any Social Science. Current registration in terms of the Social Services Profession Act 110 of 1978 as amended. Good knowledge and understanding of the relevant legislation and regulation that governs the area of work. Ten (10) years generic practice as a Social Services Professional after Qualification. Minimum of five (5) years management experience within the Social Welfare environment in the public sector a level of a Policy Developer or Supervision. A valid driver's licence. Skills and Competencies: Good strategic planning and capabilities, change, financial and project management skills. Strong client orientation. Good conflict resolution and people management skills. Computer literate and excellent verbal and written communications skills.
<u>DUTIES</u>	:	Manage the Institution in accordance with all applicable legislations (including governance & stakeholder relations). Management of all Social Welfare Service Delivery Programmes and all supporting professions in the institution. Management of Administration and Auxiliary functions (HR, SCM, Finance, Auxiliary, OHS etc). Provide strategic leadership to the institution, including operational planning, performance monitoring and evaluations. Manage the development and implementation of policies and standard operating procedures related to all core and support functions. Manage Quality Assurance and Quality Improvement processes in the institution. Promote the development of children and youth care services.
<u>ENQUIRIES</u>	:	Ms Samantha Hutchinson Dr Fabian & Florence Reibero Treatment Centre and Mr MC Modika Tel: (011) 983 0010 Walter Sisulu CYCC
<u>APPLICATIONS</u>	:	The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at http://professionaljobcentre.gpg.gov.za NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 22/267</u>	:	<u>OPERATIONAL MANAGER (GENERAL NURSING) REF NO: REFS/017771 (1POST)</u>
<u>SALARY</u>	:	R497 193 - R559 686 per annum (within the OSD Framework)
<u>CENTRE</u>	:	Desmond Tutu Child And Youth Care Centre
<u>REQUIREMENTS</u>	:	Grade 12. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice, processes, and procedures. Knowledge and understanding of Nursing Care practice and procedures applicable in the Institution Qualifications in Nursing administration will be an added advantage have a good leadership, communication, and conflict management skills. Manage own performance be able to work as part of a Multidisciplinary team. Be able to supervise staff and patient care in the Unit. Be always available in case of emergency and shortage of staff.
<u>DUTIES</u>	:	Development and Management of a nursing plan. Management of standard practices, criteria, and indicators for quality nursing. Management of nursing practice and health care in accordance with regulatory framework. Manage a constructive working relationship with other stakeholders. Management of Nursing staff. Ensure the formulation and availability of clinical patient care, protocols, and policies in the Department. Efficient implementation and evaluation of patient care programmes in the unit according to Department's strategic goals. Ensure adequate and appropriate staffing according to patient's needs. Efficient monitoring and management of absenteeism. Accountable for overall and effective management of nursing duties. Establish efficient communication with multidisciplinary team. Responsible for the implementation disciplinary measures. Secure and allocate resources and budget to achieve work objectives. Proactively verify performance to improve teamwork.
<u>ENQUIRIES</u>	:	Mr D Barnard Tel: (012) 546 0640

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/268 : **CLINICAL NURSE PRACTITIONER REF NO: REFS/018460 (1 POST)**

SALARY : R456 489 – R497 193 per annum (within OSD framework)
CENTRE : Zanele Mbeki Frail Care Centre
REQUIREMENTS : Basic R425 qualification (i.e., Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANCA as a Professional Nurse. Post basic qualification with a duration of at least 1 year in curative Skills in Primary Health Care accredited with the SANC. Registration with SANC as Professional Nurse. A minimum of 4 years appropriate / recognizable nursing experience after registration as professional nurse with the SANC in general nursing. Knowledge and understanding of legislative and policy mandates regulating nursing practice, processes, and procedures. Knowledge and understanding of nursing care practice and procedures applicable in the institution. Skills and competencies: Project Management, Analytical, report writing monitoring and evaluation, communication, people management skills, interpersonal skills and leadership skills.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of HR and financial policies and practices.

ENQUIRIES : Ms Z Nhlapo Tel: (011) 8177303.

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/269 : **SOCIAL WORK SUPERVISOR GRADE 1 (PROBATION AND CANALIZATION) REF NO: REFS/018088 (1 POST)**

SALARY : R432 348 – R500 715 per annum (within the OSD Framework)
CENTRE : West Rand Region
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. 7 Years' appropriate/recognisable experience after registration with the SACSSP as Social Worker. A valid driver's license. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisors intervene efficiently and effectively at the points where people interact with their environments to promote social well-being. The ability and competence to ensure that supervisees assist, advocate, and empower individuals, families, groups, organisations, and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Ability to compile complex reports. Skills & Competencies: Good conflict resolution and people management, computer literate, excellent verbal, and written communication, planning and co-ordinating.

DUTIES : Provision of diversion programme and to ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Provisioning of homebased supervision programme. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions. Provisioning of programme for awaiting trial children in conflict with the Law. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Social Crime Awareness and Prevention Programme. Keep up to date with new developments in the social work field.

ENQUIRIES : Ms K Phofa Tel: (011) 950 7700

- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/270** : **SOCIAL WORK SUPERVISOR GRADE 1 (SOCIAL CASES) (X5 POSTS)**
- SALARY CENTRE** : R432 348 – R500 715 per annum (within the OSD Framework)
Mary Moodley CYCC REFS/018036 (1 Post)
Mary Moodley CYCC REFS/018112 (3 Posts)
Sedibeng Region REFS/017804 (1 Post)
- REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. 7 Years' appropriate/recognisable experience after registration with the SACSSP as Social Worker A valid driver's license. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisors intervene efficiently and effectively at the points where people interact with their environments to promote social well-being. The ability and competence to ensure that supervisees assist, advocate, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Ability to compile complex reports. Skills & Competencies: Good conflict resolution and people management, computer literate, excellent verbal, and written communication, planning and co-ordinating.
- DUTIES** : Ensure that a Social Work service with regard to the care, 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. Ensure that the recommended interventions are implemented by supervisees by providing continuous support, counselling, guidance, and advice to supervisees. Supervise and advise social workers, social auxiliary workers, social work learners and volunteers to ensure an effective social work service. Manage performance, conduct and discipline of supervisees. Keep up to date with new developments in the social work field. Monitor and study the social services legal and policy framework continuously. Engage in continuous professional development activities as prescribed. Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions.
- ENQUIRIES** : Ms TD Chauke Tel: 011 964 8700 Mary Moodley CYCC and Ms. L Harmse Tel. (016) 930 2055 Sedibeng Region
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/271** : **SOCIAL WORK SUPERVISOR (INTAKE FIELD AND FOSTER CARE) (X6 POSTS)**
- SALARY CENTRE** : R432 348 – R500 715 per annum (within the OSD Framework)
Ekurhuleni Region and West Rand Region
Ekurhuleni Region REFS/018085 (2 Posts)
JHB Region REFS/018113 (1 Post)
West Rand Region REFS/017773.(3 Posts)
- REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. 7 Years' appropriate/recognisable experience after registration with the SACSSP as Social Worker A valid driver's license. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisors intervene efficiently and effectively at the points where people interact with their environments to promote social well-being. The ability and competence to ensure that supervisees assist, advocate, and empower individuals, families, groups, organisations, and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use

resources, effectively and efficiently. Ability to compile complex reports. Skills & Competencies: Good conflict resolution and people management, computer literate, excellent verbal, and written communication, planning and co-ordinating.

DUTIES : Ensure that a Social Work service with regard to the care, 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. Ensure that the recommended interventions are implemented by supervisees by providing continuous support, counselling, guidance, and advice to supervisees. Supervise and advise social workers, social auxiliary workers, social work learners and volunteers to ensure an effective social work service. Manage performance, conduct and discipline of supervisees. Keep up to date with new developments in the social work field. Monitor and study the social services legal and policy framework continuously. Engage in continuous professional development activities as prescribed. Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions.

ENQUIRIES : Ms K Phofa Tel: (011) 950 7700 West Rand Region,
Ms. Ziyanda Noncolela Tel: (011) 820 0429 Ekurhuleni Region
Ms C Dukwana Tel: (011) 355 9502- JHB Metro Region

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/272 : **SOCIAL WORK SUPERVISOR GRADE 1 NPO PARTNERSHIP REF NO: REFS/018089 (1 POST)**

SALARY : R432 348 – R500 715 per annum (Within the OSD framework)
CENTRE : West Rand Region
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. 7 Years' appropriate/recognisable experience after registration with the SACSSP as Social Worker A valid driver's license. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisors intervene efficiently and effectively at the points where people interact with their environments to promote social well-being. The ability and competence to ensure that supervisees assist, advocate, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Ability to compile complex reports. Skills & Competencies: Good conflict resolution and people management, computer literate, excellent verbal, and written communication, planning and co-ordinating.

DUTIES : To ensure that a social work service with regards to the care 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 engaged in these functions. 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.

ENQUIRIES : Ms C Jansen van Vuuren Tel. (011) 950 7700 West Rand Region

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/273 : **SOCIAL WORK SUPERVISOR GRADE 1 (X2 POSTS)**

SALARY : R432 348 – R500 715 per annum (Within the OSD framework)

CENTRE : Ga-Rankuwa Rearabilwe CYCC REFS/017798 (1 Post)
Itireleng RCFD REFS/017844 (1 Post)

REQUIREMENTS : Formal tertiary qualification in Social Work (e.g Bachelor of Social Work) that allows professional registration with the South African Council for Social

Service Professions (SACSSP) as a Social Worker. 7 Years' appropriate/recognisable experience after registration with the SACSSP as Social Worker A valid driver's license. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisors intervene efficiently and effectively at the points where people interact with their environments to promote social well-being. The ability and competence to ensure that supervisees assist, advocate, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Ability to compile complex reports. Skills & Competencies: Good conflict resolution and people management, computer literate, excellent verbal, and written communication, planning and co-ordinating.

DUTIES : To ensure that a social work service with regards to the care 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 engaged in these functions. 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.

ENQUIRIES : Mr M Netshikulwe Tel No: (012) 700 9444 Ga-Rankuwa Rearabilwe CYCC
Mr. M Mokwena Tel: (012) 744 3400 Itireleng RCFD

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/274 : **ASSISTANT DIRECTOR: AUXILLIARY SUPPORT (X2 POSTS)**

SALARY CENTRE : R424 104 per annum (plus benefits)
Sedibeng Region REFS/017809 (1 Post)
Ekurhuleni Region REFS/018051 (1 Post)

REQUIREMENTS : A 3-year tertiary qualification (NQF level 6/7) in Public Management/Administration with 3-5 years at a supervisory level. A valid driver's licence. Knowledge of Government Fleet Management Systems and Facilities/Property Management within a Public-Sector environment. Knowledge and understanding of legislative and policy framework regulating procedures and processes in the Public Service. Skills & Competencies: Problem Solving Analysis, Project Management, Report Writing, Communication, Planning & Organizing, Computer Literacy (MS Office Packages).

DUTIES : Co-ordination of Office Services, manage the provision, upgrading and maintenance of switchboard and photocopy services. Manage the identification and assessment of Infrastructure Development requirements. Manage the sourcing of services on upgrading of facilities as well as the inspection and maintenance of facilities. Manage the implementation of Occupational Health and Safety Measures in the Region. Co-ordination of Fleet Management functions. Manage the identification of fleet capacity requirements and the submission of requests for fleet capacity. Monitor the implementation of security measures on fleet capacity of the region. Monitor the preparation and submission of fleet utilization reports. Manage performance of staff, grievances, and disciplinary matters. Manage the preparation and submission of reports as required

ENQUIRIES : Ms Bridgette Nkeane Tel: (016) 930 2096
Ms. Ziyanda Noncolela Tel: (011) 820 0429 Ekurhuleni Region

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/275 : **ASSISTANT DIRECTOR (ADMINISTRATION AND AUXILIARY SERVICES) REF NO REFS/017814 (1 POST)**

SALARY CENTRE : R424 104 per annum (plus benefits)
Ga-Rankuwa Rearabilwe CYCC

<u>REQUIREMENTS</u>	:	A three-year tertiary qualification in Public Administration/Human Resource Management/ Finance management/Supply Chain Management with 3-5 years' supervisory experience in general administration in public service. A valid driver's licence. Knowledge of legislation, and policy framework governing Human Resource/Financial Management/Supply Chain/Facilities. Management in the Public Sector. Skills and Competencies. Financial Management and report writing skills, Communication, ability to intervene and resolve conflict, problem solving, planning, and organizing, understanding, assertive and caring.
<u>DUTIES</u>	:	Manage Human Resource Management, Finance, and Supply Chain functions. Oversee general administration support functions including food, laundry, and switchboard service. Coordination of facilities management functions. Manage repairs projects, in the institution. coordinate the implementation of Occupational Health and Safety Programme.
<u>ENQUIRIES</u>	:	Mr Mpfariseni Netshikulwe Tel: (012) 700 9444
<u>APPLICATIONS</u>	:	The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at http://professionaljobcentre.gpg.gov.za NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 22/276</u>	:	<u>ASSISTANT DIRECTOR: NPO FUNDING REF NO: REFS/017806 (1 POST)</u>
<u>SALARY</u>	:	R424 104 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg Metro Region
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 6/7) in Accounting /Auditing/ Financial Management with 3-5 years Supervisory level experience in the field of Finance Environment. A valid driver's license. Knowledge and understand of PFMA, Policy on Financial rewards and other policy and legislative frameworks regulating NPO funding in the Public Service. Knowledge and understanding Departmental NPO funding processes and procedures and treasury regulations. Knowledge of Departmental Policy Framework. Skills: Customer Relationship Management, Financial Management, Analytical, Negotiation, Report writing, Interpersonal, Monitoring and Evaluation, Planning and organizing, Leadership, People Management, Communication and Coordination and facilitation skills.
<u>DUTIES</u>	:	Facilitation of adjudication and NPO budget approval process. Verify the SLA and budget approval of NPOs. Create an approved service contract for NPOs. Reconcile and verify newly created service contract of NPOs. Analyse expenditure reports on subsidy payment from NPOs on quarterly basis for tranche payments to inform the next quarter. Facilitate in the institutional capacity building committee. Assessment on the implementation of financial manual. Manage staff development, training, leave plan, staff performance, distribute workload, and monitor and analyse monthly reports from staff
<u>ENQUIRIES</u>	:	Ms CS Dukwana Tel: (011) 355 9502 – JHB Metro Region
<u>APPLICATIONS</u>	:	The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at http://professionaljobcentre.gpg.gov.za NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 22/277</u>	:	<u>COMMUNITY DEVELOPMENT SUPERVISOR REF NO: REFS/017815</u>
<u>SALARY</u>	:	R410 289 - R 577 338 per annum (within OSD framework)
<u>CENTRE</u>	:	Ekurhuleni Region
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification in Community Development, Development Studies or Social Sciences (with Community Development as a method) and a minimum of 7 years' recognizable experience in Community Development after obtaining the required qualification. Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at the point where people interact with their environment in order to promote self-empowerment. The ability and competence to co-ordinate community development structures and ability to manage projects. The ability to influence individuals and groups to participate in their own self-empowerment ventures. The understanding of social dynamics of communities. Skills and Competencies: Presentation skills, problem solving skills, computer literate,

- written and verbal communication skills, research and report writing skills, financial management and supervisor skills.
- DUTIES** : Supervise the identification, facilitation, and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Supervise and support community development practitioners to ensure that there is communication and co-ordination with all relevant role players (internal and external) and stakeholders to facilitate inter-sectoral collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community. Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery. Supervise and advise community development practitioners to ensure an efficient and effective service.
- ENQUIRIES** : Ms. Ziyanda Noncolela Tel: (011) 820 0429
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/278** : **SENIOR ADMINISTRATIVE OFFICER: NPO MONITORING & EVALUATION (X2 POSTS)**
- SALARY** : R359 517 per annum plus benefits
- CENTRE** : west rand region REFS/017821 (1 Post)
tshwane region REFS/017827 (1 Post)
- REQUIREMENTS** : A three-year tertiary qualification (NQF Level 6/7) in Cost Accounting/ Financial Management or Auditing with a minimum of 2-3 years' experience at supervisory level. Knowledge and understanding of legislative/Policy frameworks governing the monitoring of NPO in the Public Sector. Computer literacy in Microsoft package – Excel, Word and Power Point. Knowledge of applicable financial systems such as BAS, SAP, Pastel, etc is essential. A valid driver's license. Supervisory experience will be an added advantage. Skills and Competencies. Good planning and coordinating, Analytical, report writing, communication and interpersonal relations skills. Honest and innovation individual.
- DUTIES** : Responsible for monitoring of funded organisations for compliance with the service level agreement (SLA) entered with the Department particularly on financial performance aspects. Conduct regular on-site and desktop financial monitoring as per standard operating procedure (SOP) to verify compliance with terms & conditions of the SLA. Periodically conduct risk assessments of funded organisations to categorise them according to their risk profile and monitor changes thereof. Develop periodic narrative reports on findings of onsite and desktop financial monitoring conducted, and the reports should be acknowledged by each organisation monitored. Monitor progress on all adverse findings highlighted in previous financial monitoring reports and assess improvement of each NPO's profile. Compile consolidated narrative and spreadsheet financial monitoring reports for your supervisor's review and escalation to various committees of the Department for implementation and action. Participate in Departmental NPO monitoring task teams to discuss financial monitoring findings, SLA deviations and future funding or suspension. Provide capacity building and training on various financial aspects to identified organisations with negative findings or general awareness about financial monitoring requirements to funded NPOs.
- ENQUIRIES** : Ms C Jansen van Vuuren Tel. (011) 950 7700 West Rand Region
Mr Atholohang Kotsedi Tel: (012) 359 3314 Tshwane Region
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

<u>POST 22/279</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: EPWP CO-ORINATORREF NO: REFS/017825</u>
<u>SALARY</u>	:	R359 517 per annum plus benefits
<u>CENTRE</u>	:	West Rand Region
<u>REQUIREMENTS</u>	:	A 3-year tertiary qualification (NQF level 6/7) in Community Development/Public Administration/Management/Social Science with 2 – 3 years' experience at supervisory level in basic Community Home Based Care Programmes. A valid driver's license. Knowledge and understanding of legislative and policy framework, procedures and processes regulating Community Home Based Care Programs, policies and processes applicable in Social Welfare Sector. Skills & Competencies: Analytical, report writing, interpersonal, leadership, planning and organizing, community development, communication, monitoring and evaluation. The individual must be development orientated, caring and sensitive to vulnerable groups.
<u>DUTIES</u>	:	Monitoring of norms and standards based on CHBC's. Conduct site inspections and identifying of deviations within CHBC's. Monitor the implementation of corrective measures on CHBC capacity building programmes. Assist in the identification of work opportunities in the CHBC sector. Assist in the placement of home-based care givers within the Expanded Public Works Programme. Identify vulnerable households in need of psycho-social support services. Monitor the implementation and compliance of psycho-social support services to norms and standards.
<u>ENQUIRIES</u>	:	Ms IG Rankudu Tel No: (011) 950 7775
<u>APPLICATIONS</u>	:	The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at http://professionaljobcentre.gpg.gov.za NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 22/280</u>	:	<u>SOCIAL WORKER GRADE 1 X 12 PROBATION AND CANALIZATION</u>
<u>SALARY</u>	:	R294 411 – R647 325 per annum (within the OSD framework)
<u>CENTRE</u>	:	Sedibeng Region REFS/018069 (1 Post) Tshwane Region REFS/018069 (3 Posts) Johannesburg Metro REGION REFS/018069 (6 Posts) West Rand Region REFS/018069 (2 Posts)
<u>REQUIREMENTS</u>	:	Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. Skills to challenge structural source of poverty, inequality, oppression, discrimination, and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations, and communities to enhance their social functioning and their problem-solving capabilities. The understanding and ability to provide social work services towards protecting people who are vulnerable at risk and unable to protect themselves. Skills and Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Implement the HIV and AIDS Social protection including Social and Behaviour Change Programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Conduct assessments aimed at identifying conditions in individuals, groups,

families, and communities that justify relevant interventions. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine, and plan programmes to render the recommended interventions efficiently, effectively, and economically. Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities. Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions. Study, interpret, apply, and give information on legislation and policies in the identified work fields to social auxiliary workers, volunteers, and other role players/stakeholders. Perform all the statutory functions applicable to the relevant function, compile court reports and attend to court enquiries and the other tasks emanating from the courts. Produce and maintain records of social work interventions, processes, and outcomes. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Study professional journals and publications in order to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Liaise/attend meetings with other departments and non-governmental institutions to take cognisance of the latest developments in the relevant fields. Undertake first level social work research and development. Engage in continuous professional development activities as prescribed. Perform all the administrative functions required of the job.

- ENQUIRIES** : Mr ST Mmakola Tel: 011 227 0205
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/281** : **SOCIAL WORKER GRADE 1 INTAKE FIELD AND FOSTER CARE REF NO: REFS/018066 (22 POSTS)**
- SALARY CENTRE** : R294 411 – R647 325 (within the OSD framework)
: Tshwane Region (X11 Posts)
: Sedibeng Region X2 Posts)
: West Rand Region (X9 Posts)
- REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. Skills to challenge structural source of poverty, inequality, oppression, discrimination, and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations, and communities to enhance their social functioning and their problem-solving capabilities. The understanding and ability to provide social work services towards protecting people who are vulnerable at risk and unable to protect themselves. Skills and Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination, and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations, and communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Implement the HIV and AIDS Social protection including Social and Behaviour Change Programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Conduct assessments aimed at identifying conditions in individuals, groups,

families, and communities that justify relevant interventions. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine, and plan programmes to render the recommended interventions efficiently, effectively and economically. Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities. Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions. Study, interpret, apply and give information on legislation and policies in the identified work fields to social auxiliary workers, volunteers and other role players/stakeholders. Perform all the statutory functions applicable to the relevant function, compile court reports and attend to court enquiries and the other tasks emanating from the courts. Produce and maintain records of social work interventions, processes and outcomes. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Study professional journals and publications in order to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Liaise/attend meetings with other departments and non-governmental institutions to take cognisance of the latest developments in the relevant fields. Undertake first level social work research and development. Engage in continuous professional development activities as prescribed. Perform all the administrative functions required of the job.

**ENQUIRIES
APPLICATIONS**

: Mr ST Mmakola Tel: 011 227 0205
 : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/282

: **SOCIAL WORKER GRADE 1 REF NO: REFS/018069 (12 POSTS)**

**SALARY
CENTRE**

: R294 411 – R647 325 (within the OSD framework)
 : West Rand Region (X2 Posts)
 : Tshwane Region (X3 Posts)
 : Sedibeng Region (X1 Post)
 : Johannesburg Metro Region (X6.Posts)

REQUIREMENTS

: Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. Skills to challenge structural source of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities. The understanding and ability to provide social work services towards protecting people who are vulnerable at risk and unable to protect themselves. Skills and Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination, and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations, and communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES

: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Implement the HIV and AIDS Social protection including Social and Behaviour Change Programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Conduct assessments aimed at identifying conditions in individuals, groups,

families and communities that justify relevant interventions. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically. Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities. Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions. Study, interpret, apply and give information on legislation and policies in the identified work fields to social auxiliary workers, volunteers and other role players/stakeholders. Perform all the statutory functions applicable to the relevant function, compile court reports and attend to court enquiries and the other tasks emanating from the courts. Produce and maintain records of social work interventions, processes and outcomes. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Study professional journals and publications in order to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Liaise/attend meetings with other departments and non-governmental institutions to take cognisance of the latest developments in the relevant fields. Undertake first level social work research and development. Engage in continuous professional development activities as prescribed. Perform all the administrative functions required of the job.

ENQUIRIES
APPLICATIONS

: Mr ST Mmakola Tel: 011 227 0205
: The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/283

: **SOCIAL WORKER GRADE 1 (SOCIAL CARE) REF NO: REFS/018072 (X2 POSTS)**

SALARY
CENTRE

R294 411 – R647 325 (within the OSD framework)
J.W. Luckhoff CYCC (X1 Post)
Igugulethu CYCC (X1 Posts)

REQUIREMENTS

: Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. Skills to challenge structural source of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities. The understanding and ability to provide social work services towards protecting people who are vulnerable at risk and unable to protect themselves. Skills and Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES

: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Implement the HIV and AIDS Social protection including Social and Behaviour Change Programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Identify and make

recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically. Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities. Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions. Study, interpret, apply and give information on legislation and policies in the identified work fields to social auxiliary workers, volunteers and other role players/stakeholders. Perform all the statutory functions applicable to the relevant function, compile court reports and attend to court enquiries and the other tasks emanating from the courts. Produce and maintain records of social work interventions, processes and outcomes. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Study professional journals and publications in order to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Liaise/attend meetings with other departments and non-governmental institutions to take cognisance of the latest developments in the relevant fields. Undertake first level social work research and development. Engage in continuous professional development activities as prescribed. Perform all the administrative functions required of the job.

ENQUIRIES : Mr ST Mmakola Tel: 011 227 0205
APPLICATION : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/284 : **PROFESSIONAL NURSE (GENERAL NURSE) REF NO: REFS/018095 (X1 POSTS)**

SALARY : R293 670 – R337 860 per annum (within the OSD framework)
CENTRE : DR Fabian & Florence Rebeiro Treatment Centre
REQUIREMENTS : Basic R425 qualification (e.g., Diploma/degree in nursing) or equivalent qualification. Registration with the SANC as Professional Nurse. Knowledge and understanding of legislative and policy mandates regulating nursing practice, processes and procedures, knowledge and understanding of nurse care practice and procedures applicable in the institution. Skills and competencies: project management analytical report writing, monitoring and evaluation, communication, people management skills, interpersonal skills and leadership skills.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility, promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

ENQUIRIES : Ms TD Chauke Tel:(011) 964 8700 Mary Moodley CYCC and Ms Samantha Hutchinson Tel (012) 734 8325 Dr Fabian & Florence Rebeiro Treatment Centre

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/285 : **PROFESSIONAL NURSE (GENERAL NURSE) REF NO: REFS/017835 (2 POSTS)**

SALARY : R293 670 – R337 860 per annum (within the OSD framework)
CENTRE : Zanele Mbeki Frail Care Centre
REQUIREMENTS : Basic R425 qualification (e.g., Diploma/degree in nursing) or equivalent qualification. Registration with the SANC as Professional Nurse. Knowledge and understanding of legislative and policy mandates regulating nursing practice, processes and procedures, knowledge and understanding of nurse care practice and procedures applicable in the institution. Skills and competencies: project management analytical report writing, monitoring and

		evaluation, communication, people management skills, interpersonal skills and leadership skills.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility, promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<u>ENQUIRIES</u>	:	Ms Z Nhlapho Tel:(011) 8177303) Zanele Mbeki.
<u>APPLICATIONS</u>	:	The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at http://professionaljobcentre.gpg.gov.za NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 22/286</u>	:	<u>COMMUNITY DEVELOPMENT PRACTITIONER (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R251 283 – R288 726 per annum (within the OSD Framework)
	:	West Rand Region REFS/017847 (2 Posts)
	:	Sedibeng Region REFS/017848 (1 Post)
	:	Ekurhuleni Region REFS/017849 (1 Post)
<u>REQUIREMENTS</u>	:	An appropriate three-year tertiary qualification. Knowledge of Community Development work, skills, attitudes and values of communities. Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environment in order to promote self- empowerment. The ability and competence to co-ordinate community development structures and ability to manage projects. The ability to influence individuals and group to participate in their own self-empowerment ventures. The understanding of social dynamics of communities. Skills and competencies: Honest and integrity, innovative individual, through to details. Team working, interpersonal relations, analytical, report writing, planning and co-ordinating skills.
<u>DUTIES</u>	:	Identify, plan, and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders for effective empowerment of communities to achieve sustainable livelihoods. Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g., in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community. Support communities and perform ministrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery.
<u>ENQUIRIES</u>	:	Ms C Jansen van Vuuren Tel. (011) 950 7700 West Rand Region Ms. L Harmse Tel. (016) 930 2055 Sedibeng Region a Ms Z Noncolela Tel. (011) 820 0429 Ekurhuleni Region.
<u>APPLICATIONS</u>	:	The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at http://professionaljobcentre.gpg.gov.za NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 22/287</u>	:	<u>CHILD AND YOUTH CARE SUPERVISOR (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R231 339 – R258 339 per annum (within the OSD Framework)
	:	JW Luckhoff CYCC REFS/018092 (1 Post)
	:	Walter Sisulu CYCC REFS/017866 (1 Post)
<u>REQUIREMENT</u>	:	Three (3) year qualification in Child and Youth Care. Seven (7) years' experience in a Child and Youth Care Facility and three (3) years' experience. Registered with South African Council for Social Service (SACSSP) and registration at the Professional level. Assist and support staff with social challenges impacting on their performance. Quality control of work delivered by supervisees. General supervision of the relevant staff. Maintain a healthy interpersonal relationship with staff. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard. Driver's license will be an added advantage.

- DUTIES** : To supervise the provision of care and developmental life space to children and youth in need of care and in conflict with the law, oversee the access of children/youth to medical services and oversee implementation of planned activities, developmental and therapeutic programmes and basic life span. Knowledge and understanding of Legislative & Policy Framework regulating Child and Youth Care Centre, Supervision skills, Communication skills, ability to Intervene problem solving, Planning and Organizing People management skills, Intervention skills, Non-Judgmental, Understanding, Assertive, Caring, Creative, staff with social challenges impacting on their performance, Quality control of work delivered by previces and general supervision of the relevant staff.
- ENQUIRIES** : Ms MCJ Fouche Tel. (010) 344 1280 JW Luckhoff CYCC
Mr MC Modika Tel: (011) 983 0010 Walter Sisulu CYCC
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/288** : **HUMAN RESOURCE CLERK (X7 POSTS)**
- SALARY CENTRE** : R202 233 per annum (plus benefits)
Tshwane Region REFS/017942 (1 Post)
Ga-Rankuwa Rearabilwe CYCC REFS/018017 (1 Post)
Johannesburg Metro Region REFS/018037 (2 Posts)
Don Mattera CYCC REFS/017936 (1 Post)
Zanele Mbeki Frail Care Centre X2 REFS/018020
- REQUIREMENTS** : Grade 12/equivalent (NQF Level 4). Ability to capture data operate computer. Knowledge of storage and retrieval procedures in terms of the working environment. Skills and Competencies: Job Knowledge, Communication, Interpersonal relations, and flexibility. Competencies: Computer operating skills, Planning and organisation, Language, good verbal and written communication skills, Honestly and integrity, communication, flexibility and teamwork.
- DUTIES** : Implement Human resource administration practices, such as Recruitment, Administration of Leave. Coordination of Training and Development initiatives, Termination of service, Administration of PMDS and Labour Relations matters, Address Human Resource queries.
- ENQUIRIES** : Mr. A Kotsedi Tel. (012) 359 3314 Tshwane Region,
Mr. M Netshikulwe Tel. (012) 700 9444 Ga-Rankuwa Rearabilwe CYCC
Ms. C Dukwana Tel. (011) 355 9502 Johannesburg Metro Region
Mr. M Masindane Tel: (011) 723 9210 Don Mattera CYCC
Ms. Z Nhlapho Tel. (011) 817 7303 Zanele Mbeki Frail Care Centre.
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/289** : **SUPPLY CHAIN CLERK (X4 POSTS)**
- SALARY CENTRE** : R202 233 per annum (plus benefits)
Igugulethu CYCC REFS/017933 (2 Posts)
Don Mattera CYCC REFS/017923 (1 Post)
Desmond Tutu REFS/017928 (1 Post)
- REQUIREMENTS** : Grade 12 (NQF Level 4) certificate or equivalent. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics.
- DUTIES** : Render assets management clerical support. Compile and maintain records. 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 database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Capture specification on electronic purchasing system. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers database.

- Receive request for goods from end users. Issue goods to end users, maintain good registers. Update and maintain register of suppliers
- ENQUIRIES** : Mr. MW Fari Tel. (011) 916 4157 Igugulethu CYCC,
Mr. M Masindane Tel: (011) 723 9210 Don Mattera CYCC
Mr. D Barnard Tel. (012) 546 0640 Desmond Tutu CYCC.
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/290** : **ADMINISTRATION CLERK REF NO: REFS/017956 (1 POST)**
- SALARY** : R202 233 per annum (plus Benefits)
CENTRE : Ga-Rankuwa Rearabilwe CYCC
REQUIREMENTS : Grade 12 (NQF Level 4) certificate or equivalent. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Skills and Competencies: Good verbal and written communication, problem solving, interpersonal, planning and organising skills, honesty, integrity, flexibility and teamwork. Teamwork, Computer skills, filling, good, planning and organization, language and good verbal and written communication, must be able to work under pressure and work independently.
- DUTIES** : Render general clerical support services record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquires. Provide supply chain clerical support services within the component. Liase with internal and external stakeholders in relation to procurement of goods and services obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within component. Provide financial administration support services in the component capture and update expenditure in component, check correctness of subsistence and travel claims of officials and submit to manager for approval, handle telephone accounts and petty cash for the component
- ENQUIRIES** : Mr. M Netshikulwe Tel. (012) 700 9444
APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/291** : **ADMINISTRATION CLERK: NPO MONITORING AND EVALUATION (X2 POSTS)**
- SALARY** : R202 233 per annum (plus benefits)
CENTRE : West Rand Region REFS/017882 (1 Post)
Ekurhuleni Region REFS/071878 (1 Post)
REQUIREMENTS : Grade 12. Computer literacy in Microsoft package-Word PowerPoint and advanced Excel, skills, and competencies; Honestly and integrity, communication, flexibility, and teamwork. Basic financial, administrative. Good verbal and written communication, interpersonal, analytical and computer skills. DUTIES: Render general clerical support services record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquires. Provide supply chain clerical support services within the component. Liase with internal and external stakeholders in relation to procurement of goods and services obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within component. Provide financial administration support services in the component capture and update expenditure in component, check correctness of subsistence and travel claims of officials and submit to manager for approval, handle telephone accounts and petty cash for the component.
- ENQUIRIES** : Ms C Jansen van Vuuren Tel. (011) 950 7700 West Rand Region
Ms. Z Noncolela Tel. (011) 820 0429 - Ekurhuleni Region.
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of

candidates is subject to positive vetting and verification requirements as per government policy and procedures.

- POST 22/292** : **CHILD AND YOUTH CARE TEAM LEADER GRADE 1 (X9 POSTS)**
- SALARY CENTRE** : R184 455 – R205 770 per annum (within the OSD Framework)
: Emmasdal CYCC REFS/017898 (4 Posts)
DR Fabian & Florence Rebeiro Treatment Centre REFS/017890 (1 Post)
Walter Sisulu CYCC REFS/017915 (3 Posts)
JW Luckhoff CYCC REFS/017907 (1 Post)
- REQUIREMENTS** : National Diploma in Child and Youth Care, 7 years' experience in a Child and Youth Care Facility and Registered with the South African Council for Social Service Professions (SACSSP). Skills and Competencies: Knowledge and understanding of Legislative and Policy Framework regulating Child and Care Practices. Knowledge and understanding of procedures and processes governing Child and Youth Care Work, Supervision. People Management, Intervention, Conflict Resolution Skills, Non-Judgmental, understanding, Sensitivity and passion for children and youth. DUTIES: Supervise Child and Youth Care Workers. Perform inspections during shifts and report on incidents and problems identified. Advise and monitor Child and Youth Care Workers. Perform administrative work relating to completion of daily registers and attendance registers by Child and Youth Care Workers.
- ENQUIRIES** : Mr M Mbedana Tel. (016) 340 1083 Emmasdal CYCC,
Ms Samantha Hutchinson Tel (012) 734 8325 Dr Fabian & Florence Rebeiro Treatment Centre, Mr Calvin Modika Tel. (011) 983 0010 Walter Sisulu CYCC
Ms MCJ Fouche Tel. (010) 344 1280 JW Luckhoff CYCC.
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/293** : **SOCIAL AUXILARY WORKER GRADE 1 (X19 POSTS)**
- SALARY CENTRE** : R174 702 – R194 808 per annum (Within the OSD Framework)
: West Rand Region REFS/018116 (2Post)
: Ekurhuleni Region REFS/017916 (9 Posts)
Desmond Tutu CYCC REFS/018115 (2 Post)
Sedibeng Region REFS/017958 (1 Post)
Johannesburg Metro Region REFS/017924 (1 Post)
DR Fabian & Florence Rebeiro Treatment Centre REFS/017946 (3 Posts)
DR Fabian & Florence Rebeiro Treatment Centre REFS/01794 (3 Post)
- REQUIREMENTS** : Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Services Professionals (SACSSP) as Social Auxiliary Worker. Registration with the Council for Social Services Professionals as Social Auxiliary worker. Knowledge and understanding of Social Work field disseminate basic information on legislation, policies in the Social Work Field. Driver's license will be an added advantage.
- DUTIES** : Provide assistance and support to Social Workers with the rendering of a Social Work Service with regard to the care support, protection and development of vulnerable individuals, groups, families, and communities through the relevant Departmental programmes. Assist Social Workers to attend to any other matters that could result in or stem from Social Instability in any form. Monitor and study the Social Services legal and policy framework continuously. Attend meetings, workshops, symposia, conferences, and any other relevant development activities take cognizance of the latest developments in the relevant field.
- ENQUIRIES** : Ms. RLN Mogwera Tel. (011) 950 7700 West Rand Region
Ms. Ziyanda Noncolela. Tel. (011) 820 0429 Ekurhuleni Region
Mr. Deon Barnard: Tel. (012) 546 0640 Desmond Tutu CYCC
Ms. L Harmse Tel. (016) 930 2055 Sedibeng Region
Ms. Samantha Hutchinson Tel:(012) 734 8325 Dr Fabian & Florence Rebeiro Treatment Centre and Ms. C Dukwana Tel. (011) 355 9502 Johannesburg Metro Region
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of

candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/294 : **FOOD SERVICES SUPERVISOR REF NO: REF: REFS/017904 (1 POST)**

SALARY CENTRE REQUIREMENTS : R171 537 per annum (plus benefits)
: JW Luckhoff CYCC
: NQF Level 3 (ABET Level 4). 3-5 years food services experience. Knowledge and understanding of procedures and processes regulating food services functions in the public service and food services in Head Office. Skills and competencies: Problem solving, analysis, customer focus and responsiveness, communication, and information management, interpersonal, planning and organizing skills.

DUTIES : Supervise all activities in the food services, including food preparation, distribution and serving. Maintain hygiene and safety measures. Ensure that all equipment is in good working order, and it is used effectively. Ensure replacement or repair of faulty/outdated equipment. Responsible for ordering, receiving, storage, stock control and stock taking. Supervising Boardroom Bookings System. Responsible for completing monthly statistics. Perform administration functions such as reports, leave management and performance management.

ENQUIRIES APPLICATIONS : Ms MCJ Fouche Tel. (010) 344 1280
: The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/295 : **TELECOM OPERATOR (X3 POSTS)**

SALARY CENTRE : R171 537 per annum (plus benefits)
: Johannesburg Metro Region REFS/018117 (1Post)
: Desmond Tutu REFS/017934 (1 Post)
: Walter Sisulu CYCC REFS/017941 (1Post)

REQUIREMENTS DUTIES : ABET or grade 10
: Perform general assistant work. Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation.

ENQUIRIES : Ms. C Dukwana Tel. (011) 355 9502 Johannesburg Metro Region
: Mr. D Barnard: Tel. (012) 546 0640 Desmond Tutu CYCC
: Mr. C Modika Tel: (011) 983 0010 Walter Sisulu

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/296 : **CHILD AND YOUTH CARE WORKER GRADE 1 (X29 POSTS)**

SALARY CENTRE : R166 869 – R184 455 per annum (within the OSD Framework)
: Emmarsdal CYCC REFS/017877 (1 Post)
: Garankuwa Rearabilwe CYCC REFS/017884 (1 Post)
: Igugulethu CYCC REFS/017887 (3 Posts)
: Don Mattera CYCC REFS/017975 (1 Post)
: Walter Sisulu CYCC REFS/017891 (1Post)
: DR Fabian & Florence Rebeiro Treatment Centre
: REFS/017872 (1 Post)
: REFS/017985 (2 posts)
: REFS/017995 (2 Post)
: Desmond Tutu CYCC REFS/018035 (9 Posts)

REQUIREMENTS : Grade 12 with Qualification in Child and Youth Care, none experience and Registered with the South African Council for Social Service Professions (SACSSP). Skills and Competencies: Developmental programmes, Clerical and administrative procedures, Knowledge of the rules and procedures of the care Centre, Communication, Ability to intervene and resolve conflict, Problem solving, Planning, and organizing, Understanding, Assertive and Caring.

- DUTIES** : Receive children and youth to the care facility after admission. This would include the following actions. Ensure that children/youth receive medical services. Assist with the implementation of planned activities, developmental and therapeutic programmes. Engage in basic life space work to promote the development and care of Children and youth. This would entail amongst others the following. Perform administrative work relevant to the job.
- ENQUIRIES** : Ms Z Moahloli Tel: (016) 340 1083 Emmasdal CYCC,
Mr Mpariseni Netshikulwe: Tel: (012) 700 9444 Garankuwa Rearabilwe CYCC,
Mr MW Fari Tel: (011) 916 4157 Igugulethu CYCC
Mr. M Masindane Tel: (011) 723 9210 Don Mattera CYCC
Mr. Calvin Modika Tel: (011) 983 0010 Walter Sisulu CYCC
Ms Samantha Hutchinson Tel: (012) 734 8325 Dr Fabian & Florence Rebeiro Treatment Centre
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/297** : **ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 REF NO: REF: REFS/017962 (1 POST)**
- SALARY CENTRE REQUIREMENTS** : R166 869 – R184 455 per annum (within the OSD Framework)
: Sedibeng Region
: Grade 12 qualification. A valid driver's licence. Proficiency in computers and inventories would be an added advantage. Basic knowledge of community development/work, attributes, and values for engagement in the social development of communities. Communication skills.
- DUTIES** : Assist in the identification and facilitation in the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. This would, inter alia, include the following: Establishment of social relationships: Delimit/scoping the community, gain their trust and get to know the current community services, service delivery blockages, resources, and the state of the community. Community and Households Profiling: Assess the community's structures, households need, background information including historical, needs profile, resources, and strengths. Strengthen and build structures that can assist in this regard. Planning and prioritization: Facilitate the planning and prioritization of the activities required to develop the community by formulating goals and objectives, assessing the available resources, set time frames and compile budgets. Support communities and perform administrative support on community development and related activities. This would, inter alia, entail the following: Assist with the liaison, co-ordination and monitoring of projects and other community development ventures and report on the progress thereof. Assist with the application of the registration of emerging local structures such as Non-Profit Organisations (NPOs) with the Department of Social Development and other appropriate authorities. Assist to monitor NPOs to ensure that they are in compliance with the NPO and PFMA Acts. Provide assistance to facilitate, coordinate and participate in various awareness campaigns, and public aimed at educating communities and other stakeholders on self-empowerment.
- ENQUIRIES APPLICATIONS** : Mr Thabo Okker Tel: (016) 930 2029
: The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/298** : **NURSING ASSISTANT GRADE 1 (X7 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R157 761 – R175 728 per annum (within the OSD Framework)
: Zanele Mbeki Frail Care Centre REFS/017921 (3 Posts)
: Igugulethu CYCC REFS/017914 (4 Posts)
: Qualification that allows registration with SANC as Nursing Assistant. Registration with SANC as Nursing Assistant. Knowledge of nursing care. Processes and procedure, and other relevant legal framework such as: Nursing

- Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho-Pele principles, Public Service Regulation, Competencies: Elementary communication skills. Elementary writing skills. Ability to function as part of a team. Interpersonal skills. Attributes: Responsiveness, Reactiveness and Professionalism.
- DUTIES** : Assist patients with activities of daily living (physical. Provide elementary clinical nursing care). Maintain professional growth/ethical standards and - development.
- ENQUIRIES** : Mr. MW Fari Tel. (011) 916 4157 - Igugulethu CYCC
Ms. Z Nhlapho Tel. (011) 817 7303 Zanele Mbeki Frail Care Centre.
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/299** : **TRADESMAN AID (X2 POSTS)**
- SALARY CENTRE** : R147 036 per annum (plus benefits)
DR Fabian & Florence Rebeiro Treatment Centre
REFS/018032 (1 Post)
REFS/018034 (1 Post)
- REQUIREMENTS DUTIES** : Grade 10, 1 year required in general maintenance operations.
Perform duties in accordance with instructions and the OHS Act, make all tools and materials available before commencing with work. Clean areas on completion of work. Make inputs to the job cards and following up on outstanding work and make inputs to reporting on schedule.
- ENQUIRIES** : Ms Samantha Hutchinson Tel: (012) 734 8325 Dr Fabian & Florence Rebeiro Treatment Centre
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/300** : **HANDYMAN REF NO: REFS/017994 (1 POSTS)**
- SALARY CENTRE** : R147 036 per annum (plus benefits)
Itireleng RCFD
- REQUIREMENTS** : Grade 10 certificate or equivalent (NQF Level 3) and 0 to 6 months trade related experience.
- DUTIES** : Identification and repairing of basic infrastructure defaults, Maintenance of basic infrastructure requirements and Reporting of complex infrastructure defaults
- ENQUIRIES** : Mr. M Mokwena Tel: (012) 744 3400
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 22/301** : **STORES ASSISTANT REF: REFS/018027 (X2 POSTS)**
- SALARY CENTRE** : R125 373 per annum (plus benefits)
DR Fabian & Florence Rebeiro Treatment Centre
- REQUIREMENTS** : Grade 10. Knowledge of basic procurement procedures and processes in the public sector. Skills and competencies: basic record keeping and numeracy skills, orderliness, procedural and systematic.
- DUTIES** : Keep record of consumable goods, food, clothes, garments and detergent items on VA forms. Issue consumable goods, update the stock records on the Bin cards as per issued stock. Safeguard stock on consumable goods control access to stores. Proper layout of the stores, mark shelves as per consumable goods, identification of stock for disposal and conduct spot checks on conditions of stock.
- ENQUIRIES** : Ms Samantha Hutchinson Tel:(012) 734 8325 - Dr Fabian & Florence Rebeiro Treatment Centre

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/302 : **HOUSEHOLD AID (X7 POSTS)**

SALARY CENTRE : R125 373 per annum (plus benefits)
: Emmasdal CYCC REFS/018018 (1 Post)
: DR Fabian & Florence Rebeiro Treatment Centre REFS/018016 (1 Post)
: Garankuwa Rearabilwe Child And Youth Care Centre REFS/018030 (1 Post)
: Zanele Mbeki Frail Care Centre REFS/018023 (4 Posts)

REQUIREMENTS : Grade 8 (NQF level 1 or 2 (Abet level 2 certificate or equivalent).). No experience required, Knowledge of housekeeping procedures. Must be clean and neat. Skills and Competencies: Basic tidying, stitching, and knitting skills.

DUTIES : Ensure cleanliness and tidiness of the areas allocated for cleaning Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms, and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and faulty machine/equipment. Clean the boardroom, arranging chairs, water, glasses, and any other utensils. Store all cleaning equipment and products neatly in the designated cupboards. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Mr. M Sebiloane Tel: (016) 340 1031 Emmasdal CYCC,
Ms. S Hutchinson Tel: (012) 734 8325, Dr Fabian & Florence Rebeiro Treatment Centre

Mr. M Netshikulwe: Tel: (012) 700 9444 – Ga-rankuwa Rearabilwe CYCC
Ms. Z Nhlapho Tel. (011) 817 7303 Zanele Mbeki.

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/303 : **GROUNDSMAN (X2 POSTS)**

SALARY CENTRE : R125 373 per annum (plus benefits)
: Igugulethu CYCC REFS/017947 (1 Post)
: Itireleng RCFD REFS/017976 (1 Post)

REQUIREMENTS : Abet (Adult Basic Education & Training). Basic knowledge of gardening services, Basic application of garden tools.

DUTIES : Maintain premises and surroundings. Empty dirt bins. Maintenance of Garden, Water plants and lawn, Prune and trim flower and trees, Mow the grass, remove weeds and garden refuse, maintain gardening equipment and, Detect and report malfunctioning of gardening equipment and tools, Repair minor defects of gardening equipment.

ENQUIRIES : Mr MW Fari Tel: (011) 916 4157 Igugulethu CYCC
Mr. M Mokwena Tel: (012) 744 3400 Itireleng RCFD

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/304 : **FOOD SERVICE AID (X6 POSTS)**

SALARY CENTRE : R125 373 per annum (plus benefits)
: Don Mattera CYCC REFS/017932 (5 Posts)
: DR Fabian & Florence Rebeiro Treatment Centre REFS/018013 (1 Post)

REQUIREMENTS : Grade 10. No working experience, Skills, and Competencies: interpersonal skills must have the ability to cook, clean and wash dishes.

DUTIES : Cook food and prepare drinks according to set menu. Prepare dishes and cups. Clean Dining Halls prior to mealtime. Dish food and drinks on tables. Prepare drinks for staff during meetings. Refill drinks and other refreshments during events, Remove dishes and drinks from tables, Wash dishes and cups and Pack dishes and cups.

ENQUIRIES : Mr. M Masindane Tel: (011) 723 9210 Don Mattera CYCCMs S Hutchinson
Tel: (012) 734 8325 – Dr Fabian & Florence Rebeiro Treatment Centre

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/305 : **CLEANER (X6 POSTS)**

SALARY CENTRE : R125 373 per annum (plus benefits)
Ga-Rankuwa Rearabilwe CYCC X2 REFS/017902 (2 Posts)
Igugulethu CYCC REFS/017912 (3 Posts)
Itireleng RCFD REFS/017970 (1 Post)

REQUIREMENTS : ABET level 2 certificate or equivalent (NQF level 1 or 2). Knowledge and skills: Basic sweeping, basic dusting, basic literacy, interpersonal skill. Personal attribute: self-driven, neatness and hygienic.

DUTIES : Clean office environment. Sweep and polish outside floors, clean and dust outside door panels and outside windows. Clean outside dustbins for refuse collection, refill the refuse bag and disinfect the area. Clean canteen floor, windows as well as dusting canteen walls and ceilings.

ENQUIRIES : Mr MW Fari Tel. (011) 916 4157 Igugulethu CYCC
Mr Mpariseni Netshikulwe Tel. (012) 700 9444 Garankuwa Rearabilwe CYCC
Mr. M Mokwena Tel: (012) 744 3400 Itireleng RCFD

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 22/306 : **LAUNDRY AID (X3 POSTS)**

SALARY CENTRE : R125 373 per annum (plus benefits)
Ga-Rankuwa Rearabilwe CYCC REFS/017953 (2 Posts)
Zanele Mbeki Frail Care Centre REFS/018021.(1 Post)

REQUIREMENTS : Abet level 2 certificate or equivalent (NQF Level 1 or 2)

DUTIES : Preparation of clothes, linen and other washable items, Washing of clothes, drying of clothes and Ironing of clothes.

ENQUIRIES : Mr. M Netshikulwe Tel. (012) 700 9444 Garankuwa Rearabilwe CYCC and Ms. Z Nhlapho Tel. (011) 817 7303 Zanele Mbeki.

APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za> NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

GAUTENG DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS : Applications should be submitted online at <http://professionaljobcentre.gpg.gov.za>,

CLOSING DATE : 14 July 2023

NOTE : using new Z83 form obtainable from any Public Service Department or the internet www.dpsa.gov.za/documents accompanied by a detailed CV only. Certified copies of qualifications and other supporting documents will be required from shortlisted candidates. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation. The Department reserves the right to withdraw posts if by doing so, the interests of the Department will be best served. For Attention / Enquiries: Ms. Vivien Khanye (011) 355 - 2606 / Mr. Nkhumeleni Magadze (011) 355 – 2720 Mr. Ouwen Gaveni (011) 355 – 2861, For more information regarding the duties of the posts: visit www.dpsa.gov.za-vacancies, dated 30 June 2023

MANAGEMENT ECHELON

<u>POST 22/307</u>	:	<u>DIRECTOR: INFRASTRUCTURE DEVELOPMENT REFS/017889</u> Directorate: Infrastructure Development
<u>SALARY</u>	:	R1 162 200 per annum (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg (Head office)
<u>REQUIREMENTS</u>	:	The successful candidate should have Grade 12 Certificate plus a Degree qualification in Built environment (NQF Level 7) as recognized by SAQA. A minimum of 5 years' experience at a middle / senior management in Infrastructure Management and Project Management environment. A valid driver's license. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty. Knowledge: Construction Industry Development Board Act of 2000 and Regulations; All best Practices Guides issued by the Construction Industry Development Board; Council for Built Environment Act of 2000; PFMA / DoRA / Treasury Regulations / Practice Notes / Instructions / Circulars; Provincial / Departmental Supply Chain Management Policies; Promotion of Access to Information Act (PAIA); Promotion of Administration Act (PAJA); National Building Standards Act and Regulations; Occupational Health and Safety Act and Regulations; Expanded Public Works Programme; Broad based Black Empowerment Act; Preferential Procurement Act and Regulations; Government Immovable Asset Management Act; Public Service Act and Regulations; Labour Relations Act. Skills: Decision making; Management of projects; Analytic skills; Negotiation skills; Financial management; Strategic and operational; Planning and organizing; Problem solving; Conflict management; Verbal and written communication. Leadership; Computer literacy; Report writing. Relationship management.
<u>DUTIES</u>	:	Direct the customization of national policies, norms and standards for infrastructure. Manage the application of costs norms in terms of infrastructure projects. Direct and improve infrastructure plans and inputs to the Provincial Infrastructure Plan; Departmental Strategic Plan; Annual Performance Plan and Annual Report. Direct integrated and seamless planning between commissioning of buildings and associated equipment. Review the Medium Term, Annual and Adjustment Budgets including motivations for roll overs and direct finalized submissions. Direct land identification, acquisition and appropriateness including provision of services. Manage the provision of special data, information and maps. Direct and approve the infrastructure Programme Management Plan which includes the delivery management procurement strategy, construction procurement strategy and plan. Review and sign off the Infrastructure Programme Implementation Plan. Direct regular site visits and monthly progress reports. Manage condition assessments of provincial and budgets through GDID. Direct implementation of OHS at all provincial owned infrastructure. Effective management of purchase orders, payments and authorization in line with delegations. Direct the implementation of monitoring over Municipalities in terms of the maintenance of infrastructure. Direct the needs and allocation of professional built environment services to different sub-directorates. Manage professional architectural, quantity surveying and engineering services. Manage the spending of the infrastructure grant (ECD grant) to achieve value for money. Manage the infrastructure grant budget to support the realization of Departmental services. Use of funds in Directorate effectively, efficiently and in compliance with Public Finance Management Act. Undertake planning for future human resources need. Manage performance and development. Establish and maintain effective and efficient communication arrangements. Develop and implement the operational plan.
<u>ENQUIRIES</u>	:	Mr. Nkhumeleni Magadze Tel No: 011 355 2720 / Ms. Vivien Khanye (011) 355 – 2606

OTHER POSTS

<u>POST 22/308</u>	:	<u>DEPUTY DIRECTOR: VISUAL ARTS, CRAFT AND DESIGN REFS/017906</u> Directorate: Creative Industries
<u>SALARY</u>	:	R811 560.per annum (All-inclusive package)
<u>CENTRE</u>	:	Johannesburg, Region A & E

<u>REQUIREMENTS</u>	:	The successful candidate should have a grade 12 certificate plus a recognized undergraduate qualification in bachelor's degree/ Advanced Diploma (NQF Level 7). National Diploma (NQF Level 6) in Arts and Culture or relevant qualification. A minimum of 3-5 years' experience in Middle management/ Assistant Director in the relevant field. A valid driver's license. Knowledge and understanding: Knowledge of principles, legislation and policies related to cultural and creative industries. Computer Literacy. Skills: Strategic planning; Policy analysis and development; Planning and Organizing; Decision making; Project management; Communication; Computer literacy; stakeholder management, problem solving, service delivery innovation, leadership, risk management, Interpersonal relations; budgeting, analytical thinking and research. Ability to relate different matters which have common denominators.
<u>DUTIES</u>	:	To support policy regulatory direction in the cultural and creative industries. Assist in developing policies in the Visual arts, craft and design. Manage, planning, development, coordination of Visual arts, craft and design programmes. To coordinate exhibition and trade fairs. Facilitate interaction with all stakeholders in the sector. To initiate, support and facilitate research and development in the sector. To support in the implementation of the Creative Industries sector policies and strategies. Provide input into the compilation of the strategic and operational plans for the Directorate. Manage the implementation of the workplans. Monitor the development and implementation of programs and projects for creation of quality jobs and income generating opportunities.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606
<u>POST 22/309</u>	:	<u>DEPUTY DIRECTOR: IGR PARTNERSHIP AND SPONSORSHIP REFS/017899</u> Directorate: Inter-governmental Relations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560.per annum (All-inclusive package) Johannesburg
<u>DUTIES</u>	:	The successful candidate must have Grade 12 Certificate plus a 3-year National Diploma (NQF 6)/ degree (NQF 7) in Business Management, Financial Management, Project Management or relevant qualification. Minimum 3-5 years' experience in a relevant field of which at least 3 years should be in supervisory/middle management position. Skills: Organizing. Report Writing. Computer Literacy. Interpersonal relationship. Problem Solving. Management of Projects. Budgeting. Accountability. Conflict Management. Analytic Skills. Verbal and Written communication. Presentation and Training. Supervision. Planning. Knowledge: Promotion of Access to information Act. Public Finance Management Act. Public Service Regulations. Labour Relations Act. Supply Chain Management Regulations and procedures. Budgeting and budget control. Report writing procedures. Departmental mandate and core programme.
<u>ENQUIRIES</u>	:	Assist in facilitation of Implement the IGR Strategy. Assist in co-ordination IGR meetings and related Logistics. Assist in facilitating and coordinating implementation of resolutions of the IGR meetings. Assist in liaison with Municipalities and other spheres of Government on any sector development. Assist in monitoring of implementation of joint plans with municipalities. Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2861/2606
<u>POST 22/310</u>	:	<u>DEPUTY DIRECTOR: LANGUAGE REFS/017899</u> Directorate: Heritage
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum (All-inclusive package) Johannesburg, Region A & E
<u>DUTIES</u>	:	The successful candidate should have Grade 12 certificate plus, a 3-year tertiary qualification, National Diploma (NQF level 6) Bachelor's Degree (NQF Level 7) in Language studies. A minimum of 3-5 years' experience as an Assistant Director/middle management position. Skills: Organizing, Ability to operate computer (both hardware and software), Problem solving, Conflict Resolution, Project Management, Policy Analysis and development, Policy /objectives formulation, budgeting, Facilitation, Research, Analytical thinking, Ability to relate to different matters which have common denominators, interpersonal relationships and maintaining discipline. Knowledge: Basic financial procedure that must be followed during (e.g., receiving of finds) payment on behalf of the State. Financial regulations and instructions which

mist be followed during the normal course of work that could include matters such as assisting in the budgeting process/compiling a small budget. Basic HR matters such as what resources are available, what training are available, following labour relations practices/ guidelines. Maintaining discipline and motivating personnel. Assisting in merit assessment etc. and general supervisory functions. HR Management practices, legal issues, negotiations, dealing with conflict. Assist in career planning and utilization of personnel. How to supply training which are normally in the day to day in house training of subordinates. Compilation of management reports. Reporting procedures. Research/analysing. Administration procedures relating to specific working environment including norms and standards. Procurement directives and procedures. How to plan for activities and resources needed which are not f a complex nature, such as the planning and coordination of own work and that of subordinates. Basic knowledge required to operate a computer system including knowledge of work processing and spreadsheet packages. Detail knowledge of the operation /utilisation of specific computer packages and efficient utilisation of both hardware and software.

DUTIES : Monitor the development of language in the province. Develop and review language policies. Liaise with academic institutions on language terminology development. Conduct research for the development of languages. Monitor and ensure adherence to policies. Monitor the implementation of language development of all languages.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: 011 355 2720/2861/2606

POST 22/311 : **DEPUTY DIRECTOR: TRANSFORMATION PROGRAMMES REFS/017922**
Directorate: Transformation Programmes

SALARY : R811 560.per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate should have a Grade 12 certificate, A bachelor's degree in Public Administration or Equivalent, plus a 3–5 years relevant experience. Skills: Decision making. Analytic skills. Negotiation. Financial management. Strategic and operational. Planning and organizing. People management. Problem solving. Conflict management. Verbal and written communication. Leadership. Computer literacy. PFMA. Report writing. Relationship management. Management. Computer literacy. HR intranet operation and internet utilization. Business performance management. Human resource Management and Administration. Customer relationship management. Knowledge: PFMA. Public service legislation. Understanding of expectations of customers. Management information knowledge. HR case management/ Database system operation.

DUTIES : Assist to develop transformational policies, programmes and strategies and monitor the implementation therefor. Conduct research, develop internal systems and maintain baseline information on beneficiaries and services offered. Attend and administer forums and engage stakeholders on the promotion and implementation of programmes and projects. Engage tools to monitor, evaluate and report on the attainment of policies, programmes, strategies, and set departmental targets. Administer and report on impact assessments and report thereon. Develop communication and implementation plan. Measure performance on continuous basis and develop and implement corrective actions, Identify strategic partners. Develop business proposition and plan as well as service level agreement. Regular performance assessments of transformation services delivered (based on service level agreement). Development of corrective actions where performance gaps exist.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2861/2606

POST 22/312 : **DEPUTY DIRECTOR: RECORDS MANAGEMENT REFS/017943**
Directorate: Records Management

SALARY : R811 560.per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate should have a Grade 12 certificate, Plus a 3-year tertiary qualification (NQF Level 6/7) in Public Management/ Office Management with 3-5 years' middle management experience. Skills: Analytical, Project Management, Report writing, Communication, Problem solving, Conflict management, Interpersonal, Planning and organizing, Leadership, Coordination, facilitation, and Financial Management. Knowledge:

<u>DUTIES</u>	:	Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of PFMA. Knowledge of the department's Constitutional mandate. Knowledge and understanding of standards according to National Archives Act. Knowledge and understanding of treasury regulations relating to finance records.
	:	Develop the Departmental Records Policy, Procedures and get them approved by the Head of Department. Manage the implementation of the Policy and Procedures. Conduct workshops to inform all our clients and the records staff what the policy and procedures entail. Ensuring that ethical procedures are established and consistently adhered to throughout the unit. Manage risk registers (Operational Risk Registers, Strategic Risk registers and Fraud Risk Registers). Ensure that there are proper records management system in place. Management of archives in line with the standards of National Archives Services. Management of records and storage components to determine the retention period of records. Oversee and control the maintenance and application of the filing system and list of other archives at head and regional offices. Liaise with provincial archives for the distraction records. Liaise with the National/ Provincial Archives in order to get the File Plan Approved. Report all additions and amendments to the approve Functional File Systems to the National Archives Services. Report all additions and amendments to List of other Archives. Develop the file plan for the department. Conduct physical periodical inspection and spot-checks on files. Ensure that daily files are examined to identify discrepancies on classification of documents. Management of files Systems and list of other Archives at head and Regional offices. Regular inspection of files for any contravention of records practices. Regular inspection registers. Inspection of fire-fighting apparatus for any defects. Inspect the offsite and strong rooms for hazardous elements such as leaks, light, dust and pests. Monitor staff performance, training and development. Attend staff grievance and conflict handling. Manage staff leave plan. Ensure that records staff understands their responsibility. Ensure that records staff acquires the necessary skills to manage records.
<u>ENQUIRIES</u>	:	Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2861/2606
<u>POST 22/313</u>	:	<u>ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT REFS/018136</u> Directorate: Sport and Recreation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104. per annum (plus benefits) Sedibeng, Region A The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.
<u>DUTIES</u>	:	To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606/Mr. Nkhumeleni Magadze Tel No: 011 355 2720

- POST 22/314** : **ASSISTANT DIRECTOR: AUDIT MANAGEMENT REFS/018007**
Directorate: Risk and Integrity Management
- SALARY** : R424 104.per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have Grade 12 Certificate plus a National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Auditing/ Financial Management/ Accounting. A minimum of 3-5 years' relevant experience of which 3 years must be at a supervisory level/ level 7 position. Completed articles would be an added advantage. Skills: Decision making, Management of projects, Technical analytic skills, Negotiation, Financial Management, Planning and Organizing, Problem solving, Conflict management, Verbal and written communication, Leadership, Computer literacy, Report writing, Relationship management.
- DUTIES** : Co-ordinate internal and external audits processes, Provide inputs to the formulation of the audit plan covering critical processes/ activities, Tracking responses to queries from AG, GAS and legislature affecting the Office of the Chief Risk Officer, Assist to draw-up an audit action plan and track its implementation with the relevant managers, Assist in monitoring and evaluation of the effectiveness of internal control measures, Assist to coordinate engagement/ exit meetings between Line Managers, GAS and AG, Follow up with business units on information requests from Auditors within the agreed upon timelines from receipt of information requests, Verification of information prior to submission to the auditors, Monitor progress on the implementation of action plans on audit findings, Assist to co-ordinate and participate in the monthly/ quarterly meetings with management to discuss progress made in implementing action plans, Updating the tracking register upon discussions with management, Compilation and submission of progress reports on audit action plan to the Deputy Director for review prior to submission to the Director for reporting to the Governance structures, Ensure submission of POE on all action plans implemented.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720
- POST 22/315** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REFS/018004**
Directorate: Risk and Integrity Management
- SALARY** : R424 104. per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have Grade 12 Certificate plus a National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Auditing/ Risk Management, Accounting. A minimum of 3-5 years' relevant experience of which 3 years must be at a supervisory level/ level 7 position. Skills: The candidate must have Interpersonal Skills, Management of Project, Technical analytic skills, Negotiation, Financial management, Strategic and Operational, Planning and Organizing, Problem solving, Verbal and written communication, Leadership, Computer Literacy, Report writing and Relationship management.
- DUTIES** : Assist in the Development, review and implementation of Risk Management Policy and strategy. Assist in the development and implementation of the risk management plan. Participate in the identification of risks and assist in conducting risk assessments in the Department. Assist in tracking the implementation of risk action plans (Strategic, Operational and project risks) with the relevant Managers and logistical arrangements. Collating information for the compilation of Risk Management reports, Assist in the integration of risk management into day-to-day activities and all decision-making structures of the Department, Assist in conducting employee awareness programs on Risk Management, Assist with secretariat services to oversight committees (Risk Management Committee and Risk Champions Committee), Assist with research on best practices and benchmark with other Departments, Assist with the implementation of the National Compliance Framework, Assist in development of the compliance risk register, Track the implementation of identified actions and ensure submission of POE on all action plans implemented, Assist in updating of the SACR regulatory universe, Assist with the implementation of the combined assurance framework.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720

<u>POST 22/316</u>	:	<u>ASSISTANT DIRECTOR: INTEGRITY MANAGEMENT REFS/018014</u> Directorate: Risk and Integrity Management
<u>SALARY</u>	:	R424 104. per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The Successful candidate should have a Diploma (NQF 6)/ Degree (NQF7) in Forensic Audit/ Auditing/Compliance or relevant qualification. A minimum of 3-5 years' relevant experience of which 3 years must be at a supervisory level/ level 7 position. Skills: Decision making. Planning and Organising. Problem solving. Conflict Management. Verbal and written communication. Leadership. Computer Literacy. Report writing. Communication skills. Knowledge: Public Service Regulatory Framework; Public service Act; Public service Regulations; PFMA; Treasury Regulations; Batho Pele Principles; Code of Conduct; Public Service Integrity Management Framework.
<u>DUTIES</u>	:	Assist with the development of the fraud prevention plan and ethics management plan. Implementation of the fraud prevention and ethics management plan. Conduct ethics risk assessment. Ensure follow ups on the implementation of ethics action plans identified. Identification and assessment of corruption risks. Ensure follow ups on the implantation of action plans on corruption risks identified. Updating of a database of cases reported on corruption and unethical conduct reflecting with status. On the investigation of cases reported. Promotion of integrity and ethical behaviour. Implementation of the code of conduct. Conduct employee educational and awareness programmes. Assist with the investigations of irregular investigations and coordinate information required for lifestyle audits.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720
<u>POST 22/317</u>	:	<u>ASSISTANT DIRECTOR: SECURITY MANAGEMENT REFS/018177</u> Directorate: Security Management
<u>SALARY</u>	:	R424 104.per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate, plus a 3-year tertiary qualification (NQF Level 6/7) in Security Management/ Legal Studies with 3-5 years' experience at supervisory level, State Security Agency (SAA) security management qualification, SAMTRAC certification, Registered with PSIRA Grade A and a Valid drivers' licence. Skills: Project Management, Report writing, Communication, Problem solving, Interpersonal, Planning and Organising, Coordination, Analytical, Computer literacy and knowledge of Computer Software Programs, i.e., MS Office package, Build environment skills, Conflict management. Knowledge: Knowledge and understanding of legislative and Policy framework, procedures and processes regulating the Security Management functions in the Public Sector, Knowledge and understanding of Departmental Security Management systems, procedures and processes, Manage the implementation of Minimum Information Security Standards (MISS) and the Minimum Physical Security Standards (MPSS), Knowledge and understanding of OHS Act and regulations, SANS and ISO standards.
<u>DUTIES</u>	:	Develop, Monitor and Review Departmental physical security policies. Conduct frequent security risk assessments. Maintain up to date information and date on security personnel, processes, and procedures. Ensure that departmental; communication is relayed to all security Officials. Provide advice and guidance and safety and security measures and best practice aspects and matters. Identify and record all security risks and breaches to support decision making. Ensure contact with management on security related issues and related matters in the Department, recommend improvements to security policy where necessary. Ensure correlation with current regulations and guidelines. Manage the performance of the Department's security staff against prescribed guidelines, business requirements and targets. Implement appropriate security measures and procedures. Oversee the effective implementation of security processes. Create and build partnerships with various internal stakeholders within the Department security function to ensure alignment of security processes. Monitor the access control procedures protecting Department's employees and assets to ensure a safe environment. Ensure efficient operation, maintenance, and proper usage of intruder systems in the Department. Identify security risks, threats, and vulnerabilities in the

Department. Ensure integration of all security related aspects with regards to personnel documents, physical security, communications, computers, and surveillance activities. Manage records of security incidents. Monitor the extent of compliance. Ensure effective implementation of security recommendations. Assist in ensuring that the Department is compliant with State Security and South African Police Physical Security Standards and other security. Monitor the implementation of Minimum Information Security Standards (MISS) and Minimum Physical security Standards (MPSS). Assist in providing safety and security frameworks, protocols, and policy. Assist in ensuring that there is safe and secured environment to conduct business. Assist in ensuring proper administration of security vetting. Monitoring of technical surveillance in the Department. Implement the development of policies; guidelines; norms and standards of vetting and investigations for security clearance levels. Monitor the implementation of Minimum Information Security Standards (MISS). Monitor Personnel Security, suitability checks and screening in terms of MISS standards. Assist in ensuring that all new employees and entering posts with access to official information are vetted and relevant checks are conducted. Ensure information security audits/appraisals on personnel security systems are conducted. Monitoring of security systems CCTV, Control room, turnstile, and biometrics. Oversee the monitoring and evaluation of security contract and SLA. Ensure that the security personnel are always compliant with PSIRA act and Regulations. Ensure that security Service management Operational plan is developed, and quarterly reviews are done timeously. Monitor staff performance, training, and development. Manage staff leave plan. Attend to staff grievances and disciplinary matters.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720

POST 22/318 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REFS/018177**
Directorate: Office of the Chief Financial Officer

SALARY : R424 104.per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have a Grade 12 certificate plus National Diploma (NQF level 6 / Degree (NQF 7) in Financial Accounting/Auditing/Management Accounting. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level/level 7 position in Petty cash controls and policies, Cashbook and cash management systems, Processing of payment and basic Accounting System and SAP. Skills: Analytical skills, Problem solving, Decision making, Communication and presentation skills, Interpersonal Relations and Computer Literacy. Knowledge: Basic knowledge of GRAP and the application on basic Accounting Systems (BAS). Basic knowledge of PFMA and Treasury Regulations. Cash management and reporting. Petty cash control and policies.

DUTIES : Ensure processing of procurement and sundry payments. Assists in the preparation of financial statement. Ensure adherence and compliance to all reporting requirements, policies and PFMA. Ensure effective processing of Petty cash and cash allocation.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720

POST 22/319 : **OCCUPATIONAL HEALTH AND SAFETY OFFICER REFS/017963**
Directorate: Human Capital Management

SALARY : R359 517.per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have a Grade 12 certificate, plus a 3-year Diploma/Degree Occupational Health and Safety is required, 1-2 years relevant experience. Skills: Organizing, Computer Literacy Report writing, Analytical thinking, Interpersonal relationship and Conflict resolution, Facilitation, Research, Counselling, Supervising, maintaining discipline, Problem Solving, and Policy Analysis and Development. Knowledge: OHS Arts and Public Service Regulatory Framework.

DUTIES : To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure the compilation and maintenance of a database on statistics and outcomes. Ensure implementation of projects and programs. Implementation of policies and procedures. Review

- implement and ensure compliance with SHERQ policy. Conduct building inspections to ensure occupational health and safety of employees. Coordinate OHS meetings. Implement OHS programs. Facilitate and conduct occupational health and safety workshop.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720
- POST 22/320** : **ADMINISTRATION OFFICER- STATUTORY BODIES REFS/018279**
Directorate: Statutory Bodies
- SALARY CENTRE REQUIREMENTS** : R294 321.per annum (plus benefits)
: Johannesburg
: The successful candidate should have a Grade 12 certificate, plus a Diploma/Degree (NQF Level 6/7) in Public Administration or equivalent. A minimum of 2- 3 Years relevant experience in administration. Skills: Organising. Ability to operate a computer. Communication (written and verbal). Interpersonal relationship. Problem solving. Ability to interpret relevant directives. Formulating and editing of memorandum. Analytical thinking. Budget & financial management. Knowledge: Basic financial procedures to be followed during (e.g. receiving of funds) payments on behalf of the States. Basic HR matters such as what resources are available, which training is available, relations practices/ guidelines, Documents storage, tracking and retrieving. How to do basic planning i.r.o. supplies needed/processes to follow to perform tasks. How to plan for activities and resources needed which are not of a complex nature, such as planning and co-ordination of own work and that of sub-ordinates. Basic knowledge required to operate a computer system including knowledge of word processing and spreadsheet packages & Microsoft outlook. Detail knowledge of the operation / utilization of specific computer software packages and efficient utilization of both hardware and software. Working procedures in respect of working environment.
- DUTIES** : Efficient and effective filing of correspondence. Effective and efficient opening and closing of files. Circulation of information when required. Ensure that follow up is made when receiving and sending documents to and from internal & external stakeholders. Ensuring the recording of all the received and outgoing mail or Correspondence. Updating of budget expenditure monthly. Ensuring that all internal & external enquiries are attended to. Ensure proper filing of records. Ensure efficient retrieval and provision of information. Ensure efficient circulation of information. Handling of internal & external enquiries.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720
- POST 22/321** : **COMMUNITY LIAISON OFFICER REFS/018122 (2 POSTS)**
Directorate: Inter-Governmental Relations
- SALARY CENTRE REQUIREMENTS** : R294 321.per annum (plus benefits)
: Johannesburg
: The successful candidate should have a Grade 12 certificate plus a three-year tertiary qualification, National Diploma (NQF 6) in Public Relations, Public Administration or relevant qualification. Relevant experience will be an added advantage. Skills: verbal and written communication, Computer Literacy, Basic report writing, People Orientated, Public relations. Knowledge: DPSA Legislation and processes. SACR mandate, vision, mission and values, SARC governance and functional structures.
- DUTIES** : Coordinate stakeholder relations with all critical stakeholders on behalf of the Department prior to events or departmental programmes hosted in communities. Coordinate transport and community mobilization in supporting co-programmes when hosting events in communities including national days. Develop and consistently update departmental stakeholder database. Make follow ups and reminders to the stakeholders about the departmental programmes. Coordinate social cohesion and nation building dialogues in communities. Organize briefing sessions or information sessions on behalf of the department e.g. Outreach programs, Imbizos, Stakeholder engagements on government services and Ntirhisano programmes.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720

- POST 22/322** : **ADMINISTRATIVE OFFICER: RECORDS MANAGEMENT REFS/017951**
Directorate: Records Management
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate should have a Grade 12 certificate, plus a 3-year Tertiary Qualification (NQF Level 6/7) in Public Management/Office Management /Records Management with a minimum of 2-3 years` relevant experience. Skills: Analytical Skills, Project Management Skills, Reporting writing Skills, Communication Skills, Problem Solving Skills, Conflict Management Skills, Interpersonal Skills, Planning and Organizing Skills, Leadership Skills, Coordination Skills, Facilitation Skills. Knowledge: Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of PFMA, Knowledge of the Department`s Constitutional mandate, Knowledge and Understanding of standards according to National Archives Act, Knowledge and Understanding of treasury regulations relating to finance records.
- DUTIES** : Apply the Departmental Records Policy, Procedures and get them approved by the Head of Department. Implement policies and procedures regarding records management services. Coordinate workshops to inform all our clients and the records staff what the policy and procedures entail. Apply proper records management system. Ensure that archives are in line with the standards of National Archives Services. Provide information for developing the file plan for the Department. Ensure proper maintenance and application of the file system and list of other archives at head and regional offices. Ensure that the file Plan is in line with the National/Provincial Archives Standards. Provide information to report on all additions and amendments to the Approve Functional Filling System to the National Archives Services. Conduct physical periodical inspection and spot-checks on files. Examine the daily files to spot any discrepancies on classification of documents. Ensure the filling system and list of other archives at head office are in the correct order. Ensure that regular inspection of files for any contravention of records practices is conducted. Ensure regular inspection of registers. Ensure that regular inspection of fire-fighting apparatus for any defects. Ensure that there is regular inspection on the safety of the filling rooms for hazardous elements such as leaks, light, dust and pets. Manage staff development and training. Manage staff leave plan. Manage staff grievances and disciplinary matters. Manage staff work plans. Manage staff performance.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720
- POST 22/323** : **CULTURAL OFFICER REFS/018047**
Directorate: Creative Arts
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : Johannesburg, Region A & E
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus Bachelors' Degree (NQF 7) or National Diploma (NQF 6) in Arts or equivalent qualification. No experience required. Knowledge of Arts and Culture will be an added advantage. Drivers' License will be an added advantage. Skills: Planning and Organizing; Decision Making; Project management; Communication; Computer Literacy; Interpersonal Relations.
- DUTIES** : Identify, develop, and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing visual arts and crafts. Render administrative functions in relation to programmes that are implemented.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606
- POST 22/324** : **CULTURAL OFFICER REFS/018055**
Directorate: Creative Arts
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : East Corridor Ekurhuleni, Region A

- REQUIREMENTS** : The successful candidate should have a Grade 12 Certificate plus Bachelors' Degree (NQF 7) or National Diploma (NQF 6) in Arts or equivalent qualification. No experience required. Knowledge of Arts and Culture will be an added advantage. Drivers' License will be an added advantage. Skills: Planning and Organizing; Decision Making; Project management; Communication; Computer Literacy; Interpersonal Relations.
- DUTIES** : Identify, develop, and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing visual arts and crafts. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Vivien Khanye Tel No: 011 355 2606
- POST 22/325** : **CULTURAL OFFICER REFS/018129 (2 POSTS)**
Directorate: Creative Arts
- SALARY** : R294 321 per annum (plus benefits))
CENTRE : East Corridor Ekurhuleni, Region B
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus Bachelors' Degree (NQF 7) or National Diploma (NQF 6) in Arts or equivalent qualification. No experience required. Knowledge of Arts and Culture will be an added advantage. Drivers' License will be an added advantage. Skills: Planning and Organizing; Decision Making; Project management; Communication; Computer Literacy; Interpersonal Relations.
- DUTIES** : Identify, develop, and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing visual arts and crafts. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Vivien Khanye Tel No: 011 355 2606
- POST 22/326** : **CULTURAL OFFICER REFS/018130 (2 POSTS)**
Directorate: Creative Arts
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : Ekurhuleni, Region C & D
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus Bachelors' Degree (NQF 7) or National Diploma (NQF 6) in Arts or equivalent qualification. No experience required. Knowledge of Arts and Culture will be an added advantage. Drivers' License will be an added advantage. Skills: Planning and Organizing; Decision Making; Project management; Communication; Computer Literacy; Interpersonal Relations.
- DUTIES** : Identify, develop, and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing visual arts and crafts. Render administrative functions in relation to programmes that are implemented.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Vivien Khanye Tel No: 011 355 2606
- POST 22/327** : **CULTURAL OFFICER REFS/018132**
Directorate: Creative Arts
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : Ekurhuleni, Region F
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus Bachelors' Degree (NQF 7) or National Diploma (NQF 6) in Arts or equivalent qualification. No experience required. Knowledge of Arts and Culture will be an added advantage. Drivers' License will be an added advantage. Skills: Planning and Organizing; Decision Making; Project management; Communication; Computer Literacy; Interpersonal Relations.

- DUTIES** : Identify, develop, and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing visual arts and crafts. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Vivien Khanye Tel No: 011 355 2606
- POST 22/328** : **CULTURAL OFFICER REFS/018133 (2 POSTS)**
Directorate: Creative Arts
- SALARY CENTRE REQUIREMENTS** : R294 321.per annum (plus benefits)
: Tshwane, Region A
: The successful candidate should have a Grade 12 Certificate plus Bachelors' Degree (NQF 7) or National Diploma (NQF 6) in Arts or equivalent qualification. No experience required. Knowledge of Arts and Culture will be an added advantage. Drivers' License will be an added advantage. Skills: Planning and Organizing; Decision Making; Project management; Communication; Computer Literacy; Interpersonal Relations.
- DUTIES** : Identify, develop, and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing visual arts and crafts. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Vivien Khanye Tel No: 011 355 2606
- POST 22/329** : **CULTURAL OFFICER REFS/018134**
Directorate: Creative Arts
- SALARY CENTRE REQUIREMENTS** : R294 321.per annum (plus benefits)
: Tshwane, Region C & D
: The successful candidate should have a Grade 12 Certificate plus Bachelors' Degree (NQF 7) or National Diploma (NQF 6) in Arts or equivalent qualification. No experience required. Knowledge of Arts and Culture will be an added advantage. Drivers' License will be an added advantage. Skills: Planning and Organizing; Decision Making; Project management; Communication; Computer Literacy; Interpersonal Relations.
- DUTIES** : Identify, develop, and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing visual arts and crafts. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Vivien Khanye Tel No: 011 355 2606
- POST 22/330** : **CULTURAL OFFICER REFS/018135**
Directorate: Creative Arts
- SALARY CENTRE REQUIREMENTS** : R294 321.per annum (plus benefits)
: Westrand, Region C
: The successful candidate should have a Grade 12 Certificate plus Bachelors' Degree (NQF 7) or National Diploma (NQF 6) in Arts or equivalent qualification. No experience required. Knowledge of Arts and Culture will be an added advantage. Drivers' License will be an added advantage. Skills: Planning and Organizing; Decision Making; Project management; Communication; Computer Literacy; Interpersonal Relations.
- DUTIES** : Identify, develop, and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing visual arts and crafts. Render administrative functions in relation to programmes that are implemented.

ENQUIRES : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Vivien Khanye Tel No: 011 355 2606

POST 22/331 : **SPORT PROMOTION OFFICER REFS/017917**
Directorate: Sports and Recreation

SALARY : R294 321.per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.

DUTIES : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.

ENQUIRES : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Nthabiseng Mantse Tel No: 011 355 2539

POST 22/332 : **SPORT PROMOTION OFFICER REFS/017957 (2 POSTS)**
Directorate: Sports and Recreation

SALARY : R294 321.per annum (plus benefits)
CENTRE : Central Corridor, Region B & C
REQUIREMENTS : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.

DUTIES : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Nthabiseng Mantse Tel No: 011 355 2539

POST 22/333 : **SPORT PROMOTION OFFICER REFS/017973 (2 POSTS)**
Directorate: Sports and Recreation

SALARY : R294 321.per annum (plus benefits)
CENTRE : Central Corridor, Region D
REQUIREMENTS : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.

DUTIES : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.

ENQUIRES : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Nthabiseng Mantse Tel No: 011 355 2539

- POST 22/334** : **SPORT PROMOTION OFFICER REFS/017986**
Directorate: Sports and Recreation
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : Central Corridor, Region F
REQUIREMENTS : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Nthabiseng Mantse Tel No: 011 355 2539
- POST 22/335** : **SPORT PROMOTION OFFICER REFS/018052 (2 POSTS)**
Directorate: Sports and Recreation
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : East Corridor, Region B
REQUIREMENTS : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Nthabiseng Mantse Tel No: 011 355 2539
- POST 22/336** : **SPORT PROMOTION OFFICER REFS/018062 (2 POSTS)**
Directorate: Sports and Recreation
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : East Corridor, Region C & D
REQUIREMENTS : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No:011 355 2861 Ms. Nthabiseng Mantse Tel No: 011 355 2539
- POST 22/337** : **SPORT PROMOTION OFFICER REFS/018119 (2 POSTS)**
Directorate: Sports and Recreation
- SALARY** : R294 321.per annum (plus benefits)

- CENTRE REQUIREMENTS** : North Corridor, Region A
 : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Nthabiseng Mantse Tel No: 011 355 2539
- POST 22/338** : **SPORT PROMOTION OFFICER REFS/018121 (3 POSTS)**
 Directorate: Sports and Recreation
- SALARY CENTRE REQUIREMENTS** : R294 321.per annum (plus benefits)
 : North Corridor, Region B
 : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Nthabiseng Mantse Tel No: 011 355 2539
- POST 22/339** : **SPORT PROMOTION OFFICER REFS/018123 (3 POSTS)**
 Directorate: Sports and Recreation
- SALARY CENTRE REQUIREMENTS** : R294 321.per annum (plus benefits)
 : North Corridor, Region B & D
 : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Nthabiseng Mantse Tel No: 011 355 2539
- POST 22/340** : **SPORT PROMOTION OFFICER REFS/018125 (4 POSTS)**
 Directorate: Sports and Recreation
- SALARY CENTRE REQUIREMENTS** : R294 321.per annum (plus benefits)
 : North Corridor, Region E & F
 : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage.

- Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Nthabiseng Mantse Tel No: 011 355 2539
- POST 22/341** : **SPORT PROMOTION OFFICER REFS/018127 (3 POSTS)**
Directorate: Sports and Recreation
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : West Corridor, Region A
REQUIREMENTS : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606 Ms. Nthabiseng Mantse Tel No: 011 355 2539
- POST 22/342** : **SPORT PROMOTION OFFICER REFS/018128 (2 POSTS)**
Directorate: Sports and Recreation
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : West Corridor, Region B
REQUIREMENTS : The successful candidate should have Grade 12 plus a Degree (NQF Level 7) National Diploma (NQF Level 6) in Sport / Recreation or equivalent qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures in schools, wards local areas, in conjunction with stakeholders. Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas, and districts. Implement sport and recreation programmes in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861 Ms. Nthabiseng Mantse Tel No: 011 355 2539
- POST 22/343** : **ADMINISTRATION CLERK WELLNESS REFS/018124**
Directorate: Employee Health and Wellness
- SALARY** : R202 233.per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate. A Certificate in Office Management or National Diploma Public Administration. No experience required. Skills: Interpersonal relations, Computer skills, planning and organisation, good verbal and written communication, flexibility, and teamwork. Knowledge: planning and reporting, Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge

- and understanding of the legislative framework governing the public service, and knowledge of working procedures in terms of the working environment.
- DUTIES** : General clerical/ administrative, keep and maintain the filing system for the component, type letters and/or other correspondence when required, keep and maintain the incoming and outgoing document register of the component, complete procurement documents for the purchasing of standard office items, stock control of office stationery, keep and maintain HR records in the component and make photocopies.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861, Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720
- POST 22/344** : **ADMINISTRATION CLERK: MUSEUMS & MONUMENTS REFS/018191**
Directorate: Museums & Monuments Services
- SALARY** : R202 233. per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate. A Certificate in Office Management or National Diploma Public Administration. No experience required. Skills: Interpersonal relations, Computer skills, planning and organisation, good verbal and written communication, flexibility, and teamwork. Knowledge: planning and reporting, Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public service, and knowledge of working procedures in terms of the working environment.
- DUTIES** : General clerical/ administrative, keep and maintain the filing system for the component, type letters and/or other correspondence when required, keep and maintain the incoming and outgoing document register of the component, complete procurement documents for the purchasing of standard office items, stock control of office stationery, keep and maintain HR records in the component and make photocopies.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720
- POST 22/345** : **RECEPTIONIST REFS/018061**
Directorate: Administration Support Services
- SALARY** : R202 233. per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have a NQF level 4 or 5 (A grade 12 certificate or Office / Public Administration Certificate. A minimum of 2 - 3 years' relevant experience. Inherent requirement of the job: Must be computer literate. Sound organizational skills. Good people skills. Basic written communication skills. Client orientation and Customer focus. Good communication. Telephone etiquette.
- DUTIES** : Receive telephonic calls, messages and channel to relevant role players. Welcome, receive and direct clients to relevant units. Provide relevant information as required. Operate office equipment such as fax machines and photocopiers. Liaise with internal and external personnel. Maintain telephone directory. Maintain and control visitor register at reception.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2861/ Ms. Vivien Khanye Tel No: 011 355 2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720
- POST 22/346** : **AUXILIARY SUPPORT WORKER (SPORT COORDINATOR) REFS/018100 (04 POSTS)**
Directorate: Sports and Recreation
- SALARY** : R171 537.per annum (plus benefits)
CENTRE : East Corridor (Region A X1 post, B X2 posts, F X1 post.)
REQUIREMENTS : The successful candidate should have a grade 12 Certificate. No experience is required. Driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem solving. Organizing. Project management. Maintaining discipline. Knowledge: Knowledge of Sport and Recreation.
- DUTIES** : Render administration tasks. Coordinating and administration of all sports activities implemented in the Hub. Develop and maintain database, including community audits. File documents for the unit in accepted and documented standards. Respond to all queries in the portfolio. Coordinate in keeping

accurate records of activities on the project. Actively develops ways to contact and obtain the appropriate coaches and assistants. Assist in arranging workshops and activities for sporting and gaming programmes. Coordinate in collating and providing data for reporting. Administer and categories sporting and gaming equipment ensuring that it is well maintained. Administer and ensure that the sporting and gaming areas, indoor and outdoor areas are well maintained and ready for use for sporting and gaming activities. Administer storage and transportation of sporting and gaming equipment. Order supplies and maintains inventory. Administer the use of that equipment and ensure correct use of equipment. Administer the logistics and running of sporting and gaming programmes. Communicating with the public during sporting and gaming events. Compile an inventory of all sporting equipment and report on faulty and damaged equipment. Ensure that damaged equipment is repaired and/or restored. Monthly reporting on the status of equipment and keeping of statistics regarding condition of equipment.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720 / Ms. Vivien Khanye Tel No:(011) 355 – 2606

POST 22/347 : **AUXILIARY SUPPORT WORKER (SPORT COORDINATOR) REFS/018101 (05 POSTS)**
Directorate: Sports and Recreation

SALARY : R171 537.per annum (plus benefits)
CENTRE : North Corridor (Region A X1 post, B X1 post, C and D X3 posts)
REQUIREMENTS : The successful candidate should have a grade 12 Certificate. No experience is required. Driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem solving. Organizing. Project management. Maintaining discipline. Knowledge: Knowledge of Sport and Recreation.

DUTIES : Render administration tasks. Coordinating and administration of all sports activities implemented in the Hub. Develop and maintain database, including community audits. File documents for the unit in accepted and documented standards. Respond to all queries in the portfolio. Coordinate in keeping accurate records of activities on the project. Actively develops ways to contact and obtain the appropriate coaches and assistants. Assist in arranging workshops and activities for sporting and gaming programmes. Coordinate in collating and providing data for reporting. Administer and categories sporting and gaming equipment ensuring that it is well maintained. Administer and ensure that the sporting and gaming areas, indoor and outdoor areas are well maintained and ready for use for sporting and gaming activities. Administer storage and transportation of sporting and gaming equipment. Order supplies and maintains inventory. Administer the use of that equipment and ensure correct use of equipment. Administer the logistics and running of sporting and gaming programmes. Communicating with the public during sporting and gaming events. Compile an inventory of all sporting equipment and report on faulty and damaged equipment. Ensure that damaged equipment is repaired and/or restored. Monthly reporting on the status of equipment and keeping of statistics regarding condition of equipment.

ENQUIRES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720 / Ms. Vivien Khanye (011) 355 – 2606

POST 22/348 : **AUXILIARY SUPPORT WORKER (SPORT COORDINATOR) REFS/018102 (02 POSTS)**
Directorate: Sports and Recreation

SALARY : R171 537.per annum (plus benefits)
CENTRE : West Corridor Region B
REQUIREMENTS : The successful candidate should have a grade 12 Certificate. No experience is required. Driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem solving. Organizing. Project management. Maintaining discipline. Knowledge: Knowledge of Sport and Recreation.

DUTIES : Render administration tasks. Coordinating and administration of all sports activities implemented in the Hub. Develop and maintain database, including community audits. File documents for the unit in accepted and documented standards. Respond to all queries in the portfolio. Coordinate in keeping accurate records of activities on the project. Actively develops ways to contact

and obtain the appropriate coaches and assistants. Assist in arranging workshops and activities for sporting and gaming programmes. Coordinate in collating and providing data for reporting. Administer and categories sporting and gaming equipment ensuring that it is well maintained. Administer and ensure that the sporting and gaming areas, indoor and outdoor areas are well maintained and ready for use for sporting and gaming activities. Administer storage and transportation of sporting and gaming equipment. Order supplies and maintains inventory. Administer the use of that equipment and ensure correct use of equipment. Administer the logistics and running of sporting and gaming programmes. Communicating with the public during sporting and gaming events. Compile an inventory of all sporting equipment and report on faulty and damaged equipment. Ensure that damaged equipment is repaired and/or restored. Monthly reporting on the status of equipment and keeping of statistics regarding condition of equipment.

ENQUIRES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720 / Ms. Vivien Khanye (011) 355 – 2606

POST 22/349 : **AUXILIARY SUPPORT WORKER (CULTURAL COORDINATOR)**
REFS/018103
Directorate: Creative Arts

SALARY : R171 537.per annum (plus benefits)
CENTRE : Johannesburg Central (Region D)
REQUIREMENTS : The successful candidate should have a grade 12 Certificate. No experience is required. Driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem-solving. Organizing. Project management. Maintaining discipline. Knowledge: Knowledge of Arts and Culture.

DUTIES : Submit monthly plans of Execution of tasks given. Submit monthly, quarterly, and progress reports. Coordinate the facilitation and implementation of arts and culture programs. Create an enabling environment for the training and development of the Arts and Culture programs. Administer storage and transportation of equipment's. Receive training in the acquisition and monitoring of service providers for the integrated Arts and Culture programs.

ENQUIRES : Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606

POST 22/350 : **AUXILIARY SUPPORT WORKER (CULTURAL COORDINATOR)**
REFS/018104
Directorate: Creative Arts

SALARY : R171 537.per annum (plus benefits)
CENTRE : East Corridor (Region F)
REQUIREMENTS : The successful candidate should have a grade 12 Certificate. No experience is required. Driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem-solving. Organizing. Project management. Maintaining discipline. Knowledge: Knowledge of Arts and Culture.

DUTIES : Submit monthly plans of Execution of tasks given. Submit monthly, quarterly, and progress reports. Coordinate the facilitation and implementation of arts and culture programs. Create an enabling environment for the training and development of the Arts and Culture programs. Administer storage and transportation of equipment's. Receive training in the acquisition and monitoring of service providers for the integrated Arts and Culture programs.

ENQUIRES : Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606

POST 22/351 : **AUXILIARY SUPPORT WORKER (CULTURAL COORDINATOR)**
REFS/018105 (02 POSTS)
Directorate: Creative Arts

SALARY : R171 537.per annum (plus benefits)
CENTRE : North Corridor (Region A X1 post, E and F X1)
REQUIREMENTS : The successful candidate should have a grade 12 Certificate. No experience is required. Driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem-solving. Organizing. Project management. Maintaining discipline. Knowledge: Knowledge of Arts and Culture.

- DUTIES** : Submit monthly plans of Execution of tasks given. Submit monthly, quarterly, and progress reports. Coordinate the facilitation and implementation of arts and culture programs. Create an enabling environment for the training and development of the Arts and Culture programs. Administer storage and transportation of equipment's. Receive training in the acquisition and monitoring of service providers for the integrated Arts and Culture programs.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606
- POST 22/352** : **AUXILIARY SUPPORT WORKER (CULTURAL COORDINATOR) REFS/018106**
Directorate: Creative Arts
- SALARY CENTRE REQUIREMENTS** : R171 537.per annum (plus benefits)
: South Corridor (Region B)
: The successful candidate should have a grade 12 Certificate. No experience is required. Driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem-solving. Organizing. Project management. Maintaining discipline. Knowledge: Knowledge of Arts and Culture.
- DUTIES** : Submit monthly plans of Execution of tasks given. Submit monthly, quarterly, and progress reports. Coordinate the facilitation and implementation of arts and culture programs. Create an enabling environment for the training and development of the Arts and Culture programs. Administer storage and transportation of equipment's. Receive training in the acquisition and monitoring of service providers for the integrated Arts and Culture programs.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606
- POST 22/353** : **AUXILIARY SUPPORT WORKER (CULTURAL COORDINATOR) REFS/018107**
Directorate: Creative Arts
- SALARY CENTRE REQUIREMENTS** : R171 537.0per annum (plus benefits)
: West Corridor (Region B)
: The successful candidate should have a grade 12 Certificate. No experience is required. Driver's License will be an added advantage. Skills: Computer literacy. Analytical thinking. Conflict resolution. Problem-solving. Organizing. Project management. Maintaining discipline. Knowledge: Knowledge of Arts and Culture.
- DUTIES** : Submit monthly plans of Execution of tasks given. Submit monthly, quarterly, and progress reports. Coordinate the facilitation and implementation of arts and culture programs. Create an enabling environment for the training and development of the Arts and Culture programs. Administer storage and transportation of equipment's. Receive training in the acquisition and monitoring of service providers for the integrated Arts and Culture programs.
- ENQUIRES** : Mr. Ouwen Gaveni –Tel No: 011 355 2677/2861/2606
- POST 22/354** : **SECURITY OFFICERS REFS/018108 (2 POSTS)**
Directorate: Securities and Facilities Management
- SALARY CENTRE REQUIREMENTS** : R147 036.per annum (plus benefits)
: Johannesburg
: The successful candidate should have Basic Security Officer's Course. Basic education and Training. Registered with Psira. A minimum of 2-3 years' experience in government premises as a security officer. Knowledge of control and access to public premises Act 53 of 1985. Knowledge of the Occupational Health and Safety Act of 85 of 1993. Knowledge of MISS, & Psira Act 56 of 2001). Knowledge of emergency procedures in the workplace.
- DUTIES** : Perform access control functions which will include the following: determine whether visitors have appointments/ or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control documents/cards as required. Escort visitors to relevant employee/venues where required. Operate X-ray machines where applicable. Lock and unlock entrances. Identify suspicious conduct. Identify suspicious conduct. Ensure that unauthorized persons and dangerous objects do not enter the building/premises. Follow-up incidents. Ensure safety in the building and the premises. This will include following; undertake building/premises patrols

identify and check; that doors are locked or unlocked as required; water leaks and that taps are closed; fire hazards, exposed electrical contact and other fire hazards emanating from for instance chemicals; lights, switch on and off as required; and suspicious objects and packages. Apply emergency procedures (in situations like bomb scares, riots etc) and alert emergency services and department security management. Ensure that all assets do not leave or enter the building or premises unauthorized. This will include the following tasks: ensure that all assets which leave the premises are accompanied by pass-out; inspect vehicles entering and leaving the premises; gather information and report on missing and stolen equipment and stores; handle documents at points of entry according to classification and the prescripts. Ensure all incidents are recorded in the occurrence books/registers..

ENQUIRES : Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720

POST 22/355 : **GENERAL WORKER REFS/018110 (02 POSTS)**
Directorate: Facility Management

SALARY CENTRE REQUIREMENTS : R125 373.per annum (plus benefits)
: Johannesburg
: The successful candidate should have ABET or Grade 10. No experience required. Skills: Communication skill. Knowledge: Understanding of Departmental policy and legislations.

DUTIES : Load and off load furniture, equipment, and any other goods to relevant destination. Clean government vehicles, Clean relevant workstation.

ENQUIRES : Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720

POST 22/356 : **HOUSEHOLD AID REFS/018111**
Directorate: Facility Management

SALARY CENTRE REQUIREMENTS : R125 373.per annum (plus benefits)
: Johannesburg
: The successful candidate should have ABET Level 2 certificate or equivalent (NQF Level 1 or 2). No experience required. Skills: Basic tidying skills, Basic stitching and Knitting skills. Knowledge: Knowledge of basic housekeeping procedures.

DUTIES : Make beds every morning in children's unit. Pack linen and clothes in wardrobes. Stitch and knit torn children's clothes in wardrobes. Stitch blankets, tablecloths and other garments. Pack washed clothes, Pack washed linen, tablecloths and other garments.

ENQUIRES : Mr. Ouwen Gaveni Tel No: 011 355 2677/2861/2606 / Mr. Nkhumeleni Magadze Tel No: 011 355 2720

GAUTENG PROVINCIAL TREASURY

CLOSING DATE : 14 July 2023

NOTE : 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 Applications must be submitted on the professional jobcentre (GPG) site only. Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification, and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a

security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021.

MANAGEMENT ECHELON

- POST 22/357** : **DIRECTOR: MUNICIPAL FISCAL PLANNING AND POLICY REF NO: REFS/017517**
 Directorate: Municipal Finance Management
- SALARY** : R1 162 200.per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
 : An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Finance/ Local Government/ Law/ Public Policy/ Local Government Finance. 5 years' experience at MMS/SMS level. 5 - 10 years' experience in Local Government or related field. Previous experience in managing research processes, the publication and the presentation of Local Government Finance publications at Intergovernmental For a will be a requirement.
- DUTIES** : Research and policy guidance, development around local government tax and tariff instruments. Managing the provision of Departmental input into policy and legislative processes of various local government authorities and National public service departments, as it relates to local government. Management of the stakeholder engagement process in the development of sector policies and strategies, which must include the necessary and relevant consultation across all levels. Management, drafting and publication of research reports on issues relating to the local government financial governance and finance. Management of the liaisons with all internal, external policy and research stakeholders. Guidance, evaluation and monitoring of the drafting of policy amendments and policy, enhancements pertaining to local government. Management of the preparation of opinion and interpretation of policies. Determine and analyse key economic variables, their interrelations and relevance for the budget through inter alia: Perform periodic analysis, maintenance and update of provincial local government socio-economic indicators in the database. Conduct, coordinate and publish relevant local government publication and research. Provide technical and strategic support in local government socio-economic research, analysis and development. Strategic, Operational and Institutionalise co-ordination, support and guidance to the MFG Branch on its MFMA related functions, oversight and intervention role.
- ENQUIRIES** : Ms. B Mtshizana Tel no: 011 227 9000

OTHER POSTS

- POST 22/358** : **DEPUTY DIRECTOR: DATA MANAGEMENT REF NO: REFS/018286**
 Directorate: Data Management
- SALARY** : R811 560 .per annum (All-inclusive package) consist of 70% basic salary And 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
 : A three-year tertiary qualification (NQF level 7) as recognized by SAQA in Statistics/ Information Management/ Econometrics/Finance. 3-5 years' experience at junior management level (ASD) in Statistics/ Information Management/ Econometrics/Data Management.
- DUTIES** : To provide information and data management service regarding financial performance monitoring in the province. Coordinate the reporting process in line with reporting frameworks consolidating the In-Year Monitoring, Medium Term Expenditure Framework for departments and Public Entities. Manage and provide training in line with budgeting, reporting frameworks and reforms. Develop, maintain and implement data models relating to monthly, quarterly

- reports, on revenue, expenditure and personnel. Manage personnel in the component.
- ENQUIRIES** : Ms. Grieta Ndala Tel No: (011) 227-9000
- POST 22/359** : **DEPUTY DIRECTOR: POLICY KNOWLEDGE MANAGEMENT REF NO: REFS/018293**
Directorate: Policy Knowledge Management GEYODI
- SALARY** : R811 560.per annum (All-inclusive package) consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rule.
- CENTRE REQUIREMENTS** : Johannesburg
: A relevant 3-year tertiary qualification National Diploma NQF level 6 as recognised by SAQA in Public Management or Business Management or Quality Management or equivalent. 3 years' experience in the public administration environment at a functional level with experience in research, policy development, knowledge management or planning. Knowledge of government legislation would be an advantage. Strong interpersonal and communication skills, excellent conceptual and formulation skills, data analysis, outstanding planning, organising and people management skills.
- DUTIES** : Manage and conduct research for policies and knowledge management. Coordinate development of policies and the full policy life cycle. Manage development of policy and knowledge management framework, systems, processes and procedures. Manage and coordinate implementation of knowledge management requirements, including sharing and accessibility of knowledge assets. Managing the policy and knowledge management function, human capacity and performance of the unit.
- ENQUIRIES** : Ms Tshiamo Sokupha, tel. No: 011 227-9000
- POST 22/360** : **DEPUTY DIRECTOR: MONITORING & EVALUATION REF NO: REFS/018273**
Directorate: Corporate Performance Monitoring and Evaluation
- SALARY** : R811 560.per annum (All-inclusive package) consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rule.
- CENTRE REQUIREMENTS** : Johannesburg
: A relevant 3-year tertiary qualification National Diploma NQF level 6 as recognised by SAQA in Public Management/ Business Management/ Quality Management or equivalent. 3 years' experience in the public administration environment at a functional level with experience in conducting evaluations, data analysis, performance monitoring and evaluation, research and/or policy development. Knowledge of government legislation would be advantage Strong interpersonal and communication skills, excellent conceptual and formulation skills, data analysis, outstanding planning, organising and people management skills.
- DUTIES** : Assist in evaluations planning and coordination by engaging with business units and identifying evaluation projects. Conducting evaluability assessments for the identified projects and developing 3 years and 1-year evaluation plans. Managing evaluation projects and reporting including collecting data, data analysis, report writing and communication of the evaluation findings to different stakeholders. Assist in developing evaluation systems, frameworks, processes and procedures. Coordinating the development of improvement plans and reporting progress. Managing the evaluation function, human capacity and performance of the function.
- ENQUIRIES** : Ms Linda Ninzi, Tel. No: 011 227-9000
- POST 22/361** : **DEPUTY DIRECTOR: CORPORATE COMMUNICATIONS REF NO: REFS/017569**
Directorate: Corporate Services
- SALARY** : R811 560.per annum, (All-inclusive package) consists of 70% or 75% basic salary and 30% flexible portion that maybe structured in terms of the applicable rule
- CENTRE REQUIREMENTS** : Johannesburg
: A three-year tertiary qualification (NQF level 07) as recognised by SAQA in Management / Public Relations. 3 – 5 years' experience at Junior Management

- level (ASD Level). The candidate must have good communication skills, planning and organising skills, computer literacy,
- DUTIES** : Marketing, Branding and Internal communications. Manage and promote corporate Identity, visibility and uniform branding of the GPT. Facilitate production of quality marketing support materials including designs. Stakeholder relations management and events management. Promote developments through communication by enhancing stakeholder management. Coordinate and manage internal and key public events. Develop communication and information services. Manage Corporate Communication Unit. Meet all deadlines in terms of submission of monthly and quarterly reports.
- ENQUIRIES** : Ms. Kgothatso Sikhosana Tel no: 011 227 9000
- POST 22/362** : **DEPUTY DIRECTOR: PUBLIC FINANCE REF NO: REFS/017508**
Directorate: Public Finance
- SALARY** : R811 560 per annum (All-inclusive package) consist of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
: An undergraduate qualification (NQF level 7) as recognised by SAQA in Economics and /or Public Management field, plus 3 years' experience in financial and economic performance management or plus extensive experience in public sector budgetary planning and evaluation of financial and economic performance. Experience/knowledge of Public/Private sector economic research and financial performance monitoring and economic report writing.
- DUTIES** : The incumbent will be responsible for monitoring and evaluating the utilisation of provincial resources and to ensure credible expenditure policy (budget implementation) for GPG, analyse sector budgets to ensure alignment to prevailing government priorities and to unlock maximum value for money for the GPG, to provide economic and other research to senior sector management team on strategic research areas as may be identified from time to time; review expenditure reports for GPG departments and key spending agencies; presentations developed and presented to improve transparency and awareness of expenditure policy performance.
- ENQUIRIES NOTE** : Ms. Baleseng Sedibe, Tel No: (011) 227-9000
: Applicants who meet the minimum requirements will be subjected to a proficiency test relevant to the requirements as part of the selection process.
- POST 22/363** : **DEPUTY DIRECTOR: INTERNAL CONTROLS REF NO: REFS/018281**
Directorate: Internal Controls
- SALARY** : R811 560.per annum, (All-inclusive package) consists of 70% or 75% basic salary and 30% flexible portion that maybe structured in terms of the applicable rule
- CENTRE REQUIREMENTS** : Johannesburg
: A 3-year tertiary qualification (NQF Level 7) as recognized by SAQA. Degree in Financial Management/Accounting/Auditing/ Internal Auditing/Risk Management. A minimum of 3 – 5 years' experience in an internal Control role at an Assistant Director level.
- DUTIES** : Ensure monitoring, evaluation and reporting on the implementation of effective and efficient internal control systems and strategies within the department. Ensure and oversee the development and implementation of effective and efficient internal control Policies, Frameworks and Procedure Manuals. Provide support, advice and guidance in terms of internal control prescripts. Compile and issue reports to the Chief Financial Officer on internal control compliance programmes. Manage resources of the Sub-Directorate.
- ENQUIRIES** : Ms. Linda Ninzi Tel no: 011 227 9000
- POST 22/364** : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMMES REF NO: REFS/018068**
Directorate: Corporate Services
- SALARY** : R811 560. per annum, (All-inclusive package) consists of 70% or 75% basic salary and 30% flexible portion that maybe structured in terms of the applicable rule.

<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Industrial and Organisational Psychology/ Social Work or Psychology 3 – 5 years' experience in EHWP environment of which at least 3 years as an Assistant Director/ Junior Management position. Valid registration with the HPCSA as Counselling Psychologist/ South African Council for Social Service Professions is compulsory. Public sector experience. Confidentiality Innovative Flexibility Loyal Trustworthy Self-driven
<u>DUTIES</u>	:	Develop and implement employee health and wellbeing strategies and programmes. Provide psychosocial support services through confidential counselling, problem assessment, referral, follow up and after care services of employees psychosocial and socio-economic challenges that hamper employee's performance. Manage and facilitate HIV,AIDS, STI and TB and provide treatment care programme. Manage the commemoration of the National Strategic Plan on HIV, AIDS, STIs and TB and departmental policies & plans in partnership with stakeholders Facilitate and manage health and productivity management programmes. Develop and manage all non-communicable and communicable diseases in the Department such as mental health, bullying and substance abuse, etc. Manage and promote the implementation of SHERQ in the building. Manage the implementation of Occupational Health and Safety policies, guidelines, SOPs, plans and reports in line with OHS Act and any related legislative framework. Manage the component. Provide managerial guidance in the overall implementation and promotion of integrated EHWP, policies, standards, and interventions.
<u>ENQUIRIES</u>	:	Mr. Ben Diale, Tel no: 011 227 9000
<u>POST 22/365</u>	:	<u>ASSISTANT DIRECTOR: BUDGET MANAGEMENT REF NO: REFS/017488</u> Directorate: Sustainable Fiscal Resource Management
<u>SALARY</u>	:	R424 104.per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 7) Degree as recognised by SAQA in Financial Management/ Financial Accounting/ Management Accounting/ Economics/ Public Administration. 3 – 5 years' experience at a functional level in Budget Management.
<u>DUTIES</u>	:	Budgeting: Manage the provincial strategic budget planning process. Provide advice, guidance and training on the provincial budget process, budget reforms and budget formats to provincial departments and entities. Provide technical assistance to provincial departments and entities when formulating budget proposals. Develop and consolidate the credible MTEF budget and adjustment budget for the province. Assess accuracy and compliance of provincial departments and entities' budget (i.e., budget databases, provincial budget publications) and provide advice to provincial departments. Provide guidance on the implementation of the applicable legislation including the PFMA, Treasury Regulations, Division of Revenue Act and Provincial Appropriation Acts. Reporting: Provide advice, guidance and training to provincial departments and entities during the compilation of in-year monitoring reports and end-of-the-year expenditure reports.
<u>ENQUIRIES</u>	:	Baleseng Sedibe Tel No: 011 227 9000
<u>POST 22/366</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL SUPPLY CHAIN MANAGEMENT REF NO: REFS/017492</u> Directorate: Municipal Finance Management
<u>SALARY</u>	:	R424 104 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 7) as recognised by SAQA Degree in Financial Management/ Accounting/ Cost Management and Cost Accounting/ Logistics/ Supply Chain. Minimum of 3-5 years' experience in Supply Chain Management environment of which minimum of 2 years' experience will be in Local Government/ Provincial Treasury in the MFMA environment. Must have knowledge of MFMA, Preferential Procurement Policy Framework Act (PPFA) and regulations, National Treasury circulars and guidelines, Treasury Regulations, Provincial Treasury policies and guidelines, Commercial Law principles/ procedures, Contract Law principles/ procedures, Public Service Regulatory, Broad Based Black Economic Empowerment Act (BBBEE), and BEE Code of Good Practice.

- DUTIES** : Support the monitoring, evaluation and reporting on compliance with Supply Chain Management Regulatory Framework. Provide advice, guidance and remedial actions on SCM issues and monitor remedial actions.
- ENQUIRIES** : Ms. Khensani Chauke Tel No: (011) 227-900
- POST 22/367** : **ASSISTANT DIRECTOR: INTERNAL AUDIT COMMITTEES NO: REFS/017491**
Directorate: Financial Governance
- SALARY CENTRE REQUIREMENTS** : R424 104.per annum(plus benefits)
: Johannesburg
: A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Office/ Public Administration or Management/ Corporate Governance/ Risk Management/ Finance/ Auditing. 3 – 5 years' experience in Finance / Auditing/ Administration. Minutes taking and report writing skills. Working experience in committee's secretariat will serve as an advantage.
- DUTIES** : Assist in developing and managing the operational plan to ensure effectiveness of the Audit Committees Sub-directorate and report on progress as required, including the Facilitation of effective communication with the relevant stakeholders. Ensure fully functional, operational and effective audit committee within Gauteng Provincial Government and the implementation of effective Governance principles as well as communication with key stakeholders both internal and external. Coordinate and facilitate payments of Audit Committee members. Ensure effective administration, logistical arrangements and managing of risks pertaining to the operations of the GPG Audit Committee sub- directorate.
- ENQUIRIES** : Mr. Ben Diale Tel, No: (011) 227 9000
- POST 22/368** : **ASSISTANT DIRECTOR: MARKET AND INDUSTRY RESEARCH REF NO: REFS/017487**
Directorate: Provincial Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R424 104.per annum (plus benefits)
: Johannesburg
: A three-year tertiary qualification (NQF level 6 or above) as recognised by SAQA, National Diploma or degree in Marketing/ Research/ Economics or Statistics. 3-5 years' experience working with data collection, compilation, analysis, interpretation of data and research report writing in a Market Research, industry research or sectoral research environment. Demonstrate strong analytical skills, commercial awareness, and critical thinking skills.
- DUTIES** : Responsible for the conduct and analysis of Market Research projects to provide management with accurate, timely and relevant information to inform procurement strategy decision making. Analysis of market research information, drawing of conclusions and making of recommendations that effectively address research problem. Provide Market Intelligence and databases for the research and analysis of strategic commodities to ensure that Gauteng Provincial Government procure goods and services strategically to save on costs. Provide Market and Industry research intelligence utilized to achieve and sustain a competitive advantage through the creative use of market research information. Responsible for the design, development, analysis, and provision of research reports, but not limited to Ad-hoc research reports. Strategic commodity/Industry research reports, spend analysis reports, Market Analysis reports and Price Benchmarking reports or any other market research requirements as deemed necessary. Collaborate with internal and external departments, professional bodies and research stakeholders to deliver research reports to GPG Departmental units, GPG Entities and GPT and business units.
- ENQUIRIES** : Mr. Ben Diale Tel, No: (011) 227 9000
- POST 22/369** : **ASSISTANT DIRECTOR: PUBLIC FINANCE REF NO: REFS/017505**
Directorate: Sustainable Fiscal Resource Management
- SALARY CENTRE REQUIREMENTS** : R424 104.per annum (plus benefits)
: Johannesburg
: A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Economics or Econometrics or Statistics. A post graduate qualification in these fields will be an added advantage. Applicants must have 3 - 5 years' experience

- at functional level in Financial/ Economics/ Econometrics and Statistics environment.
- DUTIES** : Coordinate the management of departmental expenditure management services. Facilitate the reporting to National Treasury and other stakeholders on expenditure. Ensure accurate reporting on financial information within the provincial departments as required by the Division of Revenue Act. Monitor that all expenditure is in line with Provincial budget allocations and priorities. Analyse review and report on expenditure trends relating to compensation of Employees. Analyse PERSAL report and liaise with provincial departments on the identified problems and take corrective measures. Analyse policies, agreements and directive related to compensation of employees and recommend amendments based on analysis. Report findings to stakeholders. Evaluate business plan of all conditional grants for compliance with the framework. Analyse and prepare monthly report on budget and expenditure variance and in year monitoring reports.
- ENQUIRIES** : Ms. Baleseng Sedibe Tel no: 011 227 9000
- POST 22/370** : **ASSISTANT DIRECTOR: INTERNAL AUDIT QUALITY ASSURANCE 2 POSTS REF NO: REFS/017486**
Directorate: Gauteng Audit Services
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (plus benefits)
: Johannesburg
: A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Internal Auditing or Accounting or Financial Information. 3-5 years' experience in Internal Auditing, drivers' licence. Knowledge of PFMA Act, Treasury Regulations, DPSA Frameworks and IIA Standards. Good communication skills, computer skills, Financial Management skills, supervisory skills, project management skills and analytical skills.
- DUTIES** : To assist the supervisor in the performance of internal audit reviews. Conduct Internal Assessments. Review of audit files and recommend value add recommendations to address internal audit inefficiencies and assist to ensure continues improvement. Tracking of QAR findings and recommendations both internal and external and reporting thereof. Compiling review reports as per Quality Assurance plan. Discuss the review reports with the responsible managers. Obtaining management comments and finalize the report within agreed timelines. Provide advisory services on the IPPF. Assist the DD in reviewing the result of the client satisfactory surveys and follow-up on improvement plans by managers. Attend to Teammate queries within set timeframes and Facilitate training of Interns/learners including induction.
- ENQUIRIES** : Ms. Linda Ninzi Tel no: 011 227 9000
- POST 22/371** : **ASSISTANT DIRECTOR: RECRUITMENT REF NO: REFS/017500**
Directorate: Corporate Services
Applicants who applied previously are encouraged to re-apply. The closing dates
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (plus benefits)
: Johannesburg
: A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Human Resources Management. 3-5 years' experience in a HRM environment. Knowledge of Public Service Act. Public Service Regulation. Basic Conditions of Employment Act. Labour Relations Act. COIDA. SMS Handbook.
- DUTIES** : To provide effective and efficient Recruitment and Selection in terms of legislative mandates and prescripts. Develop, maintain and implement HR related policies and strategies. Develop/ communicate and manage the implementation of processes, procedures, programs database and filling of vacancies. Monitor all movements and relocations on PERSAL and implement control measures, procedures and processes. Render guidance and training advise to managers or employees on matters relating to recruitment and selection. Develop or quality assures the correctness of submissions to delegated authorities. Compile monthly, quarterly, and annual management information reports. Establish control and monitoring mechanisms to ensure departmental compliance with legislative requirements.
- ENQUIRIES** : Mr Teneko Bangelo Tel no: 011 227 9000

<u>POST 22/372</u>	:	<u>ASSISTANT DIRECTOR: DATA MANAGEMENT REF NO: REFS/017592</u> Directorate: Data Management
<u>SALARY</u>	:	R424 104.per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 7) as recognized by SAQA in Statistics/ Information Management/ Econometrics/ Finance. 3-5 years' functional experience in the Statistics/Information/ Data Management. Knowledge in Strategic management. Public Finance Management Act. Treasury Regulations. Municipal Finance Management Act and Regulations.
<u>DUTIES</u>	:	To provide data management service regarding financial performance monitoring in the province. Provide support regarding reporting frameworks by consolidating the In-Year Monitoring, Medium Term Expenditure Framework for departments and Public Entities. Conduct and facilitate training in line with budgeting, reporting frameworks and reforms. Provide technical support in developing, maintaining and implementing data models to monthly, quarterly reports, on revenue, expenditure and personnel.
<u>ENQUIRIES</u>	:	Ms. Kgothatso Sikhosana Tel No: (011) 227-9000
<u>POST 22/373</u>	:	<u>ASSISTANT DIRECTOR: RISK AND ESCALATION REF NO: REFS/018294</u> Directorate: Provincial Supply Chain Management
<u>SALARY</u>	:	R424 104.per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Finance/ Economics/Accounting and Costing Analysis. 3 - 5 years' experience at a functional level in Financial Analysis, Ratios, Economic Analysis and Research Environment. Experience and understanding of the South African Marketplace. Managerial and Leadership. Understanding and exposure to Public Sector would be advantageous.
<u>DUTIES</u>	:	To provide the risk management service to the GPG regarding Financial Analysis and Economic Analysis. Obtain indices and calculate the price movement based on RFP 07., Produce a calculation report. Write a memo for calculations approval. Obtain indices and calculate the moving average projections for the term of the contract. Calculate the average projected price percentages. Produce a report of the projected price percentages. Perform ratio analysis. Perform trend analysis on annual percentage movements of turnover, profit/loss, total assets, long-term liabilities, equity, current assets and current liabilities. Provide a report profiling on the risk level based on the analysis conducted. Record all the tasks done monthly. Submit monthly reports.
<u>ENQUIRIES</u>	:	Ms Baleseng Sedibe Tel No: (011) 227 9000
<u>POST 22/375</u>	:	<u>ASSISTANT DIRECTOR: RISK AND COMPLIANCE AUDIT SERVICES REF NO: REFS/01750</u> Directorate: Gauteng Audit Services
<u>SALARY</u>	:	R424 104.per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A National Diploma (NQF level 6 as recognised by SAQA) in Internal Auditing/Accounting. 3 – 5 years' experience in Internal Auditing. Valid Driver's Licence. Gather background information, Risk Assessment, budget etc. Assist in developing audit objectives & Preliminary scope. Plan assigned project. Determined the resources required for the project and compile a time budget. Allocate tasks ap appropriately to subordinates. Review audit programmes. Supervise a pool of multi-skilled auditors while on audit. On the job supervision/mentoring, coaching, motivating and training of team (Maintain the standards set by the IIA and methodology). Review working papers compiled by the team members. Liaise with team members at the planning, execution and reporting phases of each review. Compile the draft report for sourcing root causes.
<u>DUTIES</u>	:	Prepare follow up audits. Imparting knowledge to colleagues and staff. Preparing weekly progress report to be submitted to Deputy Director. Maintain accurate time record. Monitor time and progress on projects and report to Deputy Director. Ensure that all projects are closed off on teammate once the projects are final- ised. Appraise and evaluate the performance of the team.
<u>ENQUIRIES</u>	:	Ms. Tshiamo Sokupha Tel No: (011) 227 9000

POST 22/376 : **ASSISTANT DIRECTOR: SUPPLIER DEVELOPMENT REF NO: REFS/018298**
Directorate: Provincial supply Chain Management

SALARY : R424 104 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Business Management/ Supply Chain Management/ Project Management. 3 – 5 years' experience at supervisory level in administration or in a SCM or BEE development environment. Understanding of the South African marketplace and BEE, SMME environment in particular. Broad knowledge of Supply Chain Management. Knowledge of Public Service Act and regulations, Basic Conditions of Employment Act, Medical Aid scheme Act.

DUTIES : Manage the facilitation of the provision of training and development for BEE/SMME suppliers; Identify strategies that promote BEE development; Utilise BBBEE interventions and training to implement supplier development projects in collaboration with all relevant stakeholders; Monitor and record the impact of these projects to the GPG PP spend; Manage, monitor and report on the process for allocation of BBBEE points as per BBBEE documentation submitted for Requests for Proposals (RFP); Verification and reporting on supplier BEE status; Oversee and verify the reports written and projects undertaken by Practitioner. Provide relevant support for the achievement of the PP spend targets to procurement sub programmes as well as GPG department (Roadshows, Ntirhisano, Qondis'shishini lakho ets). Ensuring the following documents are up to date and on file for self and practitioner: BEE reports, minutes of the units staff meeting, customer communication, SLA compliance and unit monthly reports.

ENQUIRIES : Ms. Baleseng Sedibe, Tel No: (011) 227-9000

POST 22/377 : **ASSISTANT DIRECTOR: CONTENT AND CATALOGUE REF NO: REFS/018296**
Directorate: Provincial supply Chain Management

SALARY : R424 104 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Supply Chain Management. 3 – 5 years of experience at administrative level. 3 – 4 years of experience in Catalogue Principles. At least three-years' experience on a procurement system i.e SAP/R3. Fully computer literate. Knowledge of customer relationship management. MS Office certificate will be an advantage. Data extraction, manipulation and report writing experience.

DUTIES : To provide system and database maintenance support to ensure a complete and accurate (quality assured) catalogue which will be deployed throughout the GPG. Distribute the incoming work amongst the Practitioners/ daily request scheduling from department. Attend specifications meetings to provide guidance to Contracts Project Manager. Provide catalogue support to system end users. Conduct master data clean up. Review weekly reports to manage SLA. Material maintenance for departments.

ENQUIRIES : Ms. Kgothatso Sikhosana Tel No: 011 227 9000

POST 22/378 : **ASSISTANT DIRECTOR: TRANSPORT REF NO: REFS/017661**
Directorate: Assets and Transport Management: CFO

SALARY : R424 104.per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A minimum 3-years tertiary qualification National Diploma (NQF 6 as recognised SAQA) in Transport management/Fleet management/Logistics Management/Supply Chain Management. 3- 5 years' experience in the administration in transport, written and verbal skill, good interpersonal skills relating to main objectives/ outputs. This position will suit person good interpersonal, communication, negotiation, organising, and interpretation skills. Ability to pay attention to detail. Ability to work under pressure.

DUTIES : Manage Departmental fleet travel arrangements. Acquisition and disposal of Departmental vehicles. Update Departmental vehicle assets register. Ensure inspection and maintenance of Departmental vehicles. Coordination of Subsidized vehicle process. Management of pool vehicles, log-sheets, vehicle

accidents, renewal of motor vehicles and management of traffic fines. Development and implementation of transport policies and directives. Conducting information sessions on transport policies and directives to employees and relevant stakeholders. Co-ordinate payment of service providers, compiling reports on fleet related matters. Monitor vehicle tracking system. Manage damages and losses on Departmental fleet vehicles. Supervise sub-ordinates and control resources within Fleet
Ms. Vivian Chauke, Tel no: 011 227 9000

ENQUIRIES

POST 22/379

ASSISTANT DIRECTOR ACCOUNTING COMPLIANCE: REF NO: REFS/017653
Directorate: Accounting Compliances

SALARY CENTRE REQUIREMENTS

R424 104.per annum (plus benefits)
Johannesburg
A three-year tertiary qualification (NQF level 7) as recognised by SAQA. Majoring in accounting. 3 – 5 years proven work experience in the monitoring and analyzing of financial data, accounting procedures and budget reporting. Knowledge and understanding of PFMA and relevant Treasury Regulations. Knowledge and understanding of GRAP and the Modified Cash Standards. Advanced computer literacy in MS Office, including knowledge of BAS and SAP. Excellent verbal and written communication skills with good interpersonal skills. Ability to lead a team, conflict management and problem-solving skills. Candidates may undergo a simulation test.

DUTIES

The incumbent will be responsible for the overall accounting and reporting activities related to the reconciliation of all Assets and Liabilities ledger accounts of the Gauteng Provincial Government (GPG) Departments and Trading Entities. Monitoring and reporting on accounting discrepancies Perform month-end and year-end closure processes in compliance with the required prescripts. Team management Monitor and analyse expenditure and revenue trends of the GPG Departments advise when overstated/understated.

ENQUIRIES

Ms. Tshiamo Sokupha, Tel no: 011 227 9000

POST 22/380

ASSISTANT DIRECTOR MUNICIPAL FINANCIAL ACCOUNTING AND AUDITING: REF NO: REFS/017493
Directorate: Municipal Accounting Auditing & Reporting

SALARY CENTRE REQUIREMENTS

R424 104.per annum (plus benefits)
Johannesburg
A degree (NQF Level 7) in Financial Management Accounting/Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. 3 – 5 years of working experience in Financial Management Accounting/ Accounting/ Auditing. At least 2 years working experience in local government carry out of financial \management responsibilities, in areas ranging from preparation of financial reporting and the development and maintenance of internal control policies and procedures. or Provincial Treasuries in a similar role responsible for the implementation of the GRAP standards, the accounting policies, the reporting frameworks, and other accounting guidelines. Monitor the implementation of the accounting standards and review and report on the quality of the annual financial statements (using GRAP and IFRS Accounting Standards). Monitor compliance by municipalities and municipal entities with the accounting reporting framework in respect to the MFMA, the MFMA Regulations and other related Legislations. Provision of Accounting Services and Support to municipalities and municipal entities. Participation in intergovernmental relations structures (internally and externally). Assist with the management of the operations of the sub-directorate

DUTIES

Assist with the review of the accounting reporting framework with the Accounting Standards Board and National Treasury. Develop a support plan for municipalities on the preparation's compilation of annual financial statements. Develop monitoring and assessment frameworks, the annual review of such frameworks and workshop of the assessment frameworks internally and externally with relevant stakeholders. Analyse the annual financial statements, audit reports, management letters and audit action plans and monitor, support, and report on the implementation of the audit action plans to identify financial management support strategies. Participation in established IGR structures. Assist with the management of the Annual Performance Plan and Operation Plan targets of the Sub-Directorate.

- ENQUIRIES** : Ms. Nontethelelo Nkosi, Tel no: 011 227 9000
- POST 22/381** : **ASSISTANT DIRECTOR OPEN TENDER SUPPORT: REF NO: REFS/017489 (3 POSTS)**
Directorate: Open Tender Support
- SALARY CENTRE REQUIREMENTS** : R424 104.per annum (plus benefits)
: Johannesburg
: A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Supply Chain Management and or Public Administration. 3 - 5 years' functional experience in Supply Chain Management, Project Management or Contract Management. Valid drivers' licence.
- DUTIES** : Understanding, interpretation and application of SCM prescripts. Provide functional oversight on the implementation of SCM prescripts in relation to the open tender system in Gauteng Provincial Government. Contribute to the development of SCM Frameworks, Circulars, Instructions, Process Flows, Standard Operating Procedures, Reporting Template, Project Plan in relation to the open tender system in the province. Monitor and report on the implementation of procurement planning in Gauteng Provincial. Maintain effective SCM reporting and monitoring system in relation to procurement planning in the province. Provide advice, Guidance and Support on implementation of SCM prescripts. Enforce SCM compliance in the province in relation to open tender legislation. Facilitate the adjudication in public for open tender projects. Perform research, analyse, review and improve SCM Policies as informed by National and Provincial priorities. Coordinate and conduct training on SCM prescripts in line with the open tender system. Provide guidance to departments and entities on SCM policies and open tender framework.
- ENQUIRIES** : Mr. Teneko Bangelo, Tel no: 011 227 9000
- POST 22/382** : **ASSISTANT DIRECTOR RECORDS MANAGEMENT REF NO: REFS/018275**
Directorate: Auxiliary Services
- SALARY CENTRE REQUIREMENTS** : R424 104.per annum (plus benefits)
: Johannesburg
: Relevant 3-years tertiary qualification National Diploma (NQF level 6 as recognised by SAQA) in Records management / Office Management / Administration A minimum of 3 to 5 years' experience in Records Management at administration level.
- DUTIES** : To manage total document security of the GPT and render effective document /record management services. Implement policies and processes regarding the planning and provision of office support and auxiliary services. Records Management services. Manage the classification of all documents within the Department as per the approved File Plan. Ensuring Safe-Custody of all documents within the Department. ensure that there is proper disposal of records. Management of staff.
- ENQUIRIES** : Mr. Ben Diale, Tel no: 011 227 9000
- POST 22/383** : **LEGAL ADMINISTRATION OFFICER REF NO: REFS/017439**
Directorate: Legal Services
- SALARY CENTRE REQUIREMENTS** : R420 642.per annum (plus benefits)
: Johannesburg
: An LLB degree, with 8 years post qualification legal experience. Extensive experience in litigation, alternative dispute resolution mechanism, case analysis, court processes and application of court rules. In depth knowledge and understanding of the public sector regulatory and governance environment including, PFMA, MFMA, Treasury Regulations, B-BBEE Act, PPPFA, Constitution of the Republic of SA, POPIA, PAIA, PAJA and PSA. Knowledge of Procurement and Supply Chain Laws, Public Administration Laws, Law of Contract, Public Finance Law, Labour Law Interpretation of Statutes, including provincial government policies, processes, and procedures.
- DUTIES** : Manage the provision of effective and efficient legal services to the department. Provide administration support, reporting and developmental support of junior employees or interns in the legal services unit. Candidate must be computer literate, innovative and competent. They must have good communication and

- drafting skills, analytical and researching skills, presentation and reporting skills, leadership skills, ability to work in a team and under extensive pressure, problem-solving and have sound organising and planning skills
- ENQUIRIES** : Ms. Tshiamo Sokupha, Tel no: 011 227 9000
- POST 22/384** : **SENIOR ADMINISTRATION OFFICER: POLICY KNOWLEDGE MANAGEMENT REF NO: REFS/018297**
Directorate: Policy Knowledge Management GEYODI
- SALARY CENTRE REQUIREMENTS** : R359 517.per annum (plus benefits)
: Johannesburg
: A relevant post matric qualification with 3 years public service experience. 3 years' experience in the public administration environment with experience in administration, exposure to policy development, knowledge management or planning. Knowledge of government legislation would be an advantage. Good interpersonal and communication skills.
- DUTIES** : Assist the administration of policy and knowledge management functions and provide administrative support, including report writing and recording meeting proceedings. Ensure updating of policy register and communication of policies. Provide secretarial services as may be required. Assist the coordination of policy management processes. Assist in the implementation of knowledge management requirements in the department, including development of frameworks, processes and procedures.
- ENQUIRIES** : Ms Grieta Ndala, Tel. 011 227-9000
- POST 22/385** : **SENIOR COMMUNICATION OFFICER: PUBLIC MANAGEMENT REF NO: REFS/01274**
Directorate: Communications
- SALARY CENTRE REQUIREMENTS** : R359 517.per annum (plus benefits)
: Johannesburg
: A three year National Diploma in Journalism/PR/Marketing Communication or an equivalent qualification. At least 1-2 years' experience working in a similar environment.
- DUTIES** : Writes advertising or educational copy to be used in broadcast or published media whether in print or digital format. Research and edit copy that will be used in various forms of advertising. Develops slogans and copy to persuade the target audience to purchase the clients products or services. Develop and implement media buying strategies. Meets with business units to understand the intended audience and the message that must be communicated to different stakeholders. Work closely with social media team to create engaging, creative content for usage across departmental pages. Presents ideas to business units and modifies them based on feedback provided. Oversees the production of advertising materials. Performs additional related duties as assigned.
- ENQUIRIES** : Ms Khensani Chauke, Tel. 011 227-9000
- POST 22/386** : **SENIOR COMMUNICATION OFFICER: CUSTOMER RELATIONS REF NO: REFS/018276**
Directorate: Communications
- SALARY CENTRE REQUIREMENTS** : R359 517.per annum (plus benefits)
: Johannesburg
: A three year National Diploma in Journalism/PR/Marketing Communication or an equivalent qualification. At least 1-2 years' experience working in a similar environment.
- DUTIES** : Handle incoming walk-in customers/service providers, phone calls, appointments and messages. Address customer/service provider needs and concerns efficiently and effectively to turn unhappy customers into return guests. Build rapport and establish good relationships with customers and client departments. Provide information about departmental services (CSD, I-Invoicing and P-Card) and employment opportunities to the public. Work on departmental campaigns and provide constructive feedback on these with specific reference to effectiveness of promotions, customers satisfaction, product and service launches as well as trends. Other administrative ad-hoc duties where necessary.
- ENQUIRIES** : Ms Kgothatso Sikhosana, Tel. 011 227-9000

- POST 22/387** : **SENIOR PRACTITIONER SUPER USER: SAP ERP PROCESS AND SYSTEM SUPPORT REF NO: REFS/018267 (3 POSTS)**
Directorate: Financial Governance
- SALARY CENTRE REQUIREMENTS** : R359 517.per annum (plus benefits)
: Johannesburg
: A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Information Technology/ Financial Information Management Systems. 2-3 years' experience in (SAP, SRM) systems. Solid experience in designing and developing training tools i.e., simulation tools, assessment tools, and learning management systems, Knowledge of SAP and SRM. Understanding of the PFMA, TREASURY Regulations, and relevant legislation. Knowledge of Public Service Act and Regulations. Public Finance Management Act. Treasury Regulations. Municipal Financial Management Act.
- DUTIES** : Provide system support on (transversal) applications for GPG system end-users by ensuring the efficient and timely operation of all incoming requests and incidents from various departments. Provide transversal system training to all Users. Assist and support the project administration of new or enhanced modules of Transversal systems. Manage access to the procurement system via the role/profile management tool (password reset).
- ENQUIRIES** : Ms Grieta Ndala Tel no: 011 227 9000
- POST 22/388** : **SENIOR PRACTITIONER QUERY MANAGEMENT REF NO: REFS/018393**
Directorate: Provincial Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R359 517.per annum (plus benefits)
: Johannesburg
: A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Business Management/ Supply Chain Management. 1-2 years' experience in procurement and or supply chain management. Experience in contract management and or strategic sourcing and or query management is advantageous. Knowledge and experience in using SAP and CRM is preferred. Knowledge and experience in using Microsoft Office is preferred.
- DUTIES** : Support the Query Management Team to achieve the strategic objectives and Procure to Pay Unit by enhancing service delivery of GPT. Manage the incoming queries and ensure that all queries are equally distributed amongst the team, they have a call reference number and are attended to and resolved within 2 working days. Monitor and report the progress on received queries in the Procure to Pay mailbox are kept to a minimum. Regulatory compliance: Request, compile and submit accurate monthly query reports to the Deputy Director on time; Submit performance contracts and quarterly reviews on time; Record keeping is implemented to ensure complete, relevant, and accurate information supporting performance reporting. Implementation of an action plan to address internal controls deficiencies monitored; Process Maps are regularly annually as required; Monitor and recommend leave request
- ENQUIRIES** : Ms. Linda Ninzi Tel no: 011 227 9000
- POST 22/389** : **AUDITOR: COMPUTER AUDIT REF NO: REFS/017484**
Directorate: Gauteng Audit Services
- SALARY CENTRE REQUIREMENTS** : R359 517.per annum (plus benefits)
: Johannesburg
: A relevant tertiary qualification (NQF6), e.g., BSc, BCom, National or Higher Diploma (Computer Science, IT Auditing, Internal Auditing, etc). 1 - 2 years' experience conducting IT Audits
- DUTIES** : Execute audits assigned as per the annual IT Audit plan. Meet the stated / baseline requirements for productivity as per GAS norms. Attend to identified development areas (training). Application of skills (on the job) acquired during training.
- ENQUIRIES** : Mr. Sihle B Hlomuka Tel No: (011) 227 9000
- POST 22/390** : **SENIOR COMMUNICATION OFFICER: STAKEHOLDER RELATIONS REF NO REFS/018300**
Directorate: communications
- SALARY** : R359 517.per annum (plus benefits)

<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three year National Diploma in Public Relations or equivalent qualification, 1 – 2 years' experience in Communication and Public Relations. Previous experience in the field of stakeholder management will be an added advantage.
<u>DUTIES</u>	:	The incumbent will plan and implement of departmental campaigns, public participation programs, roadshows and exhibitions. Assist in the development and implementation of a comprehensive stakeholder strategy, oversee and provide strategic, management and operational support with regards to stakeholder relations programme. Manage departmental stakeholder list and good relations with stakeholders through forums and departmental events. Ensure communication with stakeholders about the activities of the department by implementing the distribution strategy for all publications.
<u>ENQUIRIES</u>	:	Kgothatso Sikhosana, Tel No: 011 227-9000
<u>POST 22/391</u>	:	<u>SENIOR COMMUNICATION OFFICER: RESOURCE CENTRE REF NO: REFS/018299</u> Directorate: Communications
<u>SALARY</u>	:	R359 517.per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three- year tertiary qualification (NQF level 6) as recognised by SAQA in Graphic Design or equivalent qualification. 1-2 years' experience as a Graphic Designer. Design and layouts of flyers, posters, brochures, communiques and annual reports, newsletter etc. in compliance with the CI given by office of the Premier.
<u>DUTIES</u>	:	Monitor and managing the Gauteng Provincial Treasury brand according to CI given to Office of the Premier. Assist and design, advise and monitor external marketing and communication campaigns in partnership with GPT brand to ensure proper usage of GPG and /or GPT brand (online and printed). Assist events management team.
<u>ENQUIRIES</u>	:	Ms Grieta Ndala, Tel No: 011 227-9000
<u>POST 22/392</u>	:	<u>SENIOR PRACTITIONER: SYSTEM CONTROLLER REF NO: REFS/018295</u> Directorate: Financial Information Management Systems
<u>SALARY</u>	:	R359 517.per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A tertiary qualification NQF level 6 as recognised by SAQA in Computer Sciences or Information Technology of Informatics or Financial Information Systems or Software Engineer or Statistics, Mathematics related qualification. 1 - 3 years' experience in SQL - ability to write custom queries, views and triggers and building tools for online analytical processing (OLAP cubes).1 - 3 years' experience in Predictive Modelling and Machine Learning / Project management methodologies / IT implementation cycle, Applications: Microsoft Power BI or Qlikview or QlikSense
<u>DUTIES</u>	:	Gather user requirement and prepare functional documents. Perform data pre-processing, including data manipulation, transformation, normalization, standardization, visualization, and the creation of additional variables and features, as necessary to create algorithms or models. Facilitate awareness of data sources to guarantee that governance, procedures, and standards are followed. Perform data design, database architecture, metadata development, and repository construction tasks in accordance with business stakeholder requirements. Design, build and deploy BI solutions and reporting tools. Oversee and monitor the management of internal controls in line with the existing applications Maintain and support data analytics platforms. Develop descriptive analytics (ability to extract insights and trends from data based on requirements). Prepare action plans of continuous data clean-up and integrity project. Continuous improvement of applications to ensure stability, quality reporting and performance optimization. Training of users on new and existing BI platforms. Conduct user-acceptance testing and quality control of databases to ensure accurate and appropriate use of data.
<u>ENQUIRIES</u>	:	Ms. Khensani Chauke Tel No: 011 227 9000
<u>POST 22/393</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INTERNAL CONTROLS REF NO: REFS/018277</u> Directorate: Internal controls

SALARY : R359 517.per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Accounting /Auditing/ Internal Auditing/ Risk Management. 2 -3 years working experience in Risk Management/ Auditing/ Accounting.

DUTIES : To render the provisioning of an effective and efficient internal control services in terms of legislative mandate. Conduct internal control systems within the department. Develop, implement and maintain internal control policies, frameworks and procedure manuals. Provide transversal support, advise and guidance in terms of internal controls prescripts. Participate in the compilation of reports to the Executing Authority on internal control compliance programmes.

ENQUIRIES : Ms. Tshiamo Sokupha Tel No: 011 227 9000

POST 22/394 : **SENIOR CONTRACT ADMINISTRATOR: CONTRACT MANAGEMENT REF NO: REFS/017530**
Directorate: Contract Management

SALARY : R359 517.per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three- year qualification (NQF Level 6) as recognised by SAQA in Business/Purchasing/Supply chain/ Financial Management/Public Administration and Public management. 2-4 years' experience in Procurement /Supply Chain Management position. Experience in contract management. An understanding of government procurement policies and procedures. Knowledge and experience in using SAP R/3 and SAP SRM will be advantageous.

DUTIES : Gather, analyse, review information and report on contract management related reports within the GPG. Monitor implementation of contract management policies and procedures by GPG departments. Provide advice, guidance, and support to GPG departments on all contract related matters. Perform supplier performance monitoring and site visits to monitor performance. Perform supervisory functions and undertake all administrative functions required regarding financial and HR administration.

ENQUIRIES : Ms. Grieta Ndala, Tel No: 011 227 9000

POST 22/395 : **SENIOR ADMINISTRATION OFFICER REVENUE AND DEBT COMMITTEE REF NO: REFS/017513**
Chief Directorate: Local Government Financial Services

SALARY : R359 517.per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three year tertiary qualification (NQF level 6) as recognized by SAQA. 3 – 5 years' experience in office administration, coordination, or customer service. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Ability to act with tact and discretion. Ability to analyse documents and situations. Self-management and motivation. Knowledge of the relevant legislation/ policies/ prescripts and procedures. Basic knowledge on financial administration. Basic knowledge of local government or public sector. Confidentiality, trustworthy discretion, and honesty.

DUTIES : Provides administrative support services to the chief directorate. Coordinate and maintain the electronic filing system on the network drive. Assist with logistics and provide administrative support to the Grants Management Committee and Debt Management Committee. Support to personal assistant and office of the branch manager. Study the relevant Public, Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms. Grieta Ndala,Tel no: 011 227 9000

POST 22/396 : **SENIOR PRACTITIONER SUPER USER: SAP ERP PROCESS AND SYSTEM SUPPORT REF NO: REFS/018267 (3 POSTS)**
Directorate: Financial Information Management Systems

SALARY : R359 517.per annum (plus benefits)
CENTRE : Johannesburg

<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Information Technology/ Financial Information Management Systems. 2-3 years' experience in (SAP, SRM) systems. Solid experience in designing and developing training tools i.e., simulation tools, assessment tools, and learning management systems, Knowledge of SAP and SRM. Understanding of the PFMA, TREASURY Regulations, and relevant legislation. Knowledge of Public Service Act and Regulations. Public Finance Management Act. Treasury Regulations. Municipal Financial Management Act.
<u>DUTIES</u>	:	Provide system support on (transversal) applications for GPG system end-users by ensuring the efficient and timely operation of all incoming requests and incidents from various departments. Provide transversal system training to all Users. Assist and support the project administration of new or enhanced modules of Transversal systems. Manage access to the procurement system via the role/profile management tool (password reset).
<u>ENQUIRIES</u>	:	Ms. Kgothatso Sikhosana, Tel no: 011 227 9000
<u>POST 22/397</u>	:	<u>PRACTITIONER CONTENT AND CATALOGUE REF NO: REFS/018264</u> Directorate: Provincial Supply Chain Management
<u>SALARY</u>	:	R294 321.per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 6) as recognised by SAQA in Supply Chain Management. 1-2 years' experience as an administrator. 1-2 years in Supply Chain Management. Knowledge of customer relationship management. Buying/ warehousing/ cataloguing experience. MS Office will be an added advantage. Knowledge of BCEA, PSA, cataloguing principles will also be an added advantage.
<u>DUTIES</u>	:	To create and update formats for cataloguing on e-Cats and ensure a complete catalogue by checking and verifying all new and non-audited items/services on e-Cats cataloguing tool, prior to exporting the catalogue item to SAP; Create or update formats as per the need of practitioner. Perform system controller functions by doing quality assurance of work prior to export to SAP. Conduct master data clean up. Quality assure service numbers as per end user requirement.
<u>ENQUIRIES</u>	:	Ms. Grieta Ndala, Tel no: 011 227 9000
<u>POST 22/398</u>	:	<u>PRACTITIONER CONTRACT MANAGEMENT REF NO: REFS/017526</u> Directorate: Contract Management
<u>SALARY</u>	:	R294 321.per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three- year qualification (NQF Level 6) as recognised by SAQA in Business/Logistics/Supply chain/ Financial Management/Public Administration and Public management.1 – 2 years' experience in Contract Management and/or Supply Chain Management administration. Knowledge and experience in using SAP R/3, Supplier Relations Management (SRM) and Customer Relations Management (CRM) will be an added advantage.
<u>DUTIES</u>	:	To monitor and evaluate the supplier and the entities, to ensure that they comply with the service level agreement and rendering the goo quality and on time. Service delivery and site visits. Monitoring of contract values and validity end dates, ensuring implementation of price adjustments. Expediting Supplier Payments to ensure adherence to 30-day payment SLA.
<u>ENQUIRIES</u>	:	Ms. Grieta Ndala, Tel no: 011 227 9000
<u>POST 22/399</u>	:	<u>PRACTITIONER QUERY MANAGEMENT REF NO: REFS/018389</u> Directorate: Provincial Supply Chain Management
<u>SALARY</u>	:	R294 321.per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Business Management/ Supply Chain Management. 1-2 years' experience in procurement and or supply chain management. Experience in contract management and or strategic sourcing and or query management is advantageous. Knowledge and experience in using SAP R/3, SRM and CRM is preferred. Knowledge and experience in using Microsoft Office is preferred.
<u>DUTIES</u>	:	Support the Query Management Team to achieve the strategic objectives and Procure to Pay Unit by enhancing service delivery of GPT. Ensure that all

queries have a call reference number and are attended to and resolved within 2 working days. Ensure that queries in the Procure to Pay mailbox are kept to a minimum. Regulatory compliance: Request, compile and submit accurate monthly query reports to the Deputy Director on time; Submit performance contracts and quarterly reviews on time; Record keeping is implemented to ensure complete, relevant, and accurate information supporting performance reporting. Implementation of an action plan to address internal controls deficiencies monitored; Process Maps are regularly annually as required; Monitor and recommend leave request

- ENQUIRIE** : Ms. Linda Ninzi Tel no: 011 227 9000
- POST 22/400** : **EMPLOYEE HEALTH AND WELLNESS REF NO: REFS/018064**
Directorate: Corporate Services
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Social Work or Psychology. 1 – 2 years' experience in the field of Health and Wellness Programme. Valid registration with the HPCSA as Counselling Psychologist/ South African Council for Social Service Professions is compulsory. Public Sector experience. Knowledge of Public Service acts and regulations, DPSA EHWP strategic framework, PILIR and Health and Wellness policies. Conflict mediation skills, computer literacy, problem solving skills, report writing skills, good interpersonal relations, planning and organising skills, facilitation skills, communications skills, report writing skills, analytical skills, influencing skills, project planning and counselling skills.
- DUTIES** : Implement departmental Wellness policy and procedures in the department. Provide administrative technical support for Wellness activities and Wellness Committee in the department. Implement the four pillars of Employee Health and Wellness in the department. Health and Productivity Management Pillar. Wellness Management Pillar. HIV/AIDS and TB Management Pillar. Facilitate the establishment of different sporting codes. To co-ordinate EHWP committee meetings as well as events within the department. To provide brief counselling and conflict mediation within the department. Provide administrative duties and adhere to policies
- ENQUIRIES** : Ms. Grieta Ndala, Tel no: 011 227 9000
- POST 22/401** : **PRACTITIONER: ACCOUNTING COMPLIANCE (STATUTORY DEDUCTIONS MANAGEMENT) REF NO: REFS/017876**
Directorate: Accounting Compliances
- SALARY** : R294 321.per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Accounting or Finance. 1-2 years working experience in Finance /HR environment. Experience in BAS or SAP or Persal systems or any recognised financial management systems like Sage Pastel will be an advantage. Application of Relevant Legislations i.e. Income Tax; Unemployment Insurance Act; Public Financial Management Act (PFMA), Public Service Regulations Act and Treasury Regulations.
- DUTIES** : To provide operational duties in terms of compliancy to Tax legislations and effective management of statutory deductions related accounts; Tax Administration; Management of deductions accounts; Management of salary reversal control accounts; Management of ACB accounts; Management of salary inter-departmental balances; Implementation identify verification solution; UIF administration.
- ENQUIRIES** : Mr. Ben Diale, Tel no: 011 227 9000

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON**

- APPLICATIONS** : Applications may be forwarded by post to: Head: Community Safety and Liaison, Human Resource Management, Private Bag, X 9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg
- FOR ATTENTION** : Ms. S.S Ngcobo
- CLOSING DATE** : 14 July 2023
- NOTE** : Applicants must not submit copies/attachments/ proof /certificates/ID/Driver license/qualifications on application, only when shortlisted. A completed Z83 application for employment form and a detailed CV must only be submitted. Applicants must utilise 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 Regulations, 2016 and failure to do so will result in disqualification. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities are encouraged to apply. This is a re-advertising of post number CSL30/2022 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered. Due to the large number of applications, only short-listed candidates will be contacted and if you have not heard from this Department within 3 months of this advertisement, please regard your application as being unsuccessful.

MANAGEMENT ECHELON

- POST 22/402** : **CHIEF DIRECTOR: CORPORATE MANAGEMENT REF. NO: CSL33/2023**
- SALARY** : R1 371 558 per annum (An all-inclusive package) s payable to the successful candidate. The package includes a basic (70% of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Public Administration or relevant equivalent qualification recognized by SAQA, coupled with minimum five years of experience at senior managerial level in a corporate management environment. Successful completion of the Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Valid driver's license. Applicants must be prepared to work extended hours. Knowledge of the Constitution of RSA, 1996, Knowledge of public service Act and regulations, PFMA, South African Police Act,1995, HR systems including "Persal", National Crime Prevention Strategy, 1996, KZN Commissions Act,1999, Domestic Violence Act,1998, Child Care Act,1983, Criminal Procedure Act,1977, Employment Equity Act,1998, Skills Development Act,1998, Promotion of Administrative Justice Act,2000, Promotions of Access to Information Act,2000, Electronic Communications & Transactions Act, 2002, State Information Technology Agency Act,1999, National Youth Development Agency Act, 2008, Civilian Secretariat for Police Service Act,2011, Fleet management, Labour Relations Act,1995, Communication and protocol. Communication skills (verbal and written), Project management skills in criminal justice, Report writing skills, Strategy management and policy formulation.
- DUTIES** : To manage and monitor the provisions of corporate management services. Provide strategic direction for legal, integrated planning, monitoring and evaluation, financial management, corporate services and intergovernmental relations and special projects. Oversee the management and the provisioning of legal services. Oversee the management of integrated planning, monitoring

and evaluations. Manage and facilitate the provision of financial management. Manage the provisioning of corporate services. Oversee the management of intergovernmental relations and special projects. Ensure effective management resources for the Chief-Directorate.

ENQUIRIES

: Ms. G.P Xaba, Tel: 033 – 3419300

KWAZULU NATAL HEALTH

ERRATUM: Kindly note that the following posts that were advertised in public Service Vacancy Circular 19 of 2023 dated 2 June 2023: Medical Specialist Anaesthetics: Ref GJGM02/2023, Medical officer Surgery Ref GJGM39/2023 and Assistant Nurse Manager General (orthopaedics/Surgical/Ophthalmology) Ref GJGM38/2023. The closing date has been extended to 21 July 2023.

OTHER POSTS

POST 22/403

: **HEAD CLINICAL UNIT: GENERAL SURGERY (AMENDED) REF NO: DPKISMH 21/2023 (1 POST)**
Those Who Previously Applied Must Re-Apply
Component: General Surgery

SALARY

: R1 887 363 – R2 001 927.per annum all-inclusive package + a Fixed commuted overtime compulsory. All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.)

CENTRE REQUIREMENTS

: DR Pixley Ka Isaka Seme Memorial Hospital
: Senior Certificate /Grade 12 or equivalent. An appropriate tertiary qualification (MBCHB) or equivalent Plus, Registration certificate with HPCSA as a Medical Specialist in General Surgery plus Current registration with HPCSA as a Specialist (2023/2024 receipt). An appropriate qualification PLUS five (05) years post registration experience as a Medical Specialist in General Surgery. Certificate of service endorsed by Human Resource Department must be produced on or before the day of the interview. All successful candidates will have to spend a minimum of 1 year in the General Surgery. Knowledge, Skills, Training And Competence Required: Extensive clinical knowledge of the General Surgical discipline. Sound knowledge of clinical specialist procedures and protocols within the discipline. Assessment and management of patients. Participate in continuing professional development. Participate and support research activities. Good communication and human relations. Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Managerial and financial management skills. Report writing and presentation skills. Problem solving skills and innovativeness. Awareness of cross-cultural differences.

DUTIES

: Assist with quality improvement initiatives including clinical audits and continued professional development activities aligned to department needs. Assist in the development of management policies and protocols. Organise, prepare for and chair departmental clinical and academic meetings. Conduct and support research activities. Knowledge of current health and public servants legislation, regulation and policy, including Medical Ethics, Epidemiology and Statistics. Ability to provide Speciality General Surgery consultation and services. Accept responsibility for administration of General Surgery. Assess patients, plan, initiate and supervise surgical care management. Align clinical service delivery plans with hospital plans and priorities. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in commuted overtime per week, is essential. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless services delivery process within the Institution and referring facilities. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic/and training programmes. Participate in the continued medical education programme in the institution. Manager EPMDS of junior staff. Participate in the extended management activities. Develop and participate in the outreach/ in reach programmes. Leadership and decision-making abilities as well as problem solving and conflict management. Knowledge of Health Resource management.

		Information management and quality assurance. Provide vision, strategic direction and inspire employees to deliver excellent quality health services. Strengthen clinical governance. Comply with norms and Standards. NB. Performance of Commuted Overtime is compulsory and will be worked based on the needs of the institution.
<u>ENQUIRIES</u>	:	Dr HA Hlela: Senior Medical Manager: Tel No: 031 530 1471
<u>APPLICATIONS</u>	:	To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za
<u>FOR ATTENTION</u>	:	Deputy Director: HRM
<u>NOTE</u>	:	The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za . No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form <u>Z83</u> e.g. DPKISMH 14/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	:	14 July 2023.
<u>POST 22/404</u>	:	<u>MEDICAL SPECIALIST: GENERAL SURGERY REF NO: DPKISMH 22/2023 (AMENDED)</u> Those Who Previously Applied Must Re-Apply (Contract Post: 02 Years) Component: General Surgery
<u>SALARY</u>	:	Grade 1: R1 214 805 – R1 288 095.per annum all-inclusive package + a Fixed commuted overtime compulsory. Grade 2: R1 386 069 – R 1 469 883.per annum all-inclusive package + a fixed commuted overtime. Grade 3: R1 605 330 – R2 001 927.per annum (All - inclusive salary package) + a fixed commuted overtime.(All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules).
<u>CENTRE</u>	:	DR Pixley Ka Isaka Seme Memorial Hospital
<u>REQUIREMENTS</u>	:	Grade 1 Appropriate qualification Plus registration with HPCSA as a Specialist in General Surgery.No experience required. All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.) Grade 2 Appropriate qualification Plus five (05) years post registration experience as a Medical Specialist in General Surgery. (All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Grade 3: Appropriate qualification Plus five (10) years post registration experience as a Medical Specialist in General Surgery. Senior Certificate/Grade 12 or equivalent. An appropriate tertiary qualification (MBCHB). Registration certificate with HPCSA as a Medical Specialist in General Surgery. Current registration with HPCSA as a Specialist in General Surgery (2023/2024). FCS (SA) Mmed. The successful candidate will have a maximum of 02 years in the post. All successful candidates will have to spend a minimum of 1 year in the General Surgery. Knowledge, Skills, Training And Competence Required: Sound clinical knowledge of General Surgery. Good communication and human relations. Sound knowledge of procedures and protocols within the discipline. Assessment, management and referral of patients. Sound surgical techniques in the operating theatre. Participate in continuing professional development. Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relations.
<u>DUTIES</u>	:	Providing outpatients, inpatients and outreach general surgery services. Teaching and supervision of medical officers and registrars. Ensuring provision

of a high-quality and efficient comprehensive general surgery service. Assist with quality improvement initiatives including clinical audits and continued professional development activities aligned to department needs. Assist in the development of management policies and protocols. Perform compulsory commuted overtime. Ability to provide Specialist General Surgery consultation and services. Accept responsibility for administration duties related to the Department of General Surgery. Assess patients, plan, initiate and supervise medical care management. Align clinical service delivery plans with hospital plans and priorities. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in commuted overtime per week, is essential. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic / and training programmes. Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, implement and monitor quality improvement programmes. Develop and participate in the outreach/in reach programmes. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Leadership and decision-making abilities as well as problem solving and conflict management. Knowledge of Human Resource management. Information management and quality assurance. Ensure the proper and economical use of equipment and other resources. NB. Performance of Commuted Overtime is compulsory and will be worked based on the needs of the institution.

- ENQUIRIES** : Dr HA Hlela Tel No: 031 530 1471
- APPLICATIONS** : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za
- FOR ATTENTION** : Deputy Director: HRM
- NOTE** : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only Z83 and CV.. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH15/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
- CLOSING DATE** : 14 July 2023
- POST 22/405** : **MEDICAL SPECIALIST RADIOLOGY REF: DPKISMH 23/2023 (1 POST)**
Component: Radiology
Re-Advertised
- SALARY** : Grade 1: R1 214 805 – R1 288 095.per annum all-inclusive package + a Fixed commuted overtime.
Grade 2: R1 386 069 – R1 469 883.per annum all-inclusive package + a fixed commuted overtime.
Grade 3: R1 605 330 – R2 001 927.per annum all-inclusive package + a fixed commuted overtime. All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.)
- CENTRE** : DR Pixley Ka Isaka Seme Memorial Hospital

<u>REQUIREMENTS</u>	: Grade 1: Appropriate qualification Plus registration with HPCSA as a Specialist in Radiology. No experience required. Grade 2: Appropriate qualification Plus five (05) years post registration experience as a Medical Specialist in Radiology. All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.) Grade 3: Appropriate qualification Plus ten (10) years post registration experience as a Medical Specialist in Radiology. Senior Certificate /Grade 12 or equivalent. An appropriate tertiary qualification (MBChB) or equivalent Plus, Registration certificate with HPCSA as a Medical Specialist in Radiology plus Current registration with HPCSA as a Specialist Radiology (2023 receipt). Unendorsed valid code B driver's license (code 08). Certificate of service endorsed by Human Resource Department must be produced on or before the day of the interview. All successful candidates will have to spend a minimum of 1 year in the Radiology Department. Knowledge, Skills, Training and Competence Required: knowledge of clinical medicine as per specified MBChB. Knowledge of aspects of clinical medicine relevant to Diagnostic Radiology. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, and planning, organising, leadership, decision-making and interpersonal skills. Completion of Community Service or one year as a Medical Officer in the case of Foreign Nationals.
<u>DUTIES</u>	: Provide an efficient, effective general radiological medical officer service to facilitate imaging of patients and provision of reports timely. Ensure optimal health care consistent with the guidelines of practice of Radiology as outlined by the South African Society of Radiologists. Take an active role in Radiology training program and Radiology research. Participation in commuted overtime is compulsory NB. Performance of Commuted Overtime is compulsory and will be worked in discipline based on the needs of the institution.
<u>ENQUIRIES</u>	: Dr Z Zikalala HCU: Radiology Tel No: 031 530 1445
<u>APPLICATIONS</u>	: To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za
<u>FOR ATTENTION</u>	: Deputy Director: HRM
<u>NOTE</u>	: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za . No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form <u>Z83</u> e.g. DPKISMH 14/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks Security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of All occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	: 14 July 2023.
<u>POST 22/406</u>	<u>CHIEF EXECUTIVE OFFICER REF NO. G 81/2023</u> Cluster: Hospital Management Services
<u>SALARY</u>	: R1 162 200 - R1 365 411,per annum (An all Inclusive salary package)
<u>CENTRES</u>	: General Justice Gizenga Mpanza Hospital
<u>REQUIREMENTS</u>	: An undergraduate qualification (NQF level 7) in a clinical related field, with a valid registration with the relevant professional body, A post graduate degree/ diploma in management. 5 years of experience at senior managerial level. Unendorsed valid Code B driver's licence (Code 08). Recommendation: - Management experience at a Regional/Tertiary Hospital will be an added advantage. Knowledge, Skills, Training And Competencies Required: - Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: - Strategic capability and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies: - Service delivery innovation,

knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.

DUTIES

: Key Performance Areas: - Job Purpose to plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective and efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facilities Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to for infrastructure planning and timeous maintenance of facilities and its equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees; Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board and other relevant oversight committees/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non- clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes.

**ENQUIRIES
APPLICATIONS**

: MRS RT Dube Tel No: 033- 940 2499
: All Applications Should Be Forwarded To: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 Or Hand delivered to: 330 Langalibalele Street Natalia Building, REGISTRY, Minus 1:1 North Tower (Attention: Mr. A Memela)

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV ONLY (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. **NB:** For the Pre-Entry Certificate

for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and Stamped by employer/s prior to the date of the interview.

<u>CLOSING DATE</u>	:	14 July 2023
<u>POST 22/407</u>	:	<u>CHIEF EXECUTIVE OFFICER REF NO. G 82/2023</u> Cluster: Hospital Management Services
<u>SALARY</u>	:	R1 162 200 - R1 365 411 per annum (An all Inclusive salary package)
<u>CENTRE</u>	:	Newcastle Provincial Hospital
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in a clinical related field, with a valid registration with the relevant professional body, A post graduate degree/ diploma in management. 5 years of experience at senior managerial level. Unendorsed valid Code B driver's licence (Code 08). Recommendation: - Management experience at a Regional/Tertiary Hospital will be an added advantage. Knowledge, Skills, Training and Competencies Required: - Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: - Strategic capability and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies: - Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.
<u>DUTIES</u>	:	Key Performance Areas: - Job Purpose to plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective and efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facilities Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to for infrastructure planning and timeous maintenance of facilities and its equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees; Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board

and other relevant oversight committees/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non- clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes.

**ENQUIRIES
APPLICATIONS**

: MRS RT Dube Tel No: 033- 940 2499
: All Applications Should Be Forwarded To: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower (Attention: Mr. A Memela)

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV ONLY (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. **NB:** For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. **NB:** All shortlisted candidates will be required to submit proof of work experience endorsed and Stamped by employer/s prior to the date of the interview.

CLOSING DATE

: 14 July 2023

POST 22/408

: **CHIEF EXECUTIVE OFFICER REF NO. G 83/2023**
Cluster: Hospital Management Services

**SALARY
CENTRE
REQUIREMENTS**

: R1 162 200 - R1 365 411.per annum (An all Inclusive salary package)
: Ladysmith Regional Hospital:
: An undergraduate qualification (NQF level 7) in a clinical related field, with a valid registration with the relevant professional body, A post graduate degree/ diploma in management. 5 years of experience at senior managerial level. Unendorsed valid Code B driver's licence (Code 08). Recommendation: - Management experience at a Regional/Tertiary Hospital will be an added advantage. Knowledge, Skills, Training and Competencies Required: - Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: - Strategic capability and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies: - Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.

DUTIES

: Key Performance Areas: - Job Purpose to plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective an efficient manner, working with the key executive management team at the

hospital and within the legal and regulatory framework, and government requirements, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facilities Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to for infrastructure planning and timeous maintenance of facilities and its equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees; Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board and other relevant oversight committees/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non- clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes.

**ENQUIRIES
APPLICATIONS**

: MRS RT Dube Tel No: 033- 940 2499
 : All Applications Should Be Forwarded To: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower (Attention: Mr. A Memela)

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV ONLY (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. **NB:** or the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the

course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and Stamped by employer/s prior to the date of the interview.

- CLOSING DATE** : 14 July 2023
- POST 22/409** : **DEPUTY MANAGER NURSING (LEVEL 1 & 2 HOSPITALS) REF NO: KCHC/DMN/07/2023**
- SALARY** : R930 747 per annum (All-inclusive package - Consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)
Other Benefits: In Hospitable Allowance 8%
- CENTRE REQUIREMEN** : Kwa-Mashu Community Health Centre
Basic R425 qualifications (Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with SANC as a Professional Nurse (2023 SANC receipt). A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to must be appropriate and recognizable experience at Management Level. No attachments/copies/certified copies/proof/certificates on application, only Z83 and CV, applicants will submit documents only when shortlisted. (Certificates of service or official letters of service from previous/current employers signed and stamped by HR). Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Only shortlisted candidates will submit proof of current Registration. Recommendation: Diploma In Clinical Nursing Science (Health Assessment, Treatment And Care [PHC]). Diploma In Midwifery And Neonatal Nursing Science (ADM). Computer literacy Knowledge, Training, Skills & Competencies' required Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Health Act, Skills Development Act, Public Service Regulations, Labour relations Act, Occupational Health and Safety act, Patients' Rights, Batho Pele Principles, etc. Mentorship and supervisory skills. Leadership, Management, Planning, Organizing and coordinating skills. Clinical competencies and policy formulation skills. Knowledge of nursing care delivery approaches. Good verbal and written communication skills. Conflict management / sound labour management skills. Mentorship and supervisory skills. Knowledge and understanding of Human Resource and Financial practices.
- DUTIES** : Provide leadership a strategic direction in the Nursing Component. Delegate, supervise & coordinate the provision of effective and efficient patient care through adequate nursing care. To execute duties and functions with proficiency, in support of aims and strategic objectives of the CHC, satellite clinics and of the Department of Health. To contribute toward strategic planning process of the CHC and satellite clinics. Represent Nursing Component in the Senior Management Team. To demonstrate CHC's commitment to quality nursing care and ensure compliance with Norms and Standards and Ideal CHC prescripts. Advocate and ensure the promotion of nursing ethos and professionalism. To manage and ensure efficient utilization of allocated human resources, financial and non-financial resources Deal with disciplinary and grievance matters. To ensure provision of effective and efficient infection control services in the CHC satellite clinics and integrate primary health care services. Monitoring and evaluation of patient care delivery in the CHC and satellite clinics. Initiate and participate in health promotion to ensure consistent communication of Relevant, accurate & comprehensive information on health care. Development/establish and maintain constructive working relationship between nursing staff & other stakeholders (i.e. Inter-professional, inter-sectoral & multidisciplinary teamwork) Formulation and implementation of nursing guidelines, practices, standards & procedure). To have a strong understanding of Clinical Governance and Quality Improvement and to ensure sound clinical governance practice. Manage and supervise clinical programs ensuring that the CHC and satellite clinics achieve set targets.
- ENQUIRIES** : Mrs. JN Mdimma Masondo Tel : 031 504 8895

- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at P61 Mkhivane Road, Kwa-Mashu, 4360 or posted to Private Bag X013, Kwa-Mashu, 4360
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. The applicants must NOT submit copies of qualification, identity documents, certificates of service, professional registration certificates, driver's license and any other documents with your CV. Such copies need not be certified when applying for the post, the communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref KCHC/DMN/073/2021. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. NB: Candidates May Be Subjected To A Technical Exercise/Competency Assessment As Part Of Selection Process Intended To Test Relevant Competencies Of The Job Due severe budgetary constraints that the CHC is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid The CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021)
- CLOSING DATE** : 14 July 2023
- POST 22/410** : **MEDICAL OFFICER GRADE 1, 2 OR 3 REF NO : MBO 45/2023 (3 POSTS)**
Section: Medical
- SALARY** : Grade 1: R906 540 – R975 738 per annum
Grade 2: R1 034 373 – R1 129 116.per annum
Grade 3: R1 197 150 – R1 491 627.per annum
- CENTRE REQUIREMENTS** : Mbongolwane Hospital
Senior certificate/Matric or equivalent. MBChB degree or equivalent qualification PLUS. Current registration (2023/2024) with HPCSA as a Medical Practitioner. Registration with HPCSA as an Independent Medical Practitioner. Experience: **Grade 1:** No experience required. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of whom it is not required to perform Community Service, as required in South Africa. Experience: **Grade 2:** 5 years relevant experience after Registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of whom it is not required to perform Community Service, as required in South Africa. Experience: **Grade 3:** 10 year's relevant experience after registration with HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, whom it is not required to perform Community Service, as required in South Africa. Recommendations: Caesarean section accreditation. Anaesthesia accreditation. Diploma in O&G, Anesthesia, HIV management and Child Health will be added advantage. Code 08 Driver's license Knowledge, Skills, Training and Competence Required: Knowledge of current health legislations and policies at public institutions. Knowledge of national quality standards relating to primary health care._Sound

		knowledge of national HAST Programme. Sound knowledge of Maternal and Child Health. Knowledge on information management and quality improvement strategies. Ability to function within Multidisciplinary team. Sound knowledge and clinical skills to function within District Health System. Excellent human, communication and leadership skills. Good communication and interpersonal skills. Willingness to participate in CPD meetings.
<u>DUTIES</u>	:	key performance areas: Clinical responsibility including examination, investigation, diagnosis, and oversee treatment of patients in OPD/casualty, Maternity, Paediatric and adult wards. Perform necessary and appropriate emergency lifesaving procedures. Diagnose and facilitate referrals to higher level of care. Provision of quality patient centered care. Maintain accurate and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care. Ensure proper hand over of critically ill patients when going off duty. Provide preventive health interventions and measures to promote health care. Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice. Performance of required administrative duties. Collaboration with medical practitioners and other health care workers in neighboring health institutions.
<u>ENQUIRIES</u>	:	Dr. Mchunu P.C Telephone: 035 4766242 Or ext. 1113
<u>APPLICATIONS</u>	:	Applications should be forwarded to: The Chief Executive Officer, Private Bag x126, Kwa-PETT, 3820 Or Hand delivered to: Mbongolwane District Hospital
<u>FOR ATTENTION</u>	:	Human Resource Practices
<u>NOTE</u>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae Only, Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. the circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered
<u>CLOSING DATE</u>	:	14 July 2023
<u>POST 22/411</u>		<u>MEDICAL OFFICER (GRADE 1-3) REF: MAN12/2023 (1 POST)</u>
<u>SALARY</u>	:	Grade 1: R906 540 – R975 738.per annum Grade 2: R1 034 373 – R1 129 116.per annum Grade 3: R1 197 150 – R1 491 627.per annum 22% rural allowance plus commuted/fixed overtime (Subject to approval) (all-inclusive packages)
<u>CENTRE</u>	:	Manguzi Hospital
<u>REQUIREMENT</u>	:	Matric certificate, MBCHB Degree, Current registration with HPCSA as a Medical Practitioner Proof of current and previous experience endorsed by Human Resource Department (not certificate of service) when shortlisted. Medical Officer Grade 1: Registration with HPCSA as a Medical Practitioner. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional Council, of whom it is not required to perform Community Service Medical Officer Grade 2: Minimum of 5 years' experience after registration with the HPCSA as a Medical Practitioner post-Community Service. Foreign candidates require 6 years relevant Experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service Medical Officer Grade 3: Minimum of 10 years' experience after registration with HPCSA as a Medical Practitioner post-community service. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service

Experience in surgery/orthopedics and/or obstetrics and anesthetics will be a recommendation. After registration as a Medical Practitioner with recognized Foreign Health Professional Council in respect of foreign of Qualified employees of whom it is not required to perform Community Service as required in South Africa and Certificate of service from previous employer is compulsory, verification of employment from current employer, which must be endorsed and signed by Human Resources Manager. Knowledge, Skills, Training, And Competencies Required Broad medical knowledge, including HIV and TB, pediatrics, surgery, obstetrics & gynecology, orthopedics, psychiatry, emergency medicine and anesthetics. Ability to perform Cesarean sections Laparotomy for ectopic pregnancy Ability to perform general anesthesia for above will be an advantage. Good communication and interpersonal skills. Willingness to teach and supervise junior doctors and students. Knowledge of applicable legislation, and national quality standards relating to primary health care

- DUTIES** : Key Performance Areas Consultation, diagnosis and treatment of patients in outpatients, casualty, wards and attached clinics. Implementation of required standards of care, including treatment protocols and guidelines Referral to higher levels of care when indicated. Participation in duty rosters. Performance of required administrative duties Facilitation of staff training and on-going medical education Collaboration with medical practitioners and other health care workers in neighboring health institutions to promote an effective district health service
- ENQUIRIES** : Dr. M.Blaylock Tel No: (035) 5920150 Ext No. 1004
Manguzimedman@kznhealth.gov.za
- APPLICATIONS** : Applications should be forwarded to: Mr. N.T Ngubane Assistant Director: HRM Manguzi District Hospital Private Bag x 301 KwaNgwanase 3973
- NOTE** : Directions To Candidates:-The following documents must be submitted:- Application must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.kznhealth.gov.za) and a recent updated Comprehensive Curriculum Vitae only (previous experience must be comprehensively detailed i.e. positions held and dates). All Non- RSA Citizens will have to submit a certified copy of proof of permanent residence in SA when shortlisted, in the case of foreign qualification: an evaluation certificate from the South African Qualification Authority (SAQA) or other regulating bodies will be required when shortlisted. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department failure to submit the requested document/ information will result in your application not be considered. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications Failure to comply with the above instructions will result to your application being disqualified. Due to financial constraints S&T Claims will not be considered.
- CLOSING DATE** : 14 July 2023
- POST 22/412** : **MEDICAL OFFICERS GRADE 1, 2 & 3(SURGICAL & ORTHOPEDIC) REF NO: LRH 42/2023 (1 POST)**
- SALARY** : Grade 1: R906 540.per annum
Grade 2: R1034 373.per annum
Grade 3: R1 197 150.per annum per annum all-inclusive Package (consist of 70% Basic salary and 30% flexible portion That may be structured in terms of applicable rules. 18% inhospitable rural allowance. Plus fixed commuted overtime).Other Benefits: 13TH Cheque, Medical Aid (Optional).
- CENTRE REQUIREMENTS** : Ladysmith Regional Hospital
Degree in MBCHB. Registration certificate as Independent Medical Practitioner with the HPCSA. Current registration with HPCSA. **Grade 1:** Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it

is not required to perform Community Service, as required in South Africa. **Grade 2:** 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. NB: only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Knowledge, Skills Training And Competencies Required: Sound knowledge of principles of public service and health services management. Ability to plan effectively and efficiently. Ability to plan and manage projects. Ability to monitor and evaluate execution of plans. Demonstration of leadership qualities through motivation and control of subordinates. Ability to take a lead role in team projects. To be able to communicate in a logical manner both verbally and in writing.

DUTIES : Key Performance Areas: Participation in patient care Outpatient care Peri-operative care the Clinical Procedures. Programmes Examination Procedures Holistic care integrated care Health systems and Socioeconomic. Support for colleagues Supervision of junior Mentoring of juniors. Punctuality, Absenteeism, Conflict management. Intra disciplinary Multidisciplinary Management structure Inter-sectoral Civil society. Relationships Conduct Duty of care Confidentiality. Governance and Admin / Management. Ability to perform on night duty due to service delivery.

ENQUIRIES : Dr M.E.Pule Medical Manager Tel No: 036-6372111
APPLICATIONS : All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag x 9928, Ladysmith, 3370

FOR ATTENTION : Mr S.L.Dlozi
NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application only when shortlisted.

CLOSING DATE : 14 July 2023

POST 22/413 : **MEDICAL OFFICER RADIOLOGY: REF: DPKISMH 24/2023 (1 POST)**
 Component: Radiology

SALARY : Grade 1: R906 540 – R1 975 738.per annum all-inclusive package + a Fixed commuted overtime.
 Grade 2: R1 034 373 – R1 129 116 per annum all-inclusive package + a fixed commuted overtime.
 Grade 3: R1 197 150 – R1 491 627 per annum all-inclusive package + a fixed commuted overtime. All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.)

CENTRE REQUIREMENTS : DR Pixley Ka Isaka Seme Memorial Hospital
: **Grade 1:** No experience required after completion of Community Service. Appointment to grade 1 requires 01 year relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect of foreign employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five (05) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (06) relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respects of foreign qualified employee, of whom it is not required to perform Community Service, as required in South Africa. All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.) **Grade 3:** Five (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respects of foreign qualified employee, of whom it is not required to perform Community Service, as required in South Africa Senior Certificate /Grade 12 or equivalent. An appropriate tertiary qualification (MBChB) or equivalent Plus, Registration certificate with HPCSA as a Medical Practitioner plus Current registration with HPCSA as a Medical Officer (2023 receipt). Unendorsed valid code B driver's license (code 08). Certificate of service endorsed by Human Resource Department must be produced on or before the day of the interview. All successful candidates will have to spend a minimum of 1 year in the Radiology Department. Knowledge, Skills, Training and Competence Required: knowledge of clinical medicine as specified MBChB. Knowledge of aspects of clinical medicine relevant to Diagnostic Radiology. Demonstrate the ability to work as part of multidisciplinary team. Sound communication, negotiation, and planning, organising, leadership, decision-making and interpersonal skills. Completion of Community Service or one year as a Medical Officer in the case of Foreign Nationals.

DUTIES : Provide an efficient, effective general radiological medical officer service to facilitate imaging of patients and provision of reports timely. Ensure optimal health care consistent with the guidelines of practice of Radiology as outlined by the South African Society of Radiologists. Take an active role in Radiology training program and Radiology research. Participation in commuted overtime is compulsory NB. Performance of Commuted Overtime is compulsory and will be worked in discipline based on the needs of the institution.

ENQUIRIES APPLICATIONS : Dr Z Zikalala: HCU: Radiology Tel No: 031 530 1445
To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za

FOR ATTENTION NOTE : Deputy Director: HRM
: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 14/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of All occupational categories in the Department. Persons with disabilities should

CLOSING DATE : 14 July 2023.

POST 22/414 : **MEDICAL OFFICER ORTHOPAEDICS REF: DPKISMH 25/2023 (1 POST)**
Component: Orthopaedics

- SALARY** : Grade 1: R906 540 – R1 975 738.per annum all-inclusive package + a Fixed commuted overtime.
Grade 2: R1 034 373 – R1 129 116.per annum all-inclusive package + a fixed commuted overtime.
Grade 3: R1 197 150 – R 1 491 627 per annum all-inclusive package + a fixed commuted overtime. All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.)
- CENTRE REQUIREMENTS** : DR Pixley Ka Isaka Seme Memorial Hospital
: **Grade 1:** No experience required after completion of Community Service. Appointment to grade 1 requires 01 year relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect of foreign employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five (05) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (06) relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respects of foreign qualified employee, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Five (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respects of foreign qualified employee, of whom it is not required to perform Community Service, as required in South Africa. Senior Certificate /Grade 12 or equivalent. An appropriate tertiary qualification (MBCHB) or equivalent. Registration certificate with HPCSA as a Medical Practitioner. Current registration with HPCSA as a Medical Officer (2023/2024 receipt). Unendorsed valid code B driver's license (code 08). Certificate of service endorsed by Human Resource Department must be produced on or before the day of the interview. All successful candidates will have to spend a minimum of 1 year in the Orthopaedics Department. Knowledge, Skills, Training and Competence Required: Sound knowledge and clinical skills in the assessment and management of Orthopaedics at a regional hospital with a proven work record. Ability to diagnose, manage and perform specialised procedures in Orthopaedics at a regional hospital including the provision of emergency. Implementation of current Orthopaedics health, public service policies and guidelines, including participation in quality improvement programs, clinical audits and the academic program. Good communication and interpersonal skills. Ability to work in a multidisciplinary team setting.
- DUTIES** : Key Performance Areas: Participation in Group 3 commuted overtime duties is compulsory. Incumbents will be required to perform clinical duties in the Department of Orthopaedics at Dr Pixley Ka Isaka Seme Memorial Hospital. Assessment, diagnosis and management of patients within the framework of Orthopaedics Health programme of the province. Participate in quality improvement imperatives including clinical audits, reporting, review and collection of statistics. Supervision and support of junior medical officers, community service officers and interns. Teaching of medical students, nursing staff and participation in the intern training program. Participate in the departmental academic programme. Assist and participate in research activities as defined within the department. Participation in clinical support and outreach to facilities referring to the hospital, under specialist guidance.
- ENQUIRIES APPLICATIONS** : Dr PG Mthethwa: HCU: Orthopaedics Contact no: 031 530 1400
To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za
- FOR ATTENTION NOTE** : Deputy Director: HRM
: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 14/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records,

qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of All occupational categories in the Department. Persons with disabilities should

- CLOSING DATE** : 14 July 2023.
- POST 22/415** : **MEDICAL OFFICER GENERAL SURGERY: REF: DPKISMH 26/2023 (X1 POST)**
Component: Surgical Unit
- SALARY** : Grade 1: R906 540 – R1 975 738.per annum all-inclusive package + a Fixed commuted overtime.
Grade 2: R1 034 373 – R1 129 116.per annum all-inclusive package + a fixed commuted overtime.
Grade 3: R1 197 150 – R1 491 627 per annum all-inclusive package + a fixed commuted overtime. All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.)
- CENTRE REQUIREMENTS** : DR Pixley Ka Isaka Seme Memorial Hospital
: **Grade 1:** No experience required after completion of Community Service. Appointment to grade 1 requires 01 year relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect of foreign employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade2:** Five (05) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (06) relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respects of foreign qualified employee, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Five (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respects of foreign qualified employee, of whom it is not required to perform Community Service, as required in South Africa Senior Certificate /Grade 12 or equivalent. An appropriate tertiary qualification (MBCHB) or equivalent. Registration certificate with HPCSA as a Medical Practitioner. Current registration with HPCSA as a Medical Officer (2023/2024 receipt). Unendorsed valid code B driver's license (code 08). Certificate of service endorsed by Human Resource Department must be produced on or before the day of the interview. All successful candidates will have to spend a minimum of 1 year in the Orthopaedics Department. Knowledge, Skills, Training And Competence Required: Sound knowledge and clinical skills in the assessment and management of surgical unit at a regional hospital with a proven work record. Ability to diagnose, manage and perform specialised procedures in General Surgery at a regional hospital including the provision of emergency. Implementation of current surgical health, public service policies and guidelines, including participation in quality improvement programs, clinical audits and the academic program. Good communication and interpersonal skills. Ability to work in a multidisciplinary team setting.
- DUTIES** : Key Performance Areas: Participation in Group 3 commuted overtime duties is compulsory. Incumbents will be required to perform clinical duties in the Department of General Surgery at Dr Pixley Ka Isaka Seme Memorial Hospital. Assessment, diagnosis and management of patients within the framework of Surgical Health programme of the province. Participate in quality improvement imperatives including clinical audits, reporting, review and collection of statistics. Supervision and support of junior medical officers, community service officers and interns. Teaching of medical students, nursing staff and participation in the intern training program. Participate in the departmental academic programme. Assist and participate in research activities as defined within the department. Participation in clinical support and outreach to facilities referring to the hospital, under specialist guidance.
- ENQUIRIES APPLICATIONS** : Dr SS Kader Acting: HCU General Surgery Contact no: 031 530 1471
To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za
- FOR ATTENTION** : Deputy Director: HRM

NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za. No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 14/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of All occupational categories in the Department. Persons with disabilities should

CLOSING DATE : 14 July 2023.

POST 22/416 : **ENGINEER: INFRASTRUCTURE REF NO: LRH 46/2023 (1 POST)**

SALARY : Grade A: R795 147 – R847 221.per annum per annum
Grade B: R894 042 – R962 292.00 per annum
Grade C: R1 020 087 – R1 197 978 per annum annum all-Inclusive package (consist of 70% Basic salary and 30% flexible Portion that may be structured in terms of applicable rules).Other Benefits: 13TH Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional).

CENTRE : Ladysmith Regional Hospital

REQUIREMENTS : Senior Certificate/Grade 12 plus. Degree or diploma in Mechanical Engineering NQF level 6 or equivalent qualification. Registered with ECSA as a Professional Engineer. Valid Driver's License. 3 years' experience post qualification. Certificate Of Service Endorsed By Human Resource Department. NB: only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Knowledge, Skills, Trainings and Compitancies.: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act/Treasury Regulations/Practice Notes/Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Occupational Health and Safety Act of 1993. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Quantity Surveying Profession Act 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Competence Standards for Construction Procurement as Issued by CIDB. Project and Construction Management Act of 2000. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Health Act and Regulations. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Applying Expertise and Technology. Adhering to Principles and Values. Deciding and Initiating Action. Delivering Results and Meeting Customer Expectations. Writing and Reporting. Formulating Strategies and Concepts. Planning and Organising. Presenting and communicating Information. Analysing. Learning and Researching. Creating and Innovation. Relating and Networking. Computer Literate.

DUTIES : key performance areas. Ensure Infrastructure Programme and Project Planning in line with IDMS. Ensure Infrastructure Programme and Project Implementation and Monitoring. Ensure Infrastructure Project Commissioning. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation. Implement quality control of work delivered by employees. Maintain discipline. Develop and manage the operational plan. Plan and allocate work. Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and Budgets on completion of projects. Collect and update information on systems (if applicable) in terms of Technical Condition Assessments on completion of projects. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the

		Department including interaction with relevant professional development boards/councils.
<u>ENQUIRIES</u>	:	MR. T.J.Mbambo (Deputy Director Facility Manager) Tel (036)6372111
<u>APPLICATIONS</u>	:	All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag x 9928, Ladysmith, 3370 For Attention: Mr S.L.Dlozi
<u>NOTE</u>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application only when shortlisted.
<u>CLOSING DATE</u>	:	14 July 2023
<u>POST 22/417</u>	:	<u>PHARMACIST GRADE 1 OR GRADE 2 REF NO: MBO 31/2023 (3 POSTS)</u> Component: Pharmaceutical Services
<u>SALARY</u>	:	Grade 1: R768 489 - R814 437.per annum Grade 2: R830 751 - R880 521.per annum Grade 3: R906 540 - R961 614.per annum
<u>CENTRE</u>	:	Mbongolwane Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate (Grade12). Bachelor of Pharmacy Degree/Diploma. Registration as pharmacist with the South African Pharmacy Council. Current registration with South African Pharmacy Council for 2023. Proof of minimum of 2 CPD entries submitted with South African Pharmacy Council Recommendations: Valid driver's license. Computer literacy. Rx solution. Rx Solution dispensing Knowledge, Skills & Competency: Thorough understanding and knowledge of the relevant Acts, Good Pharmacy practices, the national drug policy, District Health System and Essential Drug List. Sound knowledge of work processes and procedures in the pharmacy department. Ability to manage conflict and apply discipline. Ability to work under pressure. Commitment to service excellence with sound decision making, ethical and innovative skills
<u>DUTIES</u>	:	Key Performance Areas: Provide accurate, efficient cost and quality pharmaceutical services. Provide comprehensive pharmaceutical services for inpatients and outpatients sections. Provide expert and professional advice regarding medicine information, counselling and services to healthcare professionals and patients. Supervise / Train Pharmacist Interns and Pharmacist Assistants. Exercise rational medicine use and participate in PTC activities. Ensure maintenance of cold chain in the hospital and attached clinics. Promote Batho Pele principles in the execution of all duties for effective service delivery Monitor expenditure of pharmaceuticals to prevent over expenditure and wastage in pharmacy Provide adequate pharmaceutical support to all clinics attached to the hospital. Ensure compliance to National Core Standards (NCS). Participate in a 24 hour roster system which includes nights, weekends, public holidays and standby duties. Play an active role in the implementation of Quality Assurance and Quality improvements projects. Organize and control the prepacking and compounding of pharmaceutical products. Ensure health and safety rules and regulations are adhered to.

- ENQUIRIES** : Ms. HZ NQINI (Assistant Director: Pharmaceutical Services) Tel: 035 476 6242/ Ext 1036
- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager, Mbongolwane Hospital, Private Bag X 126, Kwa-Pett, 3820 or Hand delivered to: Mbongolwane District Hospital
- FOR ATTENTION** : Human Resource Manager
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae Only, Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. the circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. **NB**: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered
- CLOSING DATE** : 14 July 2023
- POST 22/418** : **ASSISTANT MANAGER NURSING (PHC) REF NO: CBH23/ 2023 (1 POST)**
- SALARY** : R724 278 – R767 184 per annum Other Benefits: Medical Aid: optional, commuted overtime , 13th Cheque 8% Rural Allowance
- CENTRE** : Catherine Booth Hospital
- REQUIREMENTS** : Standard 10 or Grade 12. Degree / Diploma in General Nursing and Midwifery. PHC certificate endorsed by SANC .Current SANC receipt as a General Nurse and Midwifery. A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing . At least 6 years of the period referred to above must be appropriate / recognizable in the specific field after obtaining 1 year PHC certificate and 3 years' experience at managerial level. Drivers license. Knowledge of nursing care process and procedures, nursing statuses, Nursing Act, Health Act, Nurses pledge, Patient Rights Charter, Batho Pele Principles etc. Knowledge and understanding of legislative framework governing the public service. Knowledge of HR, Finance, Skills Development, Labour Relations, Public Regulations etc. Conflict, Change and people management. PHC guidelines and other prescript.
- DUTIES** : Manage OPD, Eye clinic, HAST, Mobile services and other OPD related clinic. Delegate, supervise and co- ordinate the provision of effective and efficient patient care through adequate nursing care. Participate in the implementation of the nursing plan, clinical audits, QIP's and implementation for quality care. Ensure that practice in nursing is in accordance with laws and regulations relevant to nursing and health care. Participate in the formulation of nursing standards, protocols, SOP's, policies and ensure implementation through monitoring and evaluation. Manage HR. Develop / establish and maintain constructive relationship with nursing and hospitals referring to Catherine Booth Hospital. Ensure implementation of clinical governance in the units and monitoring is done. Only shortlisted candidates will be required to submit proof of all documents .
- ENQUIRIES** : Mrs. P.Z. Mbonambi Tel no: (035 474 8402)
- APPLICATIONS** : All applications should be forwarded to: Catherine Booth Hospital: Private Bag x105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, Umlalazi Municipality Ward15, Amatikulu, 3801:
- NOTE** : Preference will be given to African Male The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, A comprehensive CV indicating three reference persons: Names and contact numbers .Applicants are not required to submit copies of qualification. Certified

copies of qualifications , proof of registration and other relevant documents will be requested from shortlisted candidates only, which maybe submitted to HR on or before the day of an interview. It is applicants responsibility who have the foreign qualification to be evaluated by SAQA (South African Qualifications Authority). Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out .

- CLOSING DATE** : 14 July 2023
- POST 22/419** : **ASSISTANT MANAGER NURSING (M&E) REF NO: POM 08/2023**
- SALARY** : R724 278- R 627 474 – per annum Other benefits: 13th cheque. Medical aid (Optional). Home Owner’s allowance: Employee must meet prescribed requirements.
- CENTRE** : Pomeroy CHC.
- REQUIREMENTS** : Senior Certificate / Grade 12/Standard 10. Degree/National Diploma in Nursing and Midwifery. A Minimum of eight years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at Management level. Certificate of registration in Diploma Nursing Science accredited by SANC .Registration with SANC 2023 . Valid Driver’s licence. Knowledge; Skills; Training and Competencies Required: Knowledge of legislative, policy and M&E Framework informing health service delivery. Knowledge of legislative and planning framework. Basic understanding of HR and Financial policies and practices. Basic understanding of the legislative framework governing the public service. Effective communication with supervisors, other health professional and support services personal and junior colleagues, including more complex reports writing when required. Computer literacy to adequately manage information according to the requirements of the facility. Knowledge of hospital quality assurance and infection control practices. Knowledge of health facility function and operation. Leadership, Management, Planning, Organizing and operation. Knowledge of Data Management and M&E principles. Decision making skills. Ability to compile concise report.
- DUTIES** : Key Performance Areas: Administer evidence/results based monitoring and evaluation system in the institution as well feeder facilities within the Provincial M&E Framework and monitor research activities the institution. Implement the M&E framework at facility level and monitor implementation. Plan and co-ordinate the implementation and monitoring of data a quality and quality assurance in service delivery. Ensure development, review and maintenance of institution policies and protocols. Monitor compliance with implementing the M&E framework, data management policy & SOP, quality assurance and infection prevention & control guidelines. Analyse data obtain from the source and other management information systems against indicators with a view to develop reliable performance profile for variation and publishing of the prescribed performance other reports. Coordinates functions of HIT (Health Information Team). Ensure information on births, morbidity and mortality reviews are conducted on a monthly. Ensure data is validating as per Data Management Standard Operational procedures. Provide report to the management and government structure. Co-ordinate the drawing of institutional plans which are aligned to annual performance plan and District Health plan in accordance with the hospital and governing laws. Ensure the efficient and effective utilization of resource allocated to the component, inclusive of the development of staff. Supervise staff and ensure compliance to the performance management development pre-requisites. Co-ordinates and control actives of the component. Ensure that quality control systems are in the place for use during inspection and auditing to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Monitor audit findings and ensure implementation of action plans.
- ENQUIRIES** : Mr.SL Majozi Tel No. (034) 662 3300.

- APPLICATIONS** : All applications should be posted on: Human Resource Manager; Pomeroy CHC; Private Bag X529; POMEROY; 3020. OR Hand Deliver at Pomeroy CHC Human Resource Management Offices; Office Number 16-114.
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: Applications must be submitted on the prescribed most recent Application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) form must be accompanied by detailed Curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83; e.g. Reference Number (POM 08/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).NB: Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T And Resettlement Payment For Attendin Interviews. Accomodation Will Only Be Allocated When It Is Available Otherwise Successful Candidate Must Arrange Their Private Accomodation Prior To Assumption of Duty. No Interim Accommodation In A Form Of Bed And Breakfast Or Hotel Accommodation
- CLOSING DATE** : 14 July 2023
- POST 22/420** : **ASSISTANT NURSING MANAGER (CHRONIC, ACUTE AND EMERGENCY STREAM) REF NO: IMBALCHC07/2023 (1 POST)**
- SALARY** : R683 838 – R767 184 per annum Allowances: 8% rural allowance, 13th cheque, housing allowance and medical aid (employee must meet the prescribed requirements)
- CENTRE REQUIREMENTS** : Imbalenhle CHC
- : Senior certificate STD 10/ (Grade 12), Basic R425 qualification i.e. Degree/Diploma in General nursing and Midwifery that allows Registration with the SANC as a Professional Nurse. One Year post basic nursing qualification in Clinical Nurse Science, Health Assessment, and Treatment and Care, accredited with the SANC. A minimum of Ten Years appropriate/recognizable nursing experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience in Clinical Nurse Science, Health Assessment, and Treatment and Care after obtaining the 1 year post-basic qualification in Clinical Nurse Science, Health Assessment, and Treatment and Care. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) and current registration with the SANC (2023). Recommendations Qualification in Nursing Management, Driver's license, Computer literacy. Knowledge, Skills, Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Occupational Health and Safety Act, Patients' Rights Charter, Batho-Pele Principles, etc. Sound management, negotiations, interpersonal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing management. Knowledge of HR and Financial policies and practices such as Skills Development Act, Public Service. Regulations, Labour Relations Act including disciplinary procedures. Computer literacy.
- DUTIES** : Key Performance Areas : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care in the Facility. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Develop/establish and

maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork) : Ensure effective management, utilization and supervision of all resources and achievement of priority programs. Monitor and implement EPMDS. Improve quality of care through reduction of patient complaints, public complains and waiting times. Monitor and evaluate effectiveness of nursing staff development, infection control, quality control and information management practices in the facility against set standards with the view to identify gaps and address problems timeously. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a management / supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Ensure the maintenance of quality care standards in all nursing streams including Outreach services and satellite clinics. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health body (SANC). Deal with grievances and labour relation issues in terms of laid down policies and procedures. Ensure the adherence to ICRM and Norms and Standards. Only shortlisted candidates will be required to submit certified copies of documents on or before the day of the interview.

- ENQUIRIES APPLICATIONS** : Mrs LH Sibiya : Deputy Nursing Manager Tel : 033 – 3989100.
 : Applications must be forwarded to : Human Resources Department Imbalenhle Community Health Centre, Private Bag X 9104, Pietermaritzburg 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, Imbali, Pietermaritzburg.
- CLOSING DATE** : 14 July 2023
- POST 22/421** : **OPERATIONAL MANAGER NURSING PHC, COMPONENT: GATEWAY CLINIC: REF NO: OPM PHC GTW 30/2023 (X 1 POST)**
- SALARY** : Grade 1: R664 485 - R703 52.per annum Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Eshowe District Hospital
 : Diploma/degree in nursing or equivalent. Current registration with South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing, of which at least 5 years must be appropriate/recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks i.e. Nursing Act, Occupational Health & Safety Act, Patient's Rights Charter, Batho Pele principles, Public Service Regulations, Grievance Procedures etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills
- DUTIES** : Provision of advanced/more complex primary curative health. Continuous evaluation of nursing care and nursing services. Involvement with matching research to the needs of the community. Work effectively and amicably, at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Provide a safe and therapeutic environment to practice safe nursing care. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Ensure the effective management of complaints. Ensure quality data management.

Ensure proper utilization of all resources and exercise care over government property. Facilitate the realization and maintenance of ideal clinic program. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Participate in operation sukuma sakhe. Support PHC re-engineering by ensuring that outreach teams are functional. Implement and monitor all relevant legislation frameworks and prescripts.

**ENQUIRIES
APPLICATIONS**

: Assistant Manager PHC: MR PM Mnguni Tel No: 035-4734500
: Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION
NOTE**

: Mrs GZ Dube: Human Resource Manager
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE

: 21 July 2023

POST 22/422

: **OPERATIONAL MANAGER NURSING PHC, COMPONENT: NDLANGUBO CLINIC: REF NO: OPM PHC NDL 31/2023 (X 1 POST)**

SALARY

: Grade 1: R664 485 - R703 52. per annum Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.

**CENTRE
REQUIREMENTS**

: Eshowe District Hospital
: Diploma/degree in nursing or equivalent. Current registration with South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing, of which at least 5 years must be appropriate/recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks i.e. Nursing Act, Occupational Health & Safety Act, Patient's Rights Charter, Batho Pele principles, Public Service Regulations, Grievance Procedures etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills Provision of advanced/more complex primary curative health. Continuous evaluation of nursing care and nursing services. Involvement with matching research to the needs of the community. Work effectively and amicably, at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Provide a safe and therapeutic environment to practice safe

DUTIES

: Provision of advanced/more complex primary curative health. Continuous evaluation of nursing care and nursing services. Involvement with matching research to the needs of the community. Work effectively and amicably, at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Provide a safe and therapeutic environment to practice safe

nursing care. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Ensure the effective management of complaints. Ensure quality data management. Ensure proper utilization of all resources and exercise care over government property. Facilitate the realization and maintenance of ideal clinic program. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Participate in operation sukuma sakhe. Support PHC re-engineering by ensuring that outreach teams are functional. Implement and monitor all relevant legislation frameworks and prescripts.

**ENQUIRIES
APPLICATIONS**

: Assistant Manager PHC: MR PM Mnguni Tel No: 035-4734500
 : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION
NOTE**

: Mrs GZ Dube: Human Resource Manager
 : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE

: 21 July 2023

POST 22/423

: **ASSISTANT MANAGER NURSING SPECIALTY AREA (MCWH) REF NO: AMN MCWH 11/2023 (1 POST)**

SALARY

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

**CENTRE
REQUIREMENTS**

: Eshowe District Hospital
 : Senior certificate/Grade 12 or equivalent qualification. Diploma/Degree in General Nursing and Midwifery. One year post Basic Diploma in Advanced midwifery and Neonatal Nursing Science. Current registration with SANC as General Nurse and midwife. A minimum of 10 years appropriate/ recognisable experience after registration as a Professional Nurse with SANC in General nursing. At least 6 years of the period above must be recognizable experience after obtaining one year post Basic qualification in advanced midwifery and Neonatal Nursing Science. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. 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. Recommendations: Diploma/degree in Nursing Management. Knowledge, skills, training and competencies required: Financial management, leadership, organizational, decision making and problem solving skills, Knowledge of public service policies and other health related prescripts, Sound knowledge of code of conduct. Good interpersonal skills, Human Resource management and Labour Relations Act, knowledge of public services acts, regulations and policies, knowledge and experience in implementation of Batho Pele principles, patient's right charter and code of conduct, knowledge

		on SANC rules and regulations. Computer literacy with proficiency in MS office software application.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework. Ensure implementation of maternal and child health care programmes, e.g. PMTCT, MBFI, PPIP, KINC, NEPOC, etc. Ensure implementation of operational imperatives set by the District as per Health policies and programmes. Ensure cost effective and appropriate management of resources. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele. Ensure staff development, implementation and evaluation of EPMDS in line with departmental prescripts. Provide effective and professional leadership in Clinical Governance to ensure clinical accountability and quality patient care. Participate in Nerve Centre Meetings and provide guidance. Resolve conflicts, oversee disciplinary and grievance matters including monitoring and managing absenteeism. Provide leadership in the implementation of the National Core Standards. Ensure quality Data Management.
<u>ENQUIRIES</u>	:	Nursing Manager: MR MT Dube Tel No: 035-4734500
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Mrs GZ Dube: Human Resource Manager
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but <u>must</u> submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<u>CLOSING DATE</u>	:	21 July 2023
<u>POST 22/424</u>	:	<u>OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: IMBALCHC08/2023 (1 POST)</u>
<u>SALARY</u>	:	R627 474 – R703 752 per annum Allowances: 8% rural allowance, 13 th cheque, housing allowance and medical aid (employee must meet the prescribed requirements)
<u>CENTRE</u>	:	Azalea Clinic
<u>REQUIREMENTS</u>	:	Grade 12 (senior certificate).Basic R425 qualification i.e. Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care as per R212 SANC Regulation. Current registration with SANC (2023). Current registration with SANC as General Nurse, Midwifery, and Primary Health Care Nurse. Experience: A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in Primary Health Care as per R212 SANC Regulation after obtaining (1) year Post basic in Primary Health care. Recommendations: Previous experience in managerial position and or supervisory position. Training Certificate in Nurse Initiated and Management of ART (NIMART). Computer literacy (MS Word, Excel, PowerPoint, and Outlook). Valid code B driver's license. Knowledge,

		Skills And Compencies Required : Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making, and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs.
<u>DUTIES</u>	:	Key Perfomance Areas : Delegate, supervise, and coordinate the provision of effective and efficient patient care through adequate nursing care. Facilitate provision of comprehensive package of service at PHC level and implementation of quality improvement programs to comply with NHI. Ensure adequate control of human and material resources including vehicles. Supervise and monitor staff performances according to EPMDS. Supervise and monitor COVID 19 vaccination programme. Evaluate and monitor compliance with clinical protocols, norms, and standards. Monitor implementation of performance indicators on a daily, weekly, monthly, and quarterly basis, provide feedback to management, analyze, verify data, and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labor Related issues in terms of laid down procedures. Compile and submit reports timeously. Monitor and evaluate the care and management of all patients through clinical audits. Maintain constructive working relationships with all the stakeholders i.e. inter-professional, inter-sectorial, and multi-disciplinary team. Work outside normal working hours and weekends according to community needs. Assists in consultation of patients to reduce waiting times. Provide direct and indirect supervision of all staff within the unit and give guidance. Monitor implementation of PHC re-engineering in clinic. Supervise Satellite clinic and Mobile unit in the absence of Assistant Nursing Manager. Work extended hours according to community needs. NB: Only shortlisted candidates will be required to submit certified copies of documents on or before the day of the interview.
<u>ENQUIRIES</u>	:	Mrs NM Chonco : Assistant Nursing Manager Tel : 033 – 398 9100 EXT : 9140
<u>APPLICATIONS</u>	:	Applications Must Be Forwarded To : Human Resources Department Imbalenhle Community Health Centre, Private Bag X 9104, Pietermaritzburg 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, IMBALI, PIETERMARITZBURG.
<u>CLOSING DATE</u>	:	14 July 2023
<u>POST 22/425</u>	:	<u>OPERATIONAL MANAGER (PRIMARY HEALTH CARE) AMAKHABELA CLINIC REF NO: GTN 23/2023 (1 POST)</u>
<u>SALARY</u>	:	R627 474.per annum Other Benefits: 13 TH Cheque, plus12% Rural allowance, Medical aid (optional). Housing allowance
<u>CENTRE</u>	:	Greytown Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate /Grade 12. Basic R425 qualification (i.e. Degree / Diploma) in Nursing and Midwifery with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Nurse. Current SANC receipt (2023). A Minimum of 9 years appropriate / recognizable Nursing experience after registration with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in Primary Health Care.
<u>DUTIES</u>	:	Facilitate provision of integrated comprehensive PHC package in the facility and implementation of quality improvement programs to comply with NHI. Develop the clinic operational plan, monitor the implementation of and submit the progress report. Ensure that the facility attains the IDAEL CLINIC status. Ensure implementation and monitoring of priority health programs and ensure that the expected targets are met. Participate in clinical audits in the facility and ensure implementation of quality improvement plans supported by strong work ethics. Supervise and support the community outreach team and ensure submission of reports. Manage effectively the utilization and supervision of allocated resources. Coordination of the provision of effective training and research. Ensure Batho Pele principles, Norms and Standards and Ideal Clinic priorities are implemented. Maintain professional growth/ethical standards and self-development. Ensure staff development and monitor staff performance according to EPMDS. Analyse and interpret statistics weekly and monthly facilitate implementation of remedial action. Compile monthly statistics and

other reports. Advocate for resources at management level and have input into the budget for the clinic. Co-ordinate special projects and health promotion projects in line with the health calendar. Establish and maintain constructive working relationship with staff and other stakeholders maintain inter sectoral collaboration with other government sectors and provide support to OSS activities. Exercise control over discipline, grievance and other labour issues. Strengthen Nursing ethics and professionalism amongst staff at the clinic. Evaluation and monitor compliance with clinical protocols, norms and standard at the clinic.

- ENQUIRIES** : Ms. P.P.L Nkala Tel (033 4139 400).
- APPLICATIONS** : Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250 .
- FOR ATTENTION** : Attention to: Mrs Z.J Ngobe
- NOTES** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV). Failure to comply with the above instructions will disqualify the applicants. The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date
- CLOSING DATE** : 14 July 2023
- POST 22/426** : **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) GATEWAY CLINIC REF NO: GTN 24/2023 (1 POST)**
- SALARY** : R627 474.per annum Other Benefits: 13TH Cheque, plus12% Rural allowance, Medical aid (optional). Housing allowance
- CENTRE** : Greytown Hospital
- REQUIREMENTS** : Senior Certificate /Grade 12. Basic R425 qualification (i.e. Degree / Diploma) in Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Nurse. Current SANC receipt (2023). A Minimum of 9 years appropriate / recognizable Nursing experience after registration with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in Primary Health Care.
- DUTIES** : Facilitate provision of integrated comprehensive PHC package in the facility and implementation of quality improvement programs to comply with NHI. Develop the clinic operational plan, monitor the implementation of and submit the progress report. Ensure that the facility attains the IDAEL CLINIC status. Ensure implementation and monitoring of priority health programs and ensure that the expected targets are met. Participate in clinical audits in the facility and ensure implementation of quality improvement plans supported by strong work ethics. Supervise and support the community outreach team and ensure submission of reports. Manage effectively the utilization and supervision of allocated resources. Coordination of the provision of effective training and research. Ensure Batho Pele principles, Norms and Standards and Ideal Clinic priorities are implemented. Maintain professional growth/ethical standards and self-development. Ensure staff development and monitor staff performance

according to EPMDs. Analyse and interpret statistics weekly and monthly facilitate implementation of remedial action. Compile monthly statistics and other reports. Advocate for resources at management level and have input into the budget for the clinic. Co-ordinate special projects and health promotion projects in line with the health calendar. Establish and maintain constructive working relationship with staff and other stakeholders maintain inter sectoral collaboration with other government sectors and provide support to OSS activities. Exercise control over discipline, grievance and other labour issues. Strengthen Nursing ethics and professionalism amongst staff at the clinic. Evaluation and monitor compliance with clinical protocols, norms and standard at the clinic.

- ENQUIRIES** : Ms. P.P.L Nkala Tel (033 4139 400).
- APPLICATIONS** : Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250
- FOR ATTENTION** : Attention to: Mrs Z.J Ngobe
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV). Failure to comply with the above instructions will disqualify the applicants. The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date
- CLOSING DATE** : 14 July 2023
- POST 22/427** : **OPERATIONAL MANAGER –ENSINGWENI CLINIC REF: CBH20/ 2023 (1 POST)**
- SALARY** : R627 474 – R703 752.per annum: Medical Aid: optional , commuted overtime , 13th Cheque 8 % Rural Allowance
- CENTRE** : Catherine Booth Hospital
- REQUIREMENTS** : Standard 10 or Grade 12. Degree / Diploma in General Nursing and Midwifery. One year post basic qualification PHC certificate issued by SANC. A minimum of 9 years appropriate recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in Primary Health Care .Current SANC receipt . Only shortlisted candidates will submit proof / certificate of service. Good report writing and time management skills. Understanding nursing legislation , ethical nursing practices and how these impacts on service delivery .Good communication, interpersonal relations, counselling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act , OH& S Act , Batho Pele etc. Principles and Patients' Rights Charter, Labour Relation Act, Grievance Procedures and Finance policies etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling Co- ordination and planning skills. Ability to assist in formulation of patient care related policies. Computer skills
- DUTIES** : Leadership, development of capacity and supervision of PHC and engage all stakeholders. HR management. Ensure National PHC package is implemented and monitored in all areas. Facilitate, ensure and monitor service integration

and stakeholder, DOH partners and other Government Departments involvement. Monitor implementation of all programs and ensure that targets are met. Ensure effective and efficient utilization of resources. Advocate for resources at managerial level, and input into the budget for PHC in the service area. Conduct activities aiming at attainment of Ideal Clinic maintenance. Provision of quality health care according to Health standards compliance. Ensure the maintenance of Ideal clinic status. Only shortlisted candidates will be required to submit proof of all documents.

- ENQUIRIES** : Mrs. P.Z. Mbonambi Tel no: (035 474 8402)
- APPLICATIONS** : All applications should be forwarded to: Catherine Booth Hospital: Private Bag x105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, Umlalazi Municipality Ward15, Amatikulu, 3801
- NOTE** : Preference will be given to African Male The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, A comprehensive CV indicating three reference persons: Names and contact numbers. Applicants are not required to submit copies of qualification. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only, which maybe submitted to HR on or before the day of an interview. It is applicants responsibility who have the foreign qualification to be evaluated by SAQA (South African Qualifications Authority). Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending an interview and no resettlement allowance during appointment be paid out.
- CLOSING DATE** : 14 July 2023
- POST 22/428** : **ASSISTANT MANAGER NURSING – GENERAL STREAM REF NO: OSIOAMN 27/2023(X1 POST)**
- SALARY** : R627 474 per annum Other Benefits: 13th Cheque / service bonus, PLUS 8% Rural allowance, Home owners Allowance (Employee must meet prescribed requirements) (Medical Aid (Optional)
- CENTRE** : Institution: Osindisweni District Hospital
- REQUIREMENTS** : Matric or senior certificate. Diploma / Degree in General nursing and Midwifery or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with South African Nursing Council as a Professional Nurse and Midwifery (SANC Receipt for 2023). Minimum of 8 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing. At least 3 years of the period must be appropriate recognizable experience in management level. Current and previous experience endorsed and stamped by Human Resource (Employment History). NB: Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Recommendation; Computer Literacy. Driving Licence Code EB 8 OR EC 10. Knowledge, Skills, Training And Competencies Required; Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Public Service Regulations, Labour Relations Act, disciplinary code and procedures, grievance procedures e.t.c. Knowledge of SANC Rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes, Batho Pele principles and Patient Rights Charter. Insight into procedures and policies pertaining to nursing care. Human Resource Management and basic financial management skills. Knowledge on HIV / AIDS PLUS TP programmes. Leadership, organisational, management and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills. Computer skills in basic programmes.
- DUTIES** : (KRAs):_Ensure co-ordination of various clinical and support services that functions are performed within a multidisciplinary approach to allow for total patient care. Contribute to development of clinical management guidelines and protocols for management of patients and ensure acceptable level of care

within available resources. Formulate and monitor operational plan which is online with the strategic plan of the hospital and department. Assist in the implementation of priority programmes e.g. Norms and Standards. Monitor and maintain standard set by accreditations bodies. Formulate programmes and project and ensure implementation thereof. Executes functions with proficiency within the prescripts of all applicable legislation and support the aim and objectives of the institution. Evaluate patients care programmes from times and make proposals proposals for improvement that is supported by strong work ethics. Ensure effective and efficient utilization of all resources allocated. Ensure implementation and maintenance of clinical competencies and to ensure that scientific principles of nursing processes are maintained. Provide expert advices concerning clinic management of patients .To lead in resuscitation of critical patient .To be well versed with labour relations. To be well versed with disaster management procedures. To Implement National Core Standard and formulate quality improvement plans and projects to improve quality of care. To be knowledgeable about management of risk in a trauma unit and forensic nursing.

- ENQUIRIES** : Mrs L.C. Mtshali Tel No: 032 541 9202
- APPLICATIONS** : Please forward/deliver applications quoting the reference number to Human Resource Department, Osindisweni Hospital, Private Bag X 15, Verulam, 4340. Hand delivered application may be submitted at Human Resource Office. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.
- NOTE** : The following documents must be submitted: A detailed New (Z83) Employment Form which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed Curriculum Vitae. In addition, only shortlisted candidates will submit proof of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 02/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA), attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders (attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T Will Be Paid To Candidates Attending The Interviews
- CLOSING DATE** : 14 July 2023
- POST 22/429** : **OPERATIONAL MANAGER NURSING- PHC STREAM REF NO: ELANDSOMN 02/2019 (1 POST)**
Directorate: Dundee Hospital
- SALARY** : Grade 1: R627 474 – R703 752.per annum Plus 12% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Elandskraal Clinic
- REQUIREMENTS** : Senior certificate/ Grade 12 or equivalent qualification. Diploma / Degree in General Nurse and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery (2023). Post-Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and care

(PHC) with duration of at least one (1) year. A minimum of 9 years appropriate/recognizable experience as nursing after registration with SANC in general nursing of which at least 5 years must be appropriate experience after obtaining Post Basic Nursing qualification in Primary Health Care. Valid Driver's License code 8 or 10. Knowledge, Skills And Competencies Required: Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of Labour relations and disciplinary procedures. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.

DUTIES : Responsible for overall supervision in the provision of an integrated quality and comprehensive Primary Health Care service delivery to the community. Improve outcomes by focusing on health prevention health promotion curative and rehabilitative approach through the implementation of policies, guidelines and SOPs. Ensure PITC and adherence counselling is being provided to all clients in the facility. Promote advocacy, disclosure and adherence to treatment and care thus ensuring that facilities comply with the Batho Pele Principles. Ensure the provision of primary prevention strategies and integrated screening of TB HIV/AIDS COVID-19 NCDs, STIs and mental health. Ensure the availability of medication, essential equipment and supplies as well as proper utilization thereof. Participate in the realization and maintenance of ideal Clinic programme (ICRM) to comply with norms and standards of the health establishment according to OHSC. Ensure data management is implemented and monitored. Ensure communication and collaboration with other stakeholders is being improved through the support of OSS interventions. Maintain inter-sectoral collaboration with other government structures. Participate in the monitoring HR performance through EPMDs.

ENQUIRIES : MRS I.D Khumalo Contact details: 034-2121111 ext 259
APPLICATIONS : Applications should be delivered to: KwaZulu-Natal Department of Health, Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000 Postal Address Dundee Provincial Hospital, Private Bag X2011, Dundee, 3000

CLOSING DATE : 17 July 2023

POST 22/430 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: OMN/LIND/05/2023 (1 POST)**

SALARY : R627 474 per annum Benefits: 13th cheque, Rural Allowance (provided the post meets the Requirements), Home owners allowance (employee must meet Prescribed requirements), Medical Aid (Optional)

CENTRE : Kwamashu Community Health Centre (Lindelani Clinic)
REQUIREMENT : Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a Professional Nurse (2023 SANC receipt). A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining one (1) year post basic qualification in the relevant specialty. Only shortlisted candidates will submit proof of current registration. Knowledge, Training, Skills & Competencies'required Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Batho Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES : Manage, facilitate and coordinate provision of comprehensive package of service at PHC level, including priority programs and Quality improvement programs, in conjunction with a professional and legal framework. Assist and facilitate development of the operational plan, monitor the implementation and

submit progress reports. Conduct clinical/Nursing audits in the PHC and ensure implementation of the quality improvement plans supported by strong work ethics. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to client's needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Coordinate the implementation of PHC reengineering strategy and supervise the implementation of the community Based outreach services. Ensure effective allocation, utilization and monitoring of resources in line with cost containment plan. Manage and coordinate smooth running and integration of the chronic program within the PHC services taking into consideration of ICSM prescripts. Ensure implementation, monitoring and evaluation of EPMDS in the unit. Manage and support education, in-service training, and practice development initiatives in the unit, maintain professional growth, ethical standards and participation in training and research. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele Principles, norms and standards and Ideal Clinic priorities are implemented. Provide safe and therapeutic environment that allows for practice of safe nursing care as laid down by the Nursing Act, Occupational health and safety act. Ensure completion of accident/incident reports as they occur and timeous reporting. Coordinate special projects and health promotion in line with the program goals of health calendar. Ensure accurate collation, analysis and verification of data within the unit prior to submission. Ensure that the facility meets all targets for Priority Programmes. Maintain constructive working relationship with all stake holders i.e. inter-professional and multi-disciplinary team. Maintain inter-sectoral collaboration with other government structures through Operation Sukuma Sakhe Activities. Advocate and promote nursing ethos and professionalism in the clinic.

**ENQUIRIES
APPLICATIONS**

: Mrs. NC Sithole Tel: 031 504 8895
 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at P61 Mkhivane Road, Kwa-Mashu, 4360 or posted to Private Bag X013, Kwa-Mashu, 4360

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. The applicants must NOT submit copies of qualification, identity documents, certificates of service, professional registration certificates, driver's license and any other documents with your CV. Such copies need not be certified when applying for the post, the communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref KCHC/DMN/073/2021. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. NB: Candidates May Be Subjected To A Technical Exercise/Competency Assessment As Part Of Selection Process Intended To Test Relevant Competencies Of The Job Due severe budgetary constraints that the CHC is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid The CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021)

CLOSING DATE

: 14 July 2023

POST 22/431 : **ASSISTANT DIRECTOR RADIOGRAPHER: SONOGRAPHER REF GJGM54/2023 (X 1 POST)**
Component: Allied Health Component

SALARY : Grade 1: R578 367.per annum
Grade 2: Salary R658 482.per annum Other Benefits: 13th Cheque, 12% inhospitable allowance, Home Owners Allowance & Medical Aid. (To qualify: Employee must meet all the prescribed policy requirements),

CENTRE REQUIREMENTS : General Justice Gizenga Mpanza Regional Hospital
: Matric (Grade 12) or Senior Certificate. A Three (3) year National Diploma or B. Tech Degree in Ultrasound. Registration certificates as a Sonographer with HPCSA. Current Registration with HPCSA as a Sonographer (2023-2024). Minimum of five (5) years' experience as a radiographer/sonographer after registration with HPCSA as sonographer (independent practice). Knowledge, Skills and Competencies: Sound knowledge of ultrasound procedures: general, obstetrics and gynaecology. Sound knowledge of report writing. Good interpersonal relations and ability to perform well within the team. Knowledge of relevant Health & Safety policies, regulations and Acts. Knowledge of Quality Assurance procedure and methods. Sound communication, interpersonal, problem-solving, teaching and training skills. Ability to supervise junior and student sonographers. Sound knowledge of public service human resource policies and procedures including EPMSDs.

DUTIES : Perform Ultrasound examinations that yield important diagnostic information. Support the Radiography Manager in order to meet objectives of providing ultrasound services. Provide high quality ultrasound services according to the patient's needs. To promote good health practices and ensure optimal patient care. Execute all ultrasound procedure completely to prevent complications. Provide general administrative duties as required. Compile reports and statistics. Contribute to overall work process of the component. Provide clinical training and supervision to junior staff and students. Participate in institutional radiographic policy making and planning for service delivery. Promote Bathopele principles in the execution of all duties for effective service delivery. Give factual information to patients and clients on ultrasound examinations. Participate in departmental Quality Assurance, Quality Improvement programmes and National Core Standards. Inspect and use equipment professionally to ensure that they comply with safety standards. Participate in development of policies and procedures to ensure that ultrasound services comply with the required prescripts. Communicate effectively with all stakeholders. Participate in ultrasound quality assurance programmes. Participate in Continued Professional Development (CPD) programmes and in-service training

ENQUIRIES APPLICATIONS : Mr M.R Leso (Deputy Director: Radiography) Tel: (032) 4376132
: Applications should be directed to: - Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

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

applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

CLOSING DATE : 21 July 2023

POST 22/432 : **CHIEF ULTRASOUND RADIOGRAPHER: REF NO: 06/2023 (1 POST)**

SALARY : R520 785 - R578 367.per annum
CENTRE : Addington Hospital: Kwazulu Natal
REQUIREMENT : National Diploma in Ultrasound / Bachelor's degree in Technology: Ultrasound, Registration certificate with the Health Professions as a Ultrasound Radiographer, Current registration card (2023/2024) with HPCSA as Ultrasound Radiographer, A minimum of three (3) years relevant experience after registration with the HPCSA as an Independent Practitioner (Ultrasound Radiographer),. Recommendations: Experience performing high risk Obstetric and anomaly scans, Paediatric scans. Experience in reporting on difficult pathologies. Knowledge, Skills Training and Competencies Required: Excellent knowledge of high-risk obstetrics and gynaecology, general, small parts, vascular, musculoskeletal scanning techniques, protocols and procedures. Basic knowledge of equipment use and trouble. Sound report writing and administrative skills and computer literacy. Knowledge of relevant Health and Safety Acts and Infection Control measures. Good communication, interpersonal relations and problem-solving skills. Basic supervisory skills.

DUTIES : Key Performance Areas: Provide a high quality ultrasound service in keeping with tertiary status of the hospital: general scans with complicated pathology and detailed Obstetric Scans. Provide correct interpretation of all ultrasound scans. Compile comprehensive reports as required in the working environment. Provide assistance, supervision and training to junior staff and students, including medical personnel. Promote good health practices and ensure optimal care of the patient. Execute all clinical procedures competently to prevent complications. Participate in quality improvement programmes, policy making, in-service training and National Core Standards.

ENQUIRIES : Mr M Chetty Tel : 031 327 2000
APPLICATIONS : All documents to be posted to: Attention: Human Resource Department, Addington Hospital, P O Box 977, Durban, 4000 Or Dropped off in the "Application BOX ", at the Security Dept-Staff Entrance, Prince Street entrance, Addington Hospital, South Beach, Durban.

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae.Applications are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form.NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.

CLOSING DATE : 14 July 2023

<u>POST 22/433</u>	:	<u>OPERATIONAL MANAGER GENERAL – NIGHT DUTY REF GJGM52/2023 (X 1 POST)</u> Component: Nursing Management Services
<u>SALARY</u>	:	R497 193 per annum: Other Benefits: 13 th Cheque, Home Owners Allowance & Medical Aid.(To qualify: Employee must meet all the prescribed policy requirements), 8% inhospitable allowance
<u>CENTRE REQUIREMENTS</u>	:	General Justice Gizenga Mpanza Regional Hospital Senior Certificate. Diploma/Degree in Nursing Science and Midwifery. Registration with SANC as a General Nurse and Midwife. Current registration with SANC 2023. Minimum of Seven (7) years appropriate recognizable experience in Nursing after registration as a Professional Nurse. Recommendations: Diploma/Degree in Nursing Management. Knowledge, Skills and Competencies: Knowledge and insight into nursing processes and procedures. Nursing Statutes and other relevant Public Service Acts. Decision making and problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of norms and standards and ideal hospital realization and maintenance framework. Good communication skills. Supervisory and analytical thinking skills. Application of the APIER and SMART approach. Ability to work under pressure. Willingness to work shifts, night duty, weekends and public holidays including hours when the need arises.
<u>DUTIES</u>	:	Supervise, monitor and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Foster team spirit and commitment among all categories of staff. Do ward rounds so as to identify gaps and intervene thereafter. Relieve in matrons office day duty as the need arises. Ensure that ethical norms are being observed by the employees. Manage Human Resources. Monitor and supervise staff performance. Deal with disciplinary and grievance matters including monitoring and controlling absenteeism. Participate in the analysis, formulation, implementation and maintaining nursing care standards, policy, practices and procedures. Establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that a healthy and safe environment is maintained. Maintain clinical competence by ensuring the scientific principles of nursing are maintained. Manage patient safety incidents and complaints. Monitor proper utilization of financial and physical resources. Manage data.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs EM Shabane (Deputy Director: Nursing) Tel: (032) 4376008 Applications should be directed to: - Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Faxed or e-mailed applications will not be considered. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

- CLOSING DATE** : 21 July 2023
- POST 22/434** : **CLINICAL PROGRAMME CO-ORDINATOR (INFECTION PREVENTION AND CONTROL PRACTITIONER. REF NO: WWH/IPC/08/2023 (X1 POST)**
- SALARY** : R497 193.per annum 13TH Cheque/Service Bonus, Medical Aid Allowance (optional) Home Owner Allowance (subject to meeting prescribed requirements).
- CENTRE REQUIREMENTS** : Wentworth Hospital
National Senior Certificate/Grade 12. Degree/Diploma in Nursing science and midwifery. A minimum of 07 years recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Current registration with SANC. Valid driver's license code 08/10. Knowledge and skills required: certificate in infection, prevention control. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact service delivery. Knowledge of infection control policies and guide lines. Ensure clinical nursing practice by nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by professional scope of practice and standard determined by relevant health facility. Demonstrate a basic understanding of HR and financial policies and policies. Interpersonal skills including public relations, negotiations conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight to procedures and policies pertaining to nursing care. Leadership. Organizational decision making and problem solving abilities within the limits of the public sector and institutional policy framework.
- DUTIES** : Develop and implement an Infection Prevention and Control plan for the Institution. Identify Infection control risks and make recommendations on mitigations thereof. Ensure that all Departments comply with the IPC Framework, Guidelines and Protocols. Identify standard Operating Procedures to be formulated in relation to Provincial Guidelines Identify outbreak of Infection, initiate investigation and control measures in collaboration with the IPC Committee. Provide Effective and efficient Infection Prevention and Control services in the Institution. Conduct IPC Surveillance and report on the incidence and prevalence of alert organisms and communicable diseases to the District CDC. Serve as a Clinical governance champion in the facility, ensuring effective clinical risk management system. Identify and report all Hospital Acquired Infections. Visit the Departments within the institutions to identify infection prevention and control risks. Ensure strong relationship with District IPC and CDC teams as well as Laboratory Services. Ensure that infection Prevention and Control as well as Antibiotic Stewardship Committees are in place and Functional.
- ENQUIRIES APPLICATIONS** : Mrs. B .O Anderson Assistant nursing manager nursing (M&E) 0314605212
Application to be forward to: The Assistant Director HRM, Wentworth Hospital, Private Bag X02, Jacobs, 4026 OR hand deliver at 01 Boston road , Wentworth hospital.
- FOR ATTENTION NOTE** : Mr. M.S. Mgoza
The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR from the website www.dpsa.gov.za issued by Minister for DPSA in line with the regulations 10 of the Public Service Regulations 2016. Applicants must utilize the most recent Z83 form. The Z83 form must be fully completed in a manner that allows the selection committee to access the quality of a candidate based on the information provided in the form; Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV).Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of interview.It is the responsibility of the applicant to have foreign qualification evaluated by the South African Qualification Authority. Applicants applying for more than one (1) post must submit a separate form Z83 as well as the documentation mentioned above in respect of each post. The Reference Number and Position of the post you applying, as stated in the advert must be

clearly indicated in the columns provided on the form Z83. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered / accepted. Please note that due to a large number of applications received, applications will not be acknowledged. However, should you not received any response after four weeks from the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcome obtained from the SSA to the following checks

- CLOSING DATE** : 14 July 2023
- POST 22/435** : **OPERATIONAL MANAGER (GENERAL STREAM) REF NO: GTN 25/2023 (1 POST)**
- SALARY** : R497 193 – R559 686.per annum per annum Other Benefits: 13TH Cheque , plus 12% Rural allowance, Medical aid(optional). Housing allowance
- CENTRE** : Greytown Hospital (TB/XDR/PRE- XDR Specialized unit)
- REQUIREMENTS** : Senior Certificate /Grade 12. Degree /Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse Plus. Current registration (2023) with the South African Nursing Council as a General Nurse and Midwifery Nurse Plus. A minimum of seven (07) years' appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing plus midwifery. Recommendation: Diploma/ Degree in nursing management Knowledge, skills, Training and Competences required. Knowledge of Nursing Care, Processes, Procedures, Nursing statutes and other relevant Legal framework such as Nursing Act, Health Act, Labour Relations Act, Batho Pele Principles, Patient right Charter etc. Demonstrate effective communication with patient, Supervisors, other health professional and juniors, colleagues, including more complex report writing when required. Work as part of multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level with person of diverse intellectual, cultural, racial or religious differences. Able to manage own work time and junior colleagues to ensure proper nursing service in the unit. Demonstrate the required computer literacy to adequately manage information according to the requirements of the facility. Able to develop contact build and maintain a network of professional relations in order to enhance service delivery. Able to carry out inspection/ supervision and attend meetings. Leadership, organization, decision making, problem solving and interpersonal skills within the limits of the Public Sector.
- DUTIES** : Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Ability to manage the acute, Emergency/ trauma service in an outpatient department setting. Assist in planning, organizing, monitoring and evaluation of objectives of the units and departments. Demonstrate an understanding of Human resource and Financial Management practices and procedures. Supervise staff under your control, both clinic and non-clinical. Manage all resources within the unit effectively and efficiently to ensure optimal service delivery. Ensuring effective, efficient date management system. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirement and expectations (Batho Pele). Demonstrate effective communication with patients, supervisor and other clinicians, including report writing when required. Ensure implementation, attainment of National Core Standards/ and develop QIP as per legal prescripts. Ensure compliance with all National, Provincial and Professional prescripts in order to render safe patient service and improve client satisfaction. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient record. Participate in the analysis and information of nursing policies and procedures. Carry out EPMDS evaluation of the staff, formulate training programmers and participate in the training and development of staff. Provide directions and indirect supervision of all staff within the nursing department and give guideline. Ensure that all equipment in the nursing department is adequate, checked and in working order. Provide safe, therapeutic and hygienic environment as laid down by nursing Act occupational. Health and Safety Act and all other applicable prescripts. Work effectively and amicably at supervisory level with

persons of diverse intellectual cultural, racial or religious differences. Exercise control of discipline. Demonstrate flexibility where Health services need to be carries out. Oversee the functioning of the department and report to Assistant Manager Nursing. Support nursing management. Liaise with wards to arrange patient admission and movements

ENQUIRIES : Ms. P.P.L Nkala Tel (033 4139 400).
APPLICATIONS : Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown,3250
FOR ATTENTION : Mrs Z.J Ngobe
CLOSING DATE : 14 July 2023

POST 22/436 : **CLINICAL PROGRAMS COORDINATOR (QUALITY ASSURANCE) REF NO: GTN 26/2023 (1 POST)**
Component: Nursing

SALARY : Grade 1: R497 193.per annum (Other benefits: 13th cheque, plus 12% Rural allowance, Medical aid (Optional). Housing allowance

CENTRE : Greytown Hospital
REQUIREMENTS : Senior Certificate – Grade 12. Diploma / Degree in General Nursing. Registration Certificate with SANC.as a Professional nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC as a General Nurse. Current SANC Receipt 2023 Recommendation: Valid driver's license, Computer literacy Knowledge, skills, Training and Competences required. Knowledge on applicable legislation such as Health Act, Nursing Act, Occupational Health and Safety Act and Waste Management Act. High level of verbal and written. communication skills. Must have good interpersonal relations. Computer literacy in word processing and spread sheet packages. High level of innovation and initiative.

DUTIES : Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Perform quality improvement audits and survey monthly and report to senior management. Monitor and evaluate delivery of quality care at the institution and clinics. Ensure implementation of National Core Standard and Provincial initiatives (Patients Right Charter, Batho Pele programmes, PEC, waiting times survey, clinical governance, ideal clinics etc). Co-ordinate quality improvement initiatives at the institution and clinics. Monitor and evaluate delivery of quality care at the institutional level including clinical care, waiting times and client experiences. Provide advice on various aspects of quality care to the institution and clinics. Monitor and evaluate compliance to the National and Provincial Quality Programmes e.g norms and standards for the PHC clinics and hospital package of care Identify, facilitate and co-ordinate all QIP's. Conduct survey to all priority programme e.g. housing, MCWH, HAST, PMTCT, IMCI, SRH and ICDN). Manage the accreditation programme for the institution and clinics

ENQUIRIES : Ms P.P.L Nkala Tel (033 4139 400)/ 410
APPLICATIONS : Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown,3250 .

FOR ATTENTION : Mrs Z.J Ngobe
NOTE : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every

applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

- CLOSING DATE** : 14 July 2023
- POST 22/437** : **CLINICAL PROGRAMMES COORDINATOR- INFECTION PREVENTION & CONTROL REF NO: LRH 47/2023 (1 POST)**
Component: Monitoring and Evaluation
- SALARY** : R497 193 – R559 686.per annum Other Benefits: 13TH Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional), 8% inhospitable rural allowance.
- CENTRE REQUIREMENTS** : Ladysmith Regional Hospital
Senior Certificate/Grade 12 plus. Degree / National Diploma in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwifery. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional nurse with SANC as a general nurse. NB: current and previous experience endorsed by Human Resource (certificate of service). A valid code 08 driver's license NB: only shortlisted candidates will be required to submit certified document on the day of the interview following communication from HR. Recommendation: Computer literacy in word processing and spreadsheet packages. Knowledge, Skills, Training and Competencies Required: Working knowledge of health policies and current public service and health related legislation. High level of interpersonal relationship skills. Presentation and facilitation skills, assertiveness and diplomacy. High level of initiative and innovation. Ability to liaise with management. Good communication skills (written and verbal) and problem-solving skills. Practical experience in Infection Prevention and Control
- DUTIES** : Key Performance Areas: Optimize the built environment and ensure the continuous availability of essential materials and equipment needed to support the implementation of effective IPC measures toward improving patient safety and health outcomes. Train and teach clinical and non-clinical teams in evidence-based IPC practices. Plan and coordinate IPC training for staff according to the national curriculum. Provide input within the sub district on the surveillance, prevention, investigation and control of infectious diseases in the community. Coordinate report of Notifiable Medical Conditions to relevant authorities. Assist with the containment of community outbreaks to prevent further transmission where possible. Provide input into funding needs and budgets for IPC activities. Attend clinical ward rounds and advise on IPC matters. Facilitate and oversee the development of operational/business plans to give strategic guidelines. Maintain standards and norms of nursing practice to promote the health status of health care users: Manage and utilize resources in accordance with relevant directives and legislation: human, Financial and Physical Resources. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes: Develop and implement quality assurance programmes, guidelines, protocols, norms and standards: Utilise information technology (IT) and other management information systems to manage information for the enhancement of service delivery: Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care.
- ENQUIRIES APPLICATIONS** : Dr M.E.Pule (Medical Manager) Tel: 036-6372111
: All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag x 9928, Ladysmith, 3370
- FOR ATTENTION NOTE** : Mr S.L.Dlozi
: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must

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

- CLOSING DATE** : 14 July 2023
- POST 22/438** : **OPERATIONAL MANAGER –GENERAL STREAM (NIGHT DUTY), REF NO: ITSH19/2023 (1 POST)**
- SALARY** : R497 193.per Annum, Other Benefits: 13th Cheque Medical Aid (Optional) Housing allowance (employee must meet prescribed requirements) 12 % rural allowance.
- CENTRE REQUIREMENTS** : Itshelejuba Hospital
Degree/Diploma in General Nursing and Midwifery, Registration as a Professional Nurse with SANC in General Nursing and midwife; A minimum of 7 years appropriate/recognizable experience in General Nursing after registration as a Registered Nurse, Professional Nurse with SANC in General Nursing; Current SANC registration Recommendations: 3 years management experience/unit management, Degree/Diploma in Nursing Administration. Knowledge, Skills, Training & Competences Required: Work effectively, co-operatively, amicably at supervisory level with person of diverse intellectual' cultural and racial differences, Human Resource and financial management skills; Sound knowledge of disciplinary processes and grievance procedures; Knowledge of nursing care process and procedures. Sound knowledge of all legislation and regulations applicable to the health services and nursing status.
- DUTIES** : Key Performance Areas: Engage in clinical assessment and care of health service users. Ensure provision of optimal, holistic care in accordance with laws and regulations relevant to nursing. Ensure the implementation of the nursing care plans (clinical practice/ quality care)Implement standards, practices, criteria and indicators for quality nursing (quality practice);Maintain constructive working relationships with nursing and other stakeholders; Manage and monitor proper utilization of human, financial and material resources; Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Maintain professional growth/ethical standards and development of self and personnel; Conduct performance planning, monitoring and evaluation of staff; and Participate in health promotion and illness prevention initiatives within the institution. Ensure that quality data is submitted by all units on time ,Implement disciplinary procedures according to labour Relations Act.Co-ordinate operation Sukuma Sakhe Programme for the local Task Team. Process personnel claim forms for staff on night duty.
- ENQUIRIES** : All enquiries should be directed to Ms. JN Mthenjana contact details: 034-4134000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to Human Resource Office or emailed to Slindokuhle.sithole@kznhealth.gov.za
- NOTE** : Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. 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.documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure

to comply with the above instructions will disqualify the applicants. 2. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.

- CLOSING DATE** : 14 July 2023
- POST 22/439** : **CLINICAL PROGRAM CO-ORDINATOR- NON COMMUNICABLE DISEASES, GERIATRICS, EYE CARE, DISABILITY AND REHABILITATION REF NO: ETH DO 06 /2023 (1 POST)**
- SALARY** : R497 193.per annum Other Benefits: 13th cheque, Medical Aid (optional), Housing Allowance (Employee must meet prescribed requirements)
- CENTRE** : EtheKwini District Office.
- REQUIREMENTS** : Senior Certificate or equivalent qualification Plus Bachelor's Degree or Diploma in General Nursing and Midwifery. Minimum of 7 years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing of which 3 years must be experience in Geriatrics and Eye care / Working in a chronic stream in primary health care managing chronic ailments and their complications Current registration with SANC 2023 receipt. Valid Driver's license. Computer Literacy.(Certificate to be attached) Confirmation of current and previous experience (Certificate of service) stating the relevant experience endorsed and stamped by HR will be requested only to the shortlisted candidates. Knowledge, Skills, Training and Competencies Required: Sound Project Management skills. Good facilitation, Human relations, negotiation. Good problem solving and decision making skills. Good verbal, written communication and report writing skills. Good monitoring and evaluation skills. Knowledge of District Health System. Knowledge of Public Service Legislative prescript. Basic financial management skills; Presentation skills. An Understanding of the challenges facing the public health sector. Aptitude for research so as to acquire new knowledge swiftly. Computer Literacy: Ms office Software Applications.
- DUTIES** : Key Performances Areas: Implement, Monitor and evaluate indicators which measure health practices relating to non-communicable diseases, geriatrics, eye care and dental care within the district. Plan, organise and conduct community health awareness campaigns and events that convey health messages and practises that support non-communicable diseases and eye care strategies. Provide guidance, support and monitor the implementation of integrated chronic disease model by the facilities. Improve management of non-communicable diseases and eye care through capacity building and support to the facilities thus ensuring quality improvement. Facilitate and support the strategies to improve cataract surgeries. Ensure effective, efficient and economically utilisation of allocated resource. Provide technical advice and training for the implementation of policies and guidelines related to the programme. Co-ordinate and implement senior citizen's fitness programme. Participate in District Quarterly reviews and provide monthly and quarterly report. Co-ordinate disability and rehabilitation services within the district. Provide oversight for state aided facilities and assist in the registration processes for old age homes
- ENQUIRIES** : Ms. N.O. Masondo Deputy Director Clinical and Programmes Tel No: 031 240 5310
- APPLICATIONS** : All Applications Should Be Forwarded To: Hand delivery: The HR Manager EThekwini District Office, 85 King Cetshwayo Highway Mayville Durban, 4000. Or Posted The HR Manager, EThekwini District Office, Private Bag X54318, Durban, 4000.
- NOTE** : Applications must be submitted on the NEW prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Detailed Curriculum Vitae must

accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission only from shortlisted candidates. The Reference Number must be indicated in the column (Part A) provided on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification if shortlisted will have to provide an evaluation certificate from the South African Qualifications Authority (SAQA). Non- RSA Citizens/Permanent Residents/ Work Permit holders if shortlisted will be required to provide documentary proof. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

- CLOSING DATE** : 14 July 2023
- POST 22/440** : **OPERATIONAL MANAGER NURSING (GENERAL –STREAM) REF NO: HLH28/2023 (1 POST)**
- SALARY** : R497 193 474.per annum plus; Medical aid (optional) 13th cheque, Housing Allowance (Employee must meet prescribed requirements and 12% Rural Allowance
- CENTRE** : Hlabisa Hospital
- REQUIREMENTS** :
 Matric/Senior Certificate or equivalent qualifications. Degree /Diploma in General Nursing Science and Midwifery. Registration with SANC as a Professional Nurse (2023 Receipt).Minimum of 7 years appropriate recognizable experience as a Professional Nurse after registration. Computer Literacy. Diploma /Degree in Nursing Management will be an added advantage. Driver's License Code EB (08) Knowledge, Skills, Training& Competencies Required: Knowledge in Nursing care process and Procedures, nursing statues and relevant legal frameworks. Nursing Act Occupational Health & Safety Act, patients, Rights Charter& Batho- Pele Principles. Leadership organization, decision making and problem solving abilities within limits of the public sector &institutional framework. Interpersonal skills including public relations, negotiating conflict handling and counselling skills Act, Public Service Act Regulation & Labour Relations Act. Good communication, report writing, facilitation, co-ordination &leadership skills as well as computer skills. People management and financial management skills.
- DUTIES** : Supervise & ensure the provision of an effective and efficient patient care through adequate e Nursing Care Plan Evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care& rehabilitation of patient's. Maintain constructive working relationships with Nursing and stakeholders i.e. inter-professional, interpectoral and multi-disciplinary team work. Analysis, formation and implementation of Nursing guidelines, practices, standards, policies & procedures. Manage and monitor proper utilization of human, financial, physical and material resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Service by assisting with relief duties of Supervisor and partake in overall unit function i.e. Team building. Ensure that infection control and prevention policies are implemented in the unit. Develop, monitor and evaluate staff I terms of EPMDS. Exercise control over discipline, grievance and all labour relations issues .Performs both clinical and administrative duties as required. Analyses the unit performance and conduct clinical audits in line with prescribed prescripts. Adhere to correct channels of communication as per the hospital organogram. Perform other duties assign by the supervisor and hospital management. Ensure implementation of ideal Hospital, Norms and standard, Make Look like a hospital and other departmental initiatives including provincial priorities .Conduct unit mortality and morbidity review meetings.
- ENQUIRES** : Mrs.B.S.V Ndlovu Tel: 035 838 8610

- APPLICATIONS** : The Human Resource Management, Private Bag X5001, Hlabisa Hospital, 3937, Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa 3937.
- NOTE** : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za, An updated Curriculum Vitae (CV) ;and Z83 .Only shortlisted candidates will attach the documents. NB: It is the applicant's responsibility to have foreign Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted .Contactable and verifiable Reference must be included in the CV.The reference number of the post must be included in the Z83 ,NB; failure to comply with the above instructions may be disqualify the applicants , please note those applicants will not be acknowledge ,However ,every Applicant will be advised of the Outcome of his or her application .in due course .[This Department is an equal opportunity ,Affirmative action employer ,whose aim is to promote representatively in allow occupational Categories in the Department .The Kwa –Zulu Natal is an equal opportunity , affirmative action employer It is intended to promote respectively through the filling of these posts. The candidates of the person hose appointments /transfer/promotion will promote representatively will receive preference.
- CLOSING DATE** : 14 July 2023
- POST 22/441** : **OPERATIONAL MANAGER GENERAL-STREAM (NIGHT-DUTY) REF NO: OSI OM 28/2023 (X1 POST)**
- SALARY** : R497 193.per annum Other Benefits: 13th Cheque / service bonus, PLUS 8% Rural allowance, Home owners Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)
- CENTRE** : Institution: Osindisweni District Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12. Degree/ Diploma in general nursing and Midwifery. Current registration with SANC. (2023 RECEIPT). At least minimum of 7 years appropriate/recognizable experience as a Professional Nurse after registration. Applicants are not to submit copies/attachment/proof/certificates/ID/Driver's License/qualifications on application but only when shortlisted. Knowledge, Skills, Training And Competencies Required: Leadership, Management, planning, policies and procedures governing health care service delivery especially the forensic unit. Knowledge of code of conduct, Labour Relations and related policies. Knowledge of nursing care processes and procedure. Knowledge of nursing statutes and relevant legal framework. Knowledge of Human Resource Policies. Operational Management co-ordination networking liaison skills. Good communication, interpersonal relations, problem solving and conflict management skills. Planning management skills. Planning and organising report writing skills. People management and financial management skills.
- DUTIES** : Key Perfomance Areas: Ensure adequate coverage and supervision of staff in all units to allow provision of adequate patient care in an efficient and effective manner. Facilitate and strengthen implementation of health service delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving services excellence. Promote implementation of Batho Pele principles, patient's rights charter and acceptance professional/clinical ethical standards within the applicable legal framework. Participate and implementation of norms and standards, National Health Priorities and quality improvement initiatives including national priority program Plans. Ensure a safe environment for both patients and staff at night. Identify staff and students training needs, ensure that effective development takes place and monitor performance thereof. Demonstrate effective communication with staff, patients Colleagues, clinicians and other stakeholders including report writing and presentation. Ensure effective and efficient management and utilization of resources including staff, material, financial etc. Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures. Ensure all night Services are coordinated.
- ENQUIRIES** : Mrs L.C Mtshali – Tel. No. 032 5419202
- APPLICATIONS** : Please forward/deliver applications quoting the reference number to Human Resource Department, Osindisweni Hospital, Private Bag X 15, Verulam, 4340. Hand delivered application may be submitted at Human Resource Office. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing

**FOR ATTENTION
NOTE**

date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.

: Human Resource Department
: The following documents must be submitted: A detailed New (Z83) Employment Form which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed Curriculum Vitae. In addition, only shortlisted candidates will submit proof of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 02/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA), attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders (attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T Will Be Paid To Candidates Attending The Interviews
14 July 2023

CLOSING DATE

POST 22/442

: **CLINICAL PROGRAMME COORDINATOR (INFECTION CONTROL) REF
NO: MBO 34/2023 (1 POST)**

SALARY

: R497 193 - R559 686.per annum Other Benefits: Medical Aid (Optional), Home Owners Allowance: Employee Must Meet Prescribed Requirements, 8% Rural Allowance, 13th Cheque

**CENTRE
REQUIREMENTS**

: Mbongolwane District Hospital
: Senior Certificate/Matric or Equivalent. Diploma / Degree In General Nursing Science. Current registration with SANC (2023). Experience: A minimum of 7 years appropriate/ recognizable experience after registration as Professional with SANC in General nursing. Current and previous work experience endorsed and stamped by Human Resource department (certificate of service). Recommendations: Computer literacy. Driver's License Code EB (08) Knowledge, Skills and Competences Required: Knowledge of Public Service Policies Act and Regulations. Knowledge of SANC Rules and Regulations. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Demonstrate a basic understanding of Human Resource and Financial policies practices. Strong interpersonal communication and presentation skills. Knowledge of code of conduct and labour relations.

DUTIES

: Key Performance: Sustain Infection Prevention and Control Programme. Conduct monthly Infection Prevention and Control meetings. Review and implement IPC plan and IPC programme annual and monitor progress on quarterly basis. Facilitate appointment and review of IPC Committee members. Draw and review implementation of the IPC vision and mission. Compile annually IPC Operational Plan and monitor progress. Conduct IPC audits, identify gaps and compile quality improvement plans for identified gaps. Develop and implement in service trainings and orientation induction programme for clinical and non clinical staff. Monitor and evaluate nursing care and other practices in the hospital. Conduct hygiene inspections in all departments and monitor implementation of action plans. Monitor application of aseptic technique when doing invasive procedure. Conduct quarterly ICAT and monitor implementation of action plans. Monitor management notification and reporting of communicable disease. Ensure timeous submission daily,

weekly, monthly and quarterly reports to District office. Monitor implementation of infection control care plans

ENQUIRIES : Mr. TM Mpungose (Monitoring and Evaluation) Tel: 035 4766242 ext. 1005

APPLICATIONS : All applications should be forwarded to: The Human Resources Manager, Mbongolwane Hospital, Private Bag X 126, Kwa-Pett, 3820 or Hand delivered to: Mbongolwane District Hospital

FOR ATTENTION : Human Resource Manager

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

CLOSING DATE : 14 July 2023

POST 22/443 : **CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE) REF NO: ILE 10/2023 (1 POST)**
Component: Ile: Div Hsd Mon & Eval

SALARY : R497 193.per annum Benefit: 3thCheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

CENTRE : Ilembe Health District Office

REQUIREMENTS : Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) Degree / Diploma in General Nursing, Current registration with SANC as General Nurse. A minimum of 7 years appropriate/ recognizable nursing experience as a General Nurse. Valid Driver's License (Code 8). Computer Literacy Ms Office (Word, Excel, Outlook & PowerPoint).N.B all the above mentioned documents need not be attached on application will be requested (only if shortlisted) Strong interpersonal and communication skills. Report writing. Knowledge on District Health systems. Knowledge of relevant regulation and policies. Ability to translate and transform objectives into practical plan. Leadership, organizational, decision making and problem solving abilities within the DHS framework. Information management skills. Ability to work under pressure. Sound project management skills. A strong policing/ auditing attitude. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office will be requested (only if shortlisted)

DUTIES : Manage the implementation of Quality Assurance plans in the District. Monitor the improvement of service delivery in order to satisfy the requirement of the district client base. Ensure the development of a culture which is sensitive to Quality Assurance issues among health workers at all levels. Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Identify best practice and implement these to continuously advance Quality Assurance procedures and practices. Perform training and guidance activities to instil a culture of service delivery in all service areas within the district. Interact with university and Ideal clinic role players to enhance the Quality Assurance procedures and practices. Evaluate the extent to which the service delivery improvement plans are implemented. Report on Quality Assurance statistics and practices including understanding of policy intentions.

ENQUIRIES : DR R Sahadeo (Dep District Director: Plan M&E) Tel No: – 437 3500

- APPLICATIONS** : All Applications Should Be Forwarded To: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620 KwaDukuza 4450 OR Hand delivered to: 1 King Shaka Street, King Shaka Centre, and KwaDukuza 4450
- NOTE** : Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualification and other relevant documents on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s).Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) Applicants in possession of a foreign qualifications are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested only if shortlisted.
- CLOSING DATE** : 19 July 2023
- POST 22/444** : **ULTRASOUND RADIOGRAPHER (ULTRASONOGRAPHER) GRADE 1, 2 & 3: REF: DPKISMH 29/2023 (1 POST)**
Component: X-Ray Department
- SALARY** : Grade 01: R444 741 - R506 016.per annum
Grade 02: R520 785 - R595 251.per annum
Grade 03: R612 642 - R658 482.per annum
- CENTRE** : DR Pixley Ka Isaka Seme Memorial Hospital
- REQUIREMENTS** : **Grade 1:** None after registration with the HPCSA in respect of RSA qualified applicants who performed community service, as required in South Africa. One (01) year relevant experience after registration with the \health Professional Council of South Africa in the relevant profession (where applicable) in respect of foreign qualified applicants, of whom it is not required to perform community service, as require in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified applicants who performed community service, as required in South Africa. A minimum of 11 years relevant experience after registration with Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified employee of whom it is not required to perform community service as required in in South Africa. **Grade 3** A minimum of 20 years relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified applicants who performed community service, as required in South Africa. A minimum of 21 years relevant experience after registration with Health Professional Council of South Africa (HPCSA) in the relevant profession (where Applicable) in respect of foreign qualified employee of whom it is not required to perform community service as required in in South Africa. Matric/Senior Certificate or equivalent qualification. Degree /National Diploma in Radiographer (Ultrasound). Registration certificate with HPCSA as Independent Practitioner. Completion of Community Service. Current registration with HPCSA as an Ultrasound Radiographer (2023). Certificate of service endorsed by Human Resource Department must be produced on or

before the day of the interview. Knowledge, Skills, Training and Competence Required: Sound knowledge of diagnostic sonography practice and ethos. Ability to perform quality assurance tests. Knowledge of relevant Health and Safety Acts. Knowledge of current health and public service, legislation, regulations and policy. Good communication and interpersonal skills, decision making and problem solving skills. Planning and organization skills

DUTIES : Provide high quality ultrasound services consistent with scope of practice and clinical standards. Give factual information to patients. Execute all clinical procedures competently to prevent complications. Inspect and use equipment to ensure compliance with safety standards. Assist in compiling reports and statistics. Provide education on patient's conditions whilst upholding patients' rights. Participate in Quality Assurance Programme. Participate in EPMDS. Promote Batho Pele principles in the execution of duties for effective service delivery. Assist with ultrasound patient bookings by ensuring request forms are filled properly with adequate medical and clinical information to carry out examination. Promote good health practices and ensure optimal patient care. Provide trainings, guidance and supervision to junior staff. Perform other as per delegation by Radiography Management.

ENQUIRIES : Mrs. LN Phungula: Tel No: (031) 530 1432

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

FOR ATTENTION : Deputy Director: HRM

NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 18/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 14 July 2023.

POST 22/445 : **CLINICAL NURSE PRACTITIONER REF NO: POM 07/2023**

SALARY : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum Other benefits: 13th cheque. Medical aid (Optional). Home Owner's allowance: Employee must meet prescribed requirements.

CENTRE : Pomeroy CHC.

REQUIREMENTS : **Grade 1:** Senior Certificate / Grade 12/Standard 10. Diploma/Degree in Nursing and Midwifery plus one (01) year post basic qualification in Clinical Nursing, Health Assessment, Treatment and Care (PHC). Current registration with SANC receipt as a General Nursing with Midwifery and Primary Health Care. A Minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with 2023 SANC in General Nursing. Valid driver's license. **Grade 2** Senior Certificate / Grade 12/Standard 10: Diploma/Degree in General Nursing Science and Midwifery plus one (01) year post basic qualification in Clinical Nurse Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a General Nursing with Midwifery and Primary Health Care. A Minimum of 14 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing which at least 10 years must be appropriate / recognizable PHC experience after obtaining a 1-year post-basic qualification in Primary Health Care. Valid driver's license. Knowledge; Skills; Training and Competencies Required: Knowledge of all applicable legislation such as Nursing Acts, Mental Acts, OH&S Acts, Batho Pele Principles and Patients' rights Charter, Labour Relations Acts, and Grievance

<u>DUTIES</u>	:	Procedures etc. Leadership, organizational, decision making, and problem solving Conflict Management and counseling skills. Good listening and communication skills. Co-ordination and planning skills. Team building and Supervisory skills. Good interpersonal Relationship skills. Good insight of procedures and policies pertaining to nursing practice.
	:	Key Performance Areas: Oversee Smooth running of VMMC Programme. Recruit and prepare Clients for VMMC. Provide HTS Counseling prior procedure. Stream and Screen all clients for VMMC. Provide Psychological support post procedure. Initiate on HAART and conduct follow ups as per guidelines. Conduct following ups as per guidelines, conduct VMMC post procedural reviews. Prepare and organize VMMC camps and campaigns. Assist MO during the VMMC procedure. Attend District/ Sub district VMMC meetings. Provide effective utilization of resources to enhance service delivery. Assist in planning, organizing and monitoring of unit objectives. Work as part of multidisciplinary team to ensure good nursing care including OSS, NPO, NGO's i.e. intersectoral collaboration. Ensure the all equipment in the unit is checked and in working order. Demonstrate the ability to recognize complications, side effects and refer patient to Medical Officer and compile PSI & Adverse events report. Execute duties and functions with proficiency and perform duties according to scope of practice as laid down by SANC. Implement infection control standards and practice to improve quality of Nursing Care. Ability to plan and organize own work. Compile, collate, submit daily, Weekly and Monthly statistics timeously. Integrate VMMC service into PHC activities. Attend Isibaya Samadoda within Sub-district and give report to management and other stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms.SV Khoza Tel No. (034) 662 3319.
	:	All applications should be posted on: Human Resource Manager; Pomeroy CHC; Private Bag X529; POMEROY; 3020. OR Hand Deliver at Pomeroy CHC Human Resource Management Offices; Office Number 16-114.
<u>NOTE</u>	:	The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: Applications must be submitted on the prescribed most recent Application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) form must be accompanied by detailed Curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83; e.g. Reference Number (POM 07/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s). NB: Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T And Resettlement Payment For Attending Interviews. Accomodation Will Only Be Allocated When It Is Available Otherwise Successful Candidate Must Arrange Their Private Accomodation Prior To Assumption Of Duty.No Interim Accommodation In A Form Of Bed And Breakfast Or Hotel Accommodation
<u>CLOSING DATE</u>	:	14 July 2023
<u>POST 22/446</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: POM 09/2023</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R497 193 per annum Grade 2: R528 696 - R645 720.per annum Other benefits: 13 th cheque. Medical aid (Optional). Home Owner's allowance: Employee must meet prescribed requirements.
<u>CENTRE</u>	:	Pomeroy CHC (1 Post)Qinelani Clinic (Re Advertisement) Mazabeko Clinic (1 Post) Mumbe Clinic (1 Post)

REQUIREMENTS

: **Grade 1:** Senior Certificate / Grade 12/Standard 10. Degree/Diploma in Nursing & Midwifery plus 1 year Post Basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care (PHC). Current Registration with SANC receipt as General, Midwifery and Primary Health Care nurse 2023. A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse of which at least 1 year must be appropriate/ recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. **Grade 2:** Senior Certificate/ Grade 12. Degree/Diploma in Nursing & Midwifery plus 1 year Post Basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care (PHC). Current Registration with the SANC receipt as General, Midwifery and Primary Health Care nurse 2023. A Minimum of 14 years appropriate /recognizable nursing experience after registration as a Professional Nurse of which at least 10 years must be appropriate/recognizable PHC experience after Obtaining a one year post basic qualification in Primary Health Care. Recommendation: Knowledge of NIMART,TB and HIV/AIDS. Computer. BANC training. Knowledge; Skills; Training and Competencies Required: Sound knowledge of all legislation and regulation application to Nursing and Health Service. Sound knowledge of discipline processes and grievance procedures. Leadership, organizational, decision making, counselling and conflict management skills. Good interpersonal relationship. Team building, planning and supervisory. Knowledge of nursing care processes and procedures. Demonstrate good and effective communication skills

DUTIES

: Key Performance Areas: Provide quality comprehensive Primary Health care by promoting preventive, curative and rehabilitative services for the clients and community. Implement BANC and other Antenatal care programmes to enhance antenatal care to all pregnant woman accessing care to the facility. Participate in Quality Improvement Program implementation in line with Norms Standards. Proper utilization safeguarding of all allocated resources to meet departmental targets as per strategic plans. Compile daily statistics, analyse and submit monthly reports timeously as required. Able to plan and organize own work and that support personal to ensure continuity of care. Assess, diagnose, treat and dispense according to guidelines and protocols. Implement referral system to the CHC and next level of care. Design and monitor the defaulter tracing mechanism. Work as part of multidisciplinary team to ensure coordinated work with Mobile Service, WBPHCOT, School Health and Sukuma Sakhe. Contribute to the realization of Sustainable Development Goals. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs requirement and expectations.

**ENQUIRIES
APPLICATIONS**

: Ms.TM Khoza Tel No. (034) 662 3300.
: All applications should be posted on: Human Resource Manager; Pomeroy CHC; Private Bag X529; POMEROY; 3020. OR Hand Deliver at Pomeroy CHC Human Resource Management Offices; Office Number 16-114.

NOTE

: The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: Applications must be submitted on the prescribed most recent Application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) form must be accompanied by detailed Curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83; e.g. Reference Number (POM 09/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s). NB: Please Note That Due to Financial Constraints, There Will Be No Payment Of S&T And Resettlement Payment For Attendin Interviews. Accomodation Will Only Be Allocated When It Is Available Otherwise

Successful Candidate Must Arrange Their Private Accommodation Prior To Assumption of Duty.No Interim Accommodation In A Form Of Bed And Breakfast Or Hotel Accommodation
14 July 2023

CLOSING DATE

:

POST 22/447

:

PROFESSIONAL NURSE: SPECIALITY (ADVANCED MIDWIFERY AND NEONATAL SCIENCE) REF NO: MBO 35/2023 (1 POST)

SALARY

:

Grade 01: R431 265 – R 497 193 per annum
Grade 02: R528 696 – R 645 720.per annum Other Benefits: 13th Cheque, Medical Aid (Optional) Rural allowance 8%, Housing Allowance, Employees must meet prescribed requirement

CENTRE REQUIREMENTS

:

Mbongolwane District Hospital
Senior certificate / grade twelve certificate or equivalent qualification. Certificate of registration with SANC as General Nurse plus Midwifery. Diploma or Degree in General Nursing and Midwifery. One year post basic nursing qualification in advanced midwifery. Current registration with SANC as a General Nurse, midwifery and advanced midwife. **Grade 1:** A Minimum of four (4) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC. One year post qualification in advanced midwifery. **Grade 2:** A Minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General nursing of which at least Ten (10) years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in Advanced Midwifery. Knowledge, Skills, Training And Competencies Required: Knowledge of Public Service Policies, Acts and regulations. Knowledge of SANC rules and regulations. Good communication, leadership, interpersonal and problem solving skills. Computer Literacy. Knowledge of Code of Conduct Labour Relations, Conflict management and negotiation skills. Ability to function well within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter. An updated knowledge of the priority programmes and the management thereof.

DUTIES

:

Assist with the implementation of the UN Millenium Development GOALS e.g. reducing child mortality and the Saving Mothers Initiative. Demonstrate effective communication with patients, supervisors, other Health Professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse Intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure quality nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery. Oversee and co-ordinate the integration of MCWH. Assist in the monitoring of the implementation of EPMDs. Improve maternal and child health by initiating all the relevant programmes. Enhance the Saving Mothers programme Assist with the reduction of maternal and neonatal mortality and morbidity rates. Work as a team leader and oversee the maternity department in the absence of the Operational Manager or when the need arises. Knowledge of Patient Safety Incidents and management thereof. Demonstrate a basic understanding of HR and financial policies and practices. Execute quality care in a specialized unit in accordance with the scope of practice and nursing standards. Must be able to handle surgical and obstetrical emergencies. Take lead in peri-operative care delivery. Partake in the resuscitation and stabilizing of critically injured and ill patients. Participation in implementation of National Core Standards. Participate in clinical audits and data management meetings. Ensure accurate record keeping. Able to manage own work, time and that of junior colleagues to ensure proper and nursing service in the unit. Ensure self and staff development through in service training.

ENQUIRIES APPLICATIONS

:

Mr NM Mhlongo Tel: 035 476 6242 or Ext 1011

:

All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or Hand Delivered to Mbongolwane District Hospital

FOR ATTENTION NOTE

:

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions

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

- CLOSING DATE** : 14 July 2023
- POST 22/448** : **PROFESSIONAL NURSE SPECIALITY- ACCIDENT & EMERGENCY UNIT
REF NO: OSIPNAE 26/2023 (X 3 POSTS)**
- SALARY** : Grade 1: R431 265 – R497 193,per annum
Grade 2: R528 969 – R645 720.per annum Other Benefits: 13th Cheque / service bonus, PLUS 8% Rural allowance, Home owners Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Institution: Osindisweni District Hospital
Senior certificate / Grade 12 certificate or equivalent. Diploma / Degree in General nursing and Operating Theatre Technique.1 (One) year post basic qualification in Operating Theatre Technique accredited by SANC. Registration Certificates from South African Nursing Council as Professional Nurse and Operating Theatre Technique 2023(receipt). A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Emergency & Trauma Nursing Science or Intensive/Critical Care nursing. Minimum of 4/four year's appropriate/recognizable experience after registration with SANC as a General Nurse and Midwifery. Current and previous experience endorsed and stamped by Human Resource (Employment History). **Grade 1** Minimum of (4) years appropriate recognizable experience in nursing after registration with SANC in General nursing and One year in Emergency & Trauma Nursing Science or Intensive/Critical Care nursing. **Grade 2** Minimum of (14) year's appropriate recognizable experience in nursing after registration with SANC in general nursing and Midwifery. At least (10) years of the period mentioned above must be recognizable experience in the specific speciality, after obtaining the one year post basic qualification in the relevant speciality. **NB:** Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Knowledge, Skills, Training And Competencies Required :Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as, Nursing Act, Health Act, Occupational Health and Safety Act. Knowledge of Public service regulations. Knowledge of SANC rules and regulations. Patient's rights charter, Batho-Pele Principles. Public service regulations, Labour Relations Act, Disciplinary Code and Procedure. Communication skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/ organizing and ability to function as part of the team. Team building and cross culture awareness. Personal attributes, responsiveness, professionalism, supportive, and assertive
- DUTIES** : (KRAs): Provision of quality emergency nursing care through the implementation of standards and protocols. To develop and ensure implementation of nursing care plans. Identify patients for emergency medical and nursing interventions and initiation of Resuscitation measures. Provide comprehensive emergency care inclusive of women's health and other priority programs. Participate in disaster preparedness programs within the institution. Manage and supervise effective utilization of all resources e.g. human, financial, material. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Maintain accurate and complete patient records according to legal requirements. To

uphold the Batho Pele and Patients' Rights Charter Principles. Implement Norms and standards to improve the quality of care. Participate in staff, student and patient teaching. Evaluate patient care programmes from time to time and make proposals for Improvement.

**ENQUIRIES
APPLICATIONS**

: Mrs L.C Mtshali – Tel. No. 032 5419202
: Please forward/deliver applications quoting the reference number to Human Resource Department, Osindisweni Hospital, Private Bag X 15, Verulam, 4340. Hand delivered application may be submitted at Human Resource Office. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.

**FOR ATTENTION
NOTE**

: Human Resource Department
: The following documents must be submitted: A detailed New (Z83) Employment Form which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed Curriculum Vitae. In addition, only shortlisted candidates will submit proof of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 02/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA), attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders (attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T Will Be Paid To Candidates Attending The Interviews
14 July 2023

CLOSING DATE

: 14 July 2023

POST 22/449

: **PROFESSIONAL NURSE SPECIALITY GRADE 1 (ADVANCE MIDWIFERY & NEONATAL) REF: OSI PNADM 23/2023 (X 03 POSTS)**

SALARY

: Grade 1: R431 265 – R497 193.per annum
Grade 2: R528 969 – R645 720.per annum Other Benefits: 13th Cheque / service bonus, PLUS 8% Rural allowance, Home owners Allowance (Employee must meet prescribed requirements) (Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: Institution: Osindisweni District Hospital
: Grade 12 certificate or equivalent. Diploma / Degree in General nursing and midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse.1 (One) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science accredited by SANC.Registration Certificates from South African Nursing Council as Professional Nurse and Advance Midwifery and Neonatal Nursing Science, Current and previous experience endorsed and stamped by Human Resource (certificate of service). NB: only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Knowledge, Skills, Training And Competencies Required :Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as , Nursing Act, Health Act, Occupational Health and Safety Act, Patient's rights charter, Batho-Pele Principles, Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communication skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/ organizing and ability to function as part of the team.

DUTIES : (KRAs): Monitoring of patients in labour and conducting deliveries. Implement standards, practices, criteria and indicators for improving quality nursing care. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stake holders. Utilize human, material and physical resources efficiently and effectively. Conduct ESMOE and HBB drills. Implement National Core Standards guidelines and standard operational plans. Implement strategies and standard operational plans for Infection Prevention and Control. Monitor and report Patient safety incidents e.g. needle stick injuries, patient complaints etc. Assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Coach and appraise staff at all levels and be able to solve problems. Implement maternal and child health care programmes (PMTCT, MBFI, IMCI, PPIP, KINC etc. Attend perinatal mortality review meetings

ENQUIRIES : Mrs L.C Mtshali – Tel. No. 032 5419202

APPLICATIONS : Please forward/deliver applications quoting the reference number to Human Resource Department, Osindisweni Hospital, Private Bag X 15, Verulam, 4340. Hand delivered application may be submitted at Human Resource Office. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.

FOR ATTENTION : Human Resource Department

NOTE : The following documents must be submitted: A detailed New (Z83) Employment Form which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed Curriculum Vitae. In addition, only shortlisted candidates will submit proof of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 02/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA), attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders (attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T Will Be Paid To Candidates Attending The Interviews

CLOSING DATE : 14 July 2023

POST 22/450 : **CLINICAL NURSE PRACTITIONER REF NO: GTN 25/2023 (1 POST)**

SALARY : Grade 1: R431 265.– R497 193.per annum
Grade 2: R528 696 – R645 720. per annum Other Benefits: 13TH Cheque, plus 12% Rural allowance, Medical aid(optional). Housing allowance

CENTRE : PHC Ntembisweni Clinic

REQUIREMENTS : **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC **Grade 2:** A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate /

recognizable experience after obtaining the 1 year post –basic qualification in the relevant specialty. Senior Certificate /Grade 12. Diploma/ Degree in General Nursing PLUS 1year post basic qualification in Primary Health Care and Midwifery. Registration with SANC as a registered and Primary Health Care nurse. Current S.A.N.C receipt 2023. Appropriate/recognizable experience after registration as a Professional Nurse is recognized to determine the salary on appointment. Knowledge, skills, Training and Competences required. Knowledge of SANC rules and Regulations of Legislatives Framework and Department prescripts. Knowledge of National and Provincial Acts Policies. Basic financial management skills, sound management, negotiations problem solving and decision making skills. Good communication skills both written and verbal. Provide mentoring and coaching skills. Display a concern for patient promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to Batho Pele Principles

DUTIES : Ensuring data management at all levels. Manage and supervise effective utilization of allocated resources. Demonstrate effective communication with health team, supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organise own work and that of support personnel to ensure good communication care. Provide quality comprehensive health care to the community. Provide educational services to staff and communities. Work as part of multidisciplinary team to ensure good health care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for the community, promoting and advocating proper care including awareness and willingness to respond to community needs. Assist with performance reviews i.e. EPMDs. Motivate staff regarding development in order to increase level of expertise and assist the community to develop a sense of care. Ensure 24 hours health services to all community members.

ENQUIRIES : Ms. P.P.L Nkala Tel (033 4139 400).410
APPLICATIONS : Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown,3250 .

FOR ATTENTION : Mrs Z.J Ngobe
NOTE : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

CLOSING DATE : 14 July 2023

POST 22/451 : **CLINICAL NURSE PRACTITIONER REF NO: GTN 26/2023 (1 POST)**

SALARY : Grade 1: R431 265 – R497 193.per annum
 Grade 2: R528 696 – R645 720.per annum Other Benefits: 13TH Cheque, plus12% Rural allowance, Medical aid(optional). Housing allowance

CENTRE : PHC Mobile 1 Clinic

REQUIREMENTS

: **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC **Grade 2:** A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post –basic qualification in the relevant specialty. Senior Certificate /Grade 12. Diploma/ Degree in General Nursing PLUS 1year post basic qualification in Primary Health Care and Midwifery. Registration with SANC as a registered and Primary Health Care nurse. Current S.A.N.C receipt 2023. Appropriate/recognizable experience after registration as a Professional Nurse is recognized to determine the salary on appointment. Driver's license. Knowledge, skills, Training and Competences required. Knowledge of SANC rules and Regulations of Legislatives Framework and Department prescripts. Knowledge of National and Provincial Acts Policies. Basic financial management skills, sound management, negotiations problem solving and decision making skills. Good communication skills both written and verbal. Provide mentoring and coaching skills. Display a concern for patient promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to Batho Pele Principles

DUTIES

: Ensuring data management at all levels. Manage and supervise effective utilization of allocated resources. Demonstrate effective communication with health team, supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organise own work and that of support personnel to ensure good communication care. Provide quality comprehensive health care to the community. Provide educational services to staff and communities. Work as part of multidisciplinary team to ensure good health care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for the community, promoting and advocating proper care including awareness and willingness to respond to community needs. Assist with performance reviews i.e. EPMDs. Motivate staff regarding development in order to increase level of expertise and assist the community to develop a sense of care. Ensure 24 hours health services to all community members.

**ENQUIRIES
APPLICATIONS**

: Ms. BN Mawela Tel (033 4139 400).
: Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.

**FOR ATTENTION
NOTE**

: Mrs Z.J Ngobe
: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

CLOSING DATE

: 14 July 2023

<u>POST 22/452</u>	:	<u>PROFESSIONAL NURSE GRADE ½ SPECIALITY OBSTETRIC & GYNECOLOGY, REF NO. NURS 40/2023 (8 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193.per annum Grade 2: R528 696 - R645 720.per annum (All-inclusive remuneration package) PLUS 18% Inhospitable Area Allowance, Medical Aid: Optional (Employee must meet Prescribed Requirements)
<u>CENTRE REQUIREMENTS</u>	:	Harry Gwala Hospital Senior Certificate /Grade 12, Degree /Diploma in General Nursing and Midwifery (obtainable from University/ College) ,Registration certificate with SANC as a General Nurse and Midwife, Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science registered with SANC, Current SANC registration (2023 Receipt) Experience Required Grade1 : A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery and after obtaining the one year Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science Grade2 A minimum of fourteen (14) years appropriate / recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience in Advanced Midwifery and Neonatal Nursing after obtaining the one year Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science A certificate of service obtained from the HR Department must be send when shortlisted. Knowledge, Skills, Competencies And Training Required Knowledge and insight into nursing processes and procedures, Nursing statutes and other relevant Public Service Acts legislations, Decision making & problem solving skills, Interpersonal skills in dealing with conflict management, Knowledge and implementation of Batho Pele principles, Good communication skills, Supervisory and analytical thinking skills, Knowledge of MCWH programmes
<u>DUTIES</u>	:	Key Performance Areas: To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. Accept responsibility for administration of anaesthesia. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in 16 hours commuted overtime per week, is essential. Overtime work will encompass both Critical Care and Anaesthesia call cover at any of the three hospitals in the PMB metropole. Liaise with other Metropolitan hospitals and Medical School as and when necessary, in consultation with the Head of Department. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic / and training programmes. Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Assess patients, plan, initiate and supervise medical care management of critically ill patients. Ensure the proper and economical use of equipment and other resources. This is a metropolitan post and the incumbent will be expected to be available for work at any of the metropolitan hospitals (Grey's, Harry Gwala Regional and Northdale).Willingness to rotate through ICU for up to 6 months is essential. Candidates must remain within 30 minutes of the relevant PMB Hospital during all periods of on call at that hospital Implement maternal, neonate and child health care programmes, Improve the health systems for mothers and babies. Ensure Saving the Mother /Baby recommendations are being implemented. Develop and implement quality assurance progress policies & operational plans. Implement standards, practices and indication for Maternal and Child Health Care Participate in PPIP meetings and develop Quality Improvement Projects. Strengthen Reproductive Health and Post Natal services. Support the Mother Baby Friendly Initiatives.Improve Data Management system and ensure timeous submission to Facility Information Officer.Manage effective utilization of resources in the unit. Implement strategies for infection prevention and control measures. Participate in PMDS for staff members. Ability to negotiate with other stakeholders, engage in problem solving and conflict management. Deal with grievances and labour relations issues in terms of the laid policies/procedures. Strengthen the resuscitation services in the unit. Implement National Core Standards policies and guidelines. Ensure implementation of CARMMA elements. Support MOM connect project.V. Support and mentor student Nurses.

ENQUIRES APPLICATIONS : Mrs. R.L Kumalo Contact: 033-395 4427
 : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216. For the attention of Mr. T.C. Manyoni or hand delivered to the box main gate behind the security office

NOTE : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays Employment Equity: All appointments will be made in accordance with the Employment Equity target of the Hospital. People with disability are encouraged to apply.

CLOSING DATE : 19 July 2023

POST 22/453 **CLINICAL NURSE PRACTITIONER REF NO: GTN 27/2023 (1 POST)**

SALARY : Grade 1: R431 265 – R497 193.per annum
 Grade 2: R528 696 – R645 720.per annum Other Benefits: 13TH Cheque , plus12% Rural allowance, Medical aid(optional). Housing allowance

CENTRE REQUIREMENTS : PHC Amakhabela Clinic
 : **Grade 1** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC **Grade 2** A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post –basic qualification in the relevant specialty. Senior Certificate /Grade 12. Diploma/ Degree in General Nursing PLUS 1year post basic qualification in Primary Health Care and Midwifery. Registration with SANC as a registered and Primary Health Care nurse. Current S.A.N.C receipt 2023. Appropriate/recognizable experience after registration as a Professional Nurse is recognized to determine the salary on appointment. Knowledge, skills, Training and Competences required. Knowledge of SANC rules and Regulations of Legislatives Framework and Department prescripts. Knowledge of National and Provincial Acts Policies. Basic financial management skills, sound management, negotiations problem solving and decision making skills. Good communication skills both written and verbal. Provide mentoring and coaching skills. Display a concern for patient promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to Batho Pele Principles

DUTIES : Ensuring data management at all levels. Manage and supervise effective utilization of allocated resources. Demonstrate effective communication with health team, supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organise own work and that of support personnel to ensure good communication care. Provide quality comprehensive health care to the community. Provide educational services to staff and communities. Work as part of multidisciplinary team to ensure good health care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for the community, promoting and advocating proper care including awareness and willingness to respond to community needs. Assist with performance reviews i.e. EPMDs. Motivate staff regarding development in order to increase level of expertise and assist the community

to develop a sense of care. Ensure 24 hours health services to all community members.

ENQUIRIES : Ms. P.P.L Nkala Tel (033 4139 400).

APPLICATIONS : Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown,3250

FOR ATTENTION : Mrs Z.J Ngobe

NOTE : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

CLOSING DATE : 14 July 2023

POST 22/454 : **PROFESSIONAL NURSE SPECIALITY (OPERATING THEATRE) REF: OSI PNOT 25/2023 (X 2 POSTS)**
Institution: Osindisweni District Hospital

SALARY : Grade 1: R431 265 – R497 193.per annum,
Grade 2: R528 969 – R645 720.per annum Other Benefits: 13th Cheque / service bonus, PLUS 8% Rural allowance, Home owners Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)

CENTRE : Institution: Osindisweni District Hospital

REQUIREMENTS : Senior certificate / Grade 12 certificate or equivalent. Diploma / Degree in General nursing and Operating Theatre Technique.1 (One) year post basic qualification in Operating Theatre Technique accredited by SANC.Registration Certificates from South African Nursing Council as Professional Nurse and Operating Theatre Technique. .Current and previous experience endorsed and stamped by Human Resource (Employment History).Grade 1 minimum of (4) years appropriate recognizable experience in nursing after registration with SANC in General Nursing and Operating Theatre Technique. Grade 2: Minimum of (14) years appropriate recognisable experience in nursing after registration with SANC in general nursing and Midwifery. At least (10) years of the period mentioned above must be recognisable experience in the specific speciality, after obtaining the one year post basic qualification in the relevant speciality. NB: only shortlisted candidates will be required to submit certified documents on or before the day of the interview.. Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as, Nursing Act, Health Act, Occupational Health and Safety Act, Knowledge of Public service regulations. Knowledge of SANC rules and regulations. Patient's rights charter, Batho-Pele Principles, Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communication skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/ organizing and ability to function as part of the team. Team building and cross culture awareness.

<u>DUTIES</u>	:	(KRAs): To handle obstetric and emergencies and high risk conditions. Execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, Material etc. Implementation and Management of Infection Control and Prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and Health Care in Operation Theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment
<u>ENQUIRIES</u>	:	Mrs L.C Mtshali – Tel. No. 032 5419202
<u>APPLICATIONS</u>	:	Please forward/deliver applications quoting the reference number to Human Resource Department, Osindisweni Hospital, Private Bag X 15, Verulam, 4340. Hand delivered application may be submitted at Human Resource Office. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.
<u>FOR ATTENTION</u>	:	Human Resource Department
<u>NOTE</u>	:	The following documents must be submitted: A detailed New (Z83) Employment Form which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za , updated and fully detailed Curriculum Vitae. In addition, only shortlisted candidates will submit proof of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 02/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA), attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders (attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T Will Be Paid To Candidates Attending The Interviews
<u>CLOSING DATE</u>	:	14 July 2023
<u>POST 22/455</u>	:	<u>PROFESSIONAL NURSE SPECIALITY GRADE 1 (ADVANCE MIDWIFERY & NEONATAL) (PMTCT) REF : OSI PNADMP 24/2023 (X 01 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193.per annum Grade 2: R528 969 – R645 720.per annum Other Benefits: 13th Cheque / service bonus, PLUS 8% Rural allowance, Home owners Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)
<u>CENTRE</u>	:	Institution: Osindisweni District Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. Diploma / Degree in General nursing and midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse.1 (One) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science accredited by SANC. Registration Certificates from South African Nursing Council as Professional Nurse and Advance Midwifery and Neonatal Nursing Science. Current and previous experience

endorsed and stamped by Human Resource (certificate of service). NB: only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Knowledge, Skills, Training And Competencies Required :Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as , Nursing Act, Health Act, Occupational Health and Safety Act, Patient's rights charter, Batho-Pele Principles, Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communication skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/ organizing and ability to function as part of the team.

DUTIES

: (KRAs): Monitoring of patients in labour and conducting deliveries. Implement standards, practices, criteria and indicators for improving quality nursing care. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stake holders. Utilize human, material and physical resources efficiently and effectively. Conduct ESMOE and HBB drills. Implement National Core Standards guidelines and standard operational plans. Implement strategies and standard operational plans for Infection Prevention and Control. Monitor and report Patient safety incidents e.g. needle stick injuries, patient complaints etc. Assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Coach and appraise staff at all levels and be able to solve problems. Implement maternal and child health care programmes (PMTCT, MBFI, IMCI, PPIP, KINC etc. Attend perinatal mortality review meetings

ENQUIRIES

: Mrs L.C Mtshali – Tel. No. 032 5419202

APPLICATIONS

: Please forward/deliver applications quoting the reference number to Human Resource Department, Osindisweni Hospital, Private Bag X 15, Verulam, 4340. Hand delivered application may be submitted at Human Resource Office. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.

FOR ATTENTION

: Human Resource Department

NOTE

: The following documents must be submitted: A detailed New (Z83) Employment Form which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed Curriculum Vitae. In addition, only shortlisted candidates will submit proof of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 02/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA), attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders (attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T Will Be Paid To Candidates Attending The Interviews

CLOSING DATE

: 14 July 2023

<u>POST 22/456</u>	:	<u>PROFESSIONAL NURSE SPECIALITY OPERATING THEATRE, REF NO: ITSH 20/2023</u>
<u>SALARY</u>	:	Grade 1: R431 265.per annum Grade 2: R528 696.per annum,Other Benefits: 12% rural allowance, 13 cheque, housing allowance (employee must meet prescribed requirements) and Medical Aid (optional)
<u>CENTRE REQUIREMENTS</u>	:	Itshelejuba Hospital Grade 1: Matric Senior Certificate (Grade 12).Degree/Diploma in General nursing or equivalent qualification that allows registration with the SANC as a professional nurse and midwife plus one (1) year post basic qualification in specialty (Diploma in Operating Theatre Technique).A minimum of four years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 2: Matric Senior Certificate (Grade 12). Degree/Diploma in General nursing or equivalent qualification that allows registration with the SANC as a professional nurse and midwife plus one (1) year post basic qualification in Specialty (diploma in Operating Theatre Technique).A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC in General Nursing and Midwife. At least ten years of the period referred to above must be recognizable experience in the specific Specialty after obtaining the relevant one (1) year Post Basic qualification required for the relevant Specialty. Current registration with SANC as General Nurse, midwife and operating theatre. Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care process procedures, nursing statuses and other relevant legal framework. Knowledge of public services regulation, Disciplinary Code, Human Resources policies.Hospital Generic and specific policies, financial and budgetary knowledge pertaining to the relevant resources under management.Knowledge and experience in implementation of Batho Pele Principles and Patients, Rights Charter, Code of Conduct.Ability to function well within a team, Good communication skills (verbal, written).Knowledge of national Core standards.
<u>DUTIES</u>	:	Key Results Areas: Provision of optimal, holistic specialized nursing care provided within the set standards i.e. Professional/legal. Maintain accurate and complete patient's records according to legal requirements. Compilation and analysis of statistics. Participate in auditing of clinical charts and develop QIPS.Participate in the implementation of National Core Standards, guidelines, protocols. Effective, Efficient and economical use of allocated Resources. Provision of effective support to Nursing Services. Assist in supervision and Development of staff. Participate in training and research and programmes EG. IPC, Quality assurance. Scrubbing for minor and major operations. Provide safe, therapeutic and hygienic environment for patients, visitors and staff. To participate in the care of swabs and instruments in theatre. To provide immediate care to all patients who have been operated. To prepare for the operations ensuring smooth running of the theatre. Maintain professional Growth/ ethical Standards and self-Development. Promote good working relationships with multidisciplinary team. Ensuring the availability of necessary basic equipment and stock. Manage Resources.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Ms. JN Mthenjana contact details: 034-4134000
<u>APPLICATIONS</u>	:	All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to Human Resource Office or emailed to Slindokuhle.sithole@kznhealth.gov.za
<u>NOTE</u>	:	Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. 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.documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. 2. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard

from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.

- CLOSING DATE** : 14 July 2023
- POST 22/457** : **CLINICAL NURSE PRACTITIONER REF NO: MAN13/2023 (1 POST)**
- SALARY** : Grade 1: R431 265 - R497 193.per annum
Grade 2: R528 696 - R645 720.per annum Other Benefits: 12% Rural Allowance of Basic Salary, Prescribed 13th Cheque Medical Aid (Optional) (Employee Must meet Requirement)
- CENTRE REQUIREMENTS** : Manguzi Hospital (Kwandaba Clinic)
: **Grade 1:** Grade 12/Senior Certificate, Basic R425 qualification (i.e. Diploma/Degree in General Nursing and Midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse that allows registration with SANC as a Professional Nurse. One year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care (PHC). Current registration with the SANC (2023) as a Professional Nurse. A minimum of 4years appropriate or recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service) when shortlisted. **Grade 2:** Grade 12/Senior Certificate, Basic R425 qualification (i.e. Diploma/Degree in General Nursing and Midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse A minimum of fourteen (14) years actual service and /or appropriate/recognizable experience after registration as professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in PHC after obtaining the relevant 1 year post basic qualification required for the relevant specialty. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service) when shortlisted. Knowledge, Skills Training And Competencies Required Knowledge and experience of Public Service Policies ,Acts and Regulations Sound Management, negotiation, inter-personal and problem solving skills. Good verbal and written communication skills Knowledge of Labour Relations and disciplinary procedures Clinical competencies Knowledge of nursing care delivery approaches Analytical thinking, decision –making and conflict management skills
- DUTIES** : Key Performance Areas: Provide directions and supervision for the implementation of the nursing plan(clinical practise\quality patient care) Implement standards, practices, criteria and indicators for quality nursing care programmes e.g. nerve centre/Operation Phuthuma Strengthening of complaints, compliment and suggestion management. Ensure that the facility complies with the policies and guidelines for infection prevention and control occupational health, safety and Covid 19. Strengthen practises of ethics, professionalism and Batho Pele principles. Participate in staff development using EPMS system and other work related programmes and training. Ensure accurate data management and good understanding of clinic target needs according to the facility. Actively engage in the planning and implementation of outreach programmes within the facility catchment areas. Administration and clinical functions- EMTCT and HAST programmes. Maintain complete and accurate nursing records according to legal requirements. Be knowledgeable in chronic conditions and their management during pregnancy To assist Operational Manager in solving problems and organising smooth running of the department Identify areas of improvement, problems etc. and communicate these to the operational manager Able to manage a woman during antenatal, labour, delivery and in postnatal care. Be knowledgeable about Maternal and Child health programmes e.g. BANC, EMTCT. Manage and monitor proper utilization of human resource and financial Management.
- ENQUIRIES** : Ms. J.J Vumase Tel No: (035) 5920150 Ext No. 1005
Manguzimedman@kznhealth.gov.za
- APPLICATIONS** : Applications should be forwarded to: Mr. N.T Ngubane Assistant Director: HRM Manguzi District Hospital Private Bag x 301 KwaNgwanase 3973

<u>NOTE</u>	: Directions To Candidates:-The following documents must be submitted:- Application must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.kznhealth.gov.za) and a recent updated Comprehensive Curriculum Vitae only (previous experience must be comprehensively detailed i.e. positions held and dates). All Non- RSA Citizens will have to submit a certified copy of proof of permanent residence in SA when shortlisted, in the case of foreign qualification: an evaluation certificate from the South African Qualification Authority (SAQA) or other regulating bodies will be required when shortlisted. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department failure to submit the requested document/ information will result in your application not be considered. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications Failure to comply with the above instructions will results to your application being disqualified. Due to financial constraints S&T Claims will not be considered.
<u>CLOSING DATE</u>	: 14 July 2023
<u>POST 22/458</u>	: <u>PROFESSIONAL NURSE SPECIALITY- OBSTETRICS & GYNAECOLOGY</u> <u>REF NO: LRH 43/2023 (2 POSTS)</u> Re-advertisement those who previously applied are encourage to re-apply.
<u>SALARY</u>	: Grade 1: R431 265 – R497 193.per annum : Grade 2: R528 696 – R645 720.per annum Other Benefits: 13 TH Cheque, Housing Allowance (employees must Meet the prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance. Appropriate/Recognisable Experience After Registration In The Speciality Is Recognised To Determine The Salary On Appointment. Only Certificate/S Of Service From The Previous Employer/S In The Specialty Is Recognised For This Purpose.
<u>CENTRE REQUIREMENTS</u>	: Ladysmith Regional Hospital : Grade 12 (Senior Certificate). Current Registration with SANC as a Professional Nurse with Midwifery (2023). Diploma/Degree in nursing or equivalent qualification. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Grade 1 A minimum of 4/four years appropriate/recognizable experience after registration with SANC as a General Nurse and Midwifery and after obtaining the one year Post Basic Qualification in Advance midwifery and Neonatal Nursing Science. Grade 2: A minimum of 14 years appropriate/recognizable experience after registration with SANC as a General Nurse and Midwifery. At least 10 years of the period mentioned above must be appropriate/ recognizable in Advanced Midwifery and Neonatal Nursing after obtaining the one year Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. Certificate of service endorsed by Human Resource department. NB: only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Knowledge, Skills And Experience Required: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs requirements and expectations (Batho-Pele)

DUTIES : Key Performance Areas: Implement maternal, neonate and child health care programmes. Improve the health systems for mothers and babies. Ensure the Saving the Mother / Baby recommendations are being implemented. Develop and implement quality assurance progress policies and operational plans. Implement standards, practices and indication for Maternal and Child Health Care. Participate in PPIP meetings and develop Quality Improvement Projects. Strengthen Reproductive Health and Post Natal services. Support the Mother Baby Friendly Initiatives. Improve the Data Management system and ensure timeous submission to Facility Information Officer. Manage effective utilization of resources in the unit. Implement strategies for infection prevention and control measures. Participate in PMDS for staff members. Ability to negotiate with other stake holders, engage in problem solving and conflict management. Deal with grievances and labour relations issues in terms of prescribed policies and procedures. Strengthen the resuscitation services in the unit. Implement National Core Standards policies and guidelines. Ensure implementation of CARMMA elements. Support MOM connect project. Support and mentor student Nurses.

ENQUIRIES : MRS. T.M. Buthelezi Tel No: 036-6372111

APPLICATIONS : All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag x 9928, Ladysmith, 3370

FOR ATTENTION : Mr S.L.Dlozi

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application only when shortlisted.

CLOSING DATE : 14 July 2023

POST 22/459 : **CLINICAL LECTURER PND1/PND2) REF NO: PMMC01/2023 (1 POST)**

SALARY : Grade 1: R431 265.per annum
Grade 2: R528 696.per annum 8% In-hospitable area allowance, 13th Cheque, Medical Aid (optional), and Housing Allowance (employee must meet prescribed requirements)

CENTRE : Prince Mshiyeni Memorial Campus

REQUIREMENTS : A Diploma /Degree in Nursing and Midwifery or equivalent qualification registered with the South African Nursing Council (SANC) as a Professional Nurse. Post Basic qualification in Nursing Education registered with the South African Nursing Council (SANC).**Grade 1:** A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council (SANC).**Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with South African Nursing Council (SANC) after obtaining the one (1) year post qualification. Shortlisted candidates will be required to submit proof of current registration with the South African Nursing Council (SANC) .Unendorsed valid Code EB driver's licence. Recommendations: Masters' Degree in Nursing. Basic Computer Literacy. Post Basic qualification (R212). A minimum of 2 years clinical experience. Knowledge, Skills And

		Experience Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Have in-depth knowledge of procedure and processes related to nursing and nursing education. Possess sound knowledge and understanding of nursing code of ethics and professional practice. Proficiency in teaching and assessment in Nursing. Education including evaluation approaches. Possess in-depth knowledge of teaching and clinical approaches. Have good research and analytical skills. Possess good communication (written & verbal) and interpersonal skills. Competence in conflict management and problem-solving skills. Willingness to travel.
<u>DUTIES</u>	:	Provide effective and efficient clinical training of student nurses. Develop/design, review and evaluate clinical evaluation tools. Coordinate clinical learning exposure of student nurses between the campus and clinical area. Implement assessment strategies to determine student nurses competencies. Exercise control over student nurses. Implement the quality management system for the Nursing Education Institution. 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 .Support the mission and promote the image of the college. Exercise control over students.
<u>ENQUIRIES</u>	:	Mrs R Bridgemohan Tel No: (031) 907 8314
<u>APPLICATIONS</u>	:	Applications should be directed to: The Registrar: Prince Mshiyeni Memorial Campus, Private Bag X10, Mobeni, 4060.
<u>FOR ATTENTION</u>	:	Miss.NP Mkhwanazi
<u>NOTE</u>	:	Applications must be submitted on the most recent prescribed Z83 application form for employment obtainable from all Public Service Departments or from website- www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The reference number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. Faxed and emailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).Shortlisted candidates in possession of a foreign qualification will be required to submit an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Please note that communication will only be entered into with candidates that have been shortlisted. If you have not heard from us within two months after the closing date, please consider your application as being unsuccessful. Due to financial constraints, S&T claims will not be paid to candidates who attended interviews.
<u>CLOSING DATE</u>	:	17 July 2023
<u>POST 22/460</u>	:	<u>LECTURER PND1/PND2 (POST GRADUATE DIPLOMA IN PRIMARY CARE NURSING: R.635) REF NO: PMMC02/2023 (1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265.per annum Grade 2: R528 969.per annum 8% Rural Allowance, 13 th Cheque, Medical Aid (optional) and Housing Allowance (employee must meet Prescribed requirements)
<u>CENTRE</u>	:	Prince Mshiyeni Memorial Campus
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12.A Diploma /Degree in Nursing and Midwifery or equivalent qualification registered with the South African Nursing Council (SANC) as a Professional Nurse. Diploma in Clinical Nursing Science, Health Assessment, and Treatment and Care (R.48) .A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC).Shortlisted candidates will be required to submit proof of current registration with the South African Nursing Council (SANC) .Unendorsed valid Code EB driver's licence. A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing, Midwife/Accoucheur, community and

Psychiatric nurse (in the case of grade 1). A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of grade 2). Recommendations: master's degree in nursing, Basic Computer Literacy. A minimum of 2 years clinical experience in Primary Health Care Nursing. Knowledge, Skills and Experience: Have in-depth knowledge of procedures and processes related to Primary health care nursing. Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Possess good communication (written & verbal) and presentation skills. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict management and decision making / problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.

DUTIES : Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Coordinate and ensure clinical accompaniment of students. Coordinate the implementation of R.635 programme (Primary Care Nursing); including teaching and learning and assessment of R171 and R1497 programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Oversee the supervision of students. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the college. Exercise control over students.

ENQUIRIES : Mrs R Bridgemohan Tel (031) 907 8314
APPLICATIONS : Applications should be directed to: The Registrar, Prince Mshiyeni Memorial Campus, Private Bag X10, Mobeni, 4060.

FOR ATTENTION : Miss.NP Mkhwanazi
NOTE : Applications must be submitted on the most recent prescribed Z83 application form for employment obtainable from all Public Service Departments or from website-www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The reference number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. Faxed and emailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Shortlisted candidates in possession of a foreign qualification will be required to submit an evaluation certificate from the South Africans Authority(SAQA). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Please note that communication will only be entered into with candidates that have been shortlisted. If you have not heard from us within two months after the closing date, please consider your application as being unsuccessful. Due to financial constraints, S&T claims will not be paid to candidates who attended interviews.

CLOSING DATE : 17 July 2023

POST 22/461 : **LECTURER PND1/PND2 - POST GRADUATE DIPLOMA IN CRITICAL CARE NURSING (ADULT): R.635 REF NO: PMMC03/2023 (2 POSTS)**

CENTRE : Prince Mshiyeni Memorial Campus

SALARY : Grade 1: R431 265 per annum

Grade 2: R528 696 per annum 8% Rural Allowance, 13th Cheque, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

REQUIREMENTS

: Senior Certificate/Grade 12. A Diploma /Degree in Nursing and Midwifery or equivalent qualification registered with the South African Nursing Council (SANC) as a Professional Nurse. Diploma in Critical Care Nursing Science - Adult (R.212). A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC). Shortlisted candidates will be required to submit proof of current registration with the South African Nursing Council (SANC). Unendorsed valid Code EB driver's licence. A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing, Midwife/Accoucheur, community and Psychiatric nurse (in the case of grade 1). A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of grade 2) Recommendations: Master's Degree in nursing. Basic Computer Literacy. A minimum of two (2) years clinical experience in Critical Care Nursing (Adult). Knowledge, Skills And Experience Have in-depth knowledge of procedures and processes related to Primary health care nursing. Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Possess good communication (written & verbal) and presentation skills. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict management and decision making / problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.

DUTIES

: Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Coordinate and ensure clinical accompaniment of students. Implementation of R.635 programme - Critical Care Nursing (Adult); including teaching and learning and assessment of R171 and R1497 programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Oversee the supervision of students. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the college. Exercise control over students.

ENQUIRIES

: Mrs R Bridgemohan Tel No: (031) 907 8314

APPLICATIONS

: Applications should be posted to: The Registrar, Prince Mshiyeni Memorial Campus, Private Bag X10, Mobenj, 4060.

FOR ATTENTION

: Miss.NP Mkhwanazi

NOTE

: Applications must be submitted on the most recent prescribed Z83 application form for employment obtainable from all Public Service Departments or from website-www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The reference number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. Faxed and emailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Shortlisted candidates in possession of a foreign qualification will be required to submit an evaluation certificate from the South Africans Authority (SAQA). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Please note that communication will only be entered into with

candidates that have been shortlisted. If you have not heard from us within two months after the closing date, please consider your application as being unsuccessful. Due to financial constraints, S&T claims will not be paid to candidates who attended interviews.

- CLOSING DATE** : 17 July 2023
- POST 22/462** : **PROFESSIONAL NURSE SPECIALITY (OPERATING THEATRE) GRADE 1 & 2: REF: DPKISMH 27/2023 (X2 POST)**
Component: Theatre Department
- SALARY** : Grade 1: R431 265 - R497 193.per annum
Grade 2: R528 696 - R645 720.per annum.
- CENTRE** : DR Pixley Ka Isaka Seme Memorial Hospital
- REQUIREMENTS** : **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse plus one year post basic qualification in Operating Theatre and basic midwifery. **Grade 2:** A minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one-year post basic qualification in Operating Theatre and basic midwifery. Other Benefits: 13th cheque, Housing Allowance (employees must meet the prescribed requirement), Medical Aid (Optional). Matric/Senior Certificate or equivalent qualification. Degree / Diploma in General Nursing. Registration with S.A.N.C. as a General Nurse and Specialty Nurse. One-year Post Basic registration Degree/Diploma in Operating Theatre PLUS 4 years appropriate / recognizable registration experience as a General Nurse. Current Registration with South African Nursing Council (2023). Certificate of service endorsed by Human Resource Department must be produced on or before the day of the interview. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework. Good communication skills-verbal and written. Coordination and liaison skills. Problem solving skills.
- DUTIES** : Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care. Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Assist with allocation/change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building.Effective and efficient management of all resources. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty.
- ENQUIRIES** : Ms. YYN Mhlungu: Tel No: (031) 530 1419
- APPLICATIONS** : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za
- FOR ATTENTION** : Deputy Director: HRM
- NOTE** : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on form Z83 e.g. DPKISMH 18/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification

from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

- CLOSING DATE** : 14 July 2023.
- POST 22/463** : **PROFESSIONAL NURSE SPECIALITY (ICU- UNIT) GRADE 1 & 2: REF: DPKISMH 28/2023 (X1 POST)**
Component: ICU Department
- SALARY** : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum.
- CENTRE** : DR Pixley Ka Isaka Seme Memorial Hospital
- REQUIREMENTS** : **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse plus one year post basic qualification in Critical Care Nursing and basic midwifery. **Grade 2:** A minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one-year post basic qualification in Critical Care Nursing and basic midwifery. Other Benefits: 13th cheque, Housing Allowance (employees must meet the prescribed requirement), Medical Aid (Optional). Matric/Senior Certificate or equivalent qualification. Degree / Diploma in General Nursing. Registration with S.A.N.C. as a General Nurse and Specialty Nurse. One-year Post Basic registration Degree/Diploma in Critical Care Nursing PLUS 4 years appropriate / recognizable registration experience as a General Nurse. Current registration with South African Nursing Council (2023). Certificate of service endorsed by Human Resource Department must be produced on or before the day of the interview. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework. Good communication skills-verbal and written. Coordination and liaison skills. Problem solving skills.
- DUTIES** : Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care. Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective communication between patient and families with the multi-disciplinary team, other department within the hospital. Assist with Allocation/change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building. Effective and efficient management of all resources. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty.
- ENQUIRIES** : Ms. S.C. Nduli Tel No: (031) 530 1428
- APPLICATIONS** : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za
Deputy Director: HRM
- FOR ATTENTION** : The following documents must be submitted, Application for employment form
- NOTE** : (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 18/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records,

qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

- CLOSING DATE** : 14 July 2023.
- POST 22/464** : **PROFESSIONAL NURSE SPECIALITY- NEONATAL INTENSIVE CARE**
UNIT REF NO: LRH 44/2023 (1 POST)
Re-advertisement those who previously applied are encourage to re-apply.
- SALARY** : Grade 1: R431 265 – R497 193.per annum.
Grade 2: R528 696 – R645 720.per annum Other Benefits: 13TH Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance. Appropriate/Recognisable Experience After Registration in The Specialty Is Recognised To Determine The Salary On Appointment. Only Certificate/S Of Service from The Previous Employer/S In The Specialty Is Recognised For This Purpose.
- CENTRE REQUIREMENTS** : Ladysmith Regional Hospital
: Grade 12 (Senior Certificate) or equivalent qualification. Diploma/Degree in General Nursing and Midwifery. Current Registration with SANC (2023) post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Child Nursing Science/Intensive Critical Care/Neonatal Nursing Science or Advanced Midwifery. **Grade 1:** A minimum of 4/four years appropriate/recognizable experience after registration with SANC as a General Nurse Plus one year Post Basic Qualification in Child Nursing Science or Intensive Critical Care or Neonatal Nursing Science or Advanced Midwifery. **Grade 2:** A minimum of 14 years appropriate/recognizable experience after registration with SANC as a General Nurse. At least 10 years of the period mentioned above must be appropriate/ recognizable experience after obtaining one year Post Basic Qualification in Child Nursing Science or Intensive Critical Care or Neonatal Nursing Science or Advanced Midwifery. Certificate Of Service Endorsed By Human Resource Department. NB: only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Knowledge, Skills and Experience Required: Knowledge of nursing care process and procedures and other relevant legal framework. Labour relations and Grievance procedures. Good communication and interpersonal skills. Ability to make independent decisions. Good interpersonal skills including public relations, conflict handling and counselling. Expertise in clinical nursing practices. Working as an independent practitioner in the ward environment. Team building and supervisory skills. In depth Knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
- DUTIES** : Key Performance Areas. Provide optimal holistic specialised quality nursing care with set standards and relevant legal framework. Implement neonatal / child Health care programmes. Develop and implement quality assurance policies and operational plans. Implement standards, practices, criteria and indicators for quality nursing care (quality practice). Ensure provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the Unit. Provide a safe, therapeutic and hygienic environment for the patient, Maintain clinical, professional and ethical standards. Maintain a constructive working relationship with the multi-disciplinary team. Assist with the administration and management of the Unit. Provide direct and indirect supervision. Ensure effective and efficient management of resources and availability of essential equipment. Support the Mother Baby friendly initiative. Participate in nursing audits and maintain accurate records. Train and supervise junior staff on neonatal programmes.
- ENQUIRIES APPLICATIONS** : MRS. T.M. Buthelezi Tel No: 036-6372111
: All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag x 9928, Ladysmith, 3370
- FOR ATTENTION NOTE** : Mr S.L.Dlozi.
: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to

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

- CLOSING DATE** : 14 July 2023
- POST 22/465** : **PROFESSIONAL NURSE SPECIALITY – OPERATING THEATRE REF GJGM48/2023 (X 1 POST)**
Component: Nursing Management Services
- SALARY** : Grade 1: R431 265.per annum
Grade 2: R528 696.per annum
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital.
- REQUIREMENTS** : **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing and midwifery that allow registration with SANC as a Professional Nurse and a midwife. A post basic diploma in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse and Midwife. Current registration with SANC. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and midwifery. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing and midwifery that allow registration with SANC as a Professional Nurse and a midwife. A post basic qualification in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse and Midwife. Current registration with SANC. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and midwifery. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Other Benefits: 13th Cheque, Medical Aid – optional, 8% inhospitable allowance, Home owner allowance, employee must meet prescribed requirements Knowledge, Skills and Competencies: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
- DUTIES** : Execute professional nurse's duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Advocate for quality care of patients. Maintain accurate and complete patient records. Do meaningful rounds and monitor client satisfaction by communicating with patients and relatives. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Train and supervise junior staff and student nurses. Strengthen ethics and professionalism. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure effective and efficient management of resources and availability of essential equipment. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Ensure

the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMDS System and departmental quality improvement committees. Assist and supervise in CSSD.

**ENQUIRIES
APPLICATIONS**

: Matron LV Hadebe (Assistant Nurse Manager) Tel: (032) 4376136
: Applications should be directed to: - Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

NOTE

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

CLOSING DATE

: 21 July 2023

POST 22/466

: **PROFESSIONAL NURSE SPECIALITY – ICU REF GJGM50/2023 (X 1 POST)**

Component: Nursing Management Services

SALARY

: Grade 1: R431 265.per annum
Grade 2: R528 696.per annum

**CENTRE
REQUIREMENTS**

: General Justice Gizenga Mpanza Regional Hospital
: **Grade 1** Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse plus post basic diploma in Nursing Qualification in the relevant speciality (Trauma or Intensive Care Nursing) with its duration on one (1) year accredited with SANC. Current Registration with SANC. A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse. **Grade 2:** Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse plus post basic diploma in Nursing Qualification in the relevant speciality (Trauma or Intensive Care Nursing) with its duration on one (1) year accredited with SANC. Current Registration with SANC. A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to the above must be appropriate/recognizable experience in the specific speciality after obtaining the one (1) year post-basic qualification in Maternity. Other Benefits: 13th Cheque, Medical Aid – optional, 8% inhospitable allowance, Home owner allowance, employee must meet prescribed requirements Knowledge, Skills

and Competencies: Knowledge of Nursing Care, Processes and Procedures, Nursing Statues and other relevant legal frameworks such as Nursing Acts, Health Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Codes and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a team player.

DUTIES : Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Plan management according to identified problems. Ensure accurate record keeping for statistic purposes. Ensure adherence to the principles of IPC practices in the unit. Manage the unit in the absence of the supervisor. Manage the utilization of all the resources efficiently and effectively. Promote quality nursing care of the patients and ensuring that a healthy and safe environment is maintained. Assist in the co-ordination and implementation of the National Care Standards, Ideal Hospital Programmes in ICU and the Institution for better quality patient care. Maintain competence in the execution of his/her duties, while managing a high standard of performance including for others. Provision of optimal, holistic specialised critical nursing care with set standards within professional/legal framework. Be able to manage ventilated patients when necessary. Participate in formulation, analysis, implementation and monitoring of the unit objectives, policies and procedures.

ENQUIRIES : Matron TH Mthembu (Assistant Nurse Manager) Tel: (032)4376111
APPLICATIONS : Applications should be directed to: - Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

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

CLOSING DATE : 21 July 2023

<u>POST 22/467</u>	:	<u>PROFESSIONAL NURSE SPECIALITY (ADM) MS/21/2023</u>
<u>SALARY</u>	:	Grade 1: R431 265.per annum plus 13TH Cheque Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements). Grade 2: R528 696.per annum plus 13TH Cheque Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
<u>CENTRE REQUIREMENTS</u>	:	Mseleni District Hospital - (Kwa Zulu - Natal) Grade 1: Grade 12/ National Senior certificate. Diploma in General Nursing and Midwifery/ basic R425. One year post basic Diploma in Advanced Midwifery and Neonatal Nursing science. The following knowledge, skills, training and competencies required: Possess knowledge of the Public Finance. A minimum of 4 years appropriate/ recognizable experience after registration as Professional Nurse with SANC in General Nursing. Current (2023) Registration with South African Nursing Council (SANC) as a Professional Nurse and advanced midwifery. Grade 2: The following knowledge, skills, training and competencies required: Matric Certificate/Grade 12. Diploma in General Nursing and Midwifery/ basic R425. One year post basic Diploma in Advanced Midwifery and Neonatal Nursing science. A minimum of 14 years of appropriate/recognisable experience in nursing after registration as Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least 10 years of the period referred to above must be appropriate /recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Knowledge and understanding of Nursing legislation, nursing care processes and procedures and other relevant legal frameworks such as Occupational Health and Safety Act, Health Act and Labour Relations Act. Knowledge of the Patient Right Charter, Batho Pele Principles, National Core Standards, Possess basic understanding of Human Resource and financial policies and practices. Good communication skills, report writing skills, facilitation skills, co-ordination skills, liaison skills and problem solving skills. Planning & organizing skills. Good interpersonal and human relations. Knowledge of Public service act, regulations and policies. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. MX Ndlovu. Tel No: (035) 5741004 Assistant Director: The Human Resources, Mseleni Hospital, P.O SIBHAYI 3967.Hand delivered applications may be submitted at Human Resources office Mseleni Hospital
<u>NOTE</u>	:	The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g Reference Number (MS/13/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s)
<u>CLOSING DATE</u>	:	14 July 2023
<u>POST 22/468</u>	:	<u>CLINICAL NURSE PRATITIONER (GRADE 1OR 2) REF. NO: HLH 15 /2023</u> Re-advert Those that previously applied need not to re –apply
<u>SALARY</u>	:	Grade1:R431 265 per annum (all-inclusive package) Grade2: R528 696 per annum (all-inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Hlabisa Hospital Senior Certificates (Grade 12) or equivalent. Degree /Diploma General Nursing with Midwifery. Grade 1 Minimum of 4 years recognizable experience in

nursing after registration as a professional Nurse with SANC in General Nursing. Post basis qualification with duration of at least 1 year in Curative Skills in Primary Health care accredited with the SANC Only shortlisted Candidate will Attach /submit proof. **Grade 2** minimum of 14 years recognizable experience in nursing after registration as a professional nurse with SANC , in General Nursing and at least 10 years of the period referred to above must be recognizable experience after obtaining the 1year post basic qualification in the relevant specialty .Proof of current registration with SANC as a Professional Nurse (2022). Only shortlisted candidates will be attach /submit proof.Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes, nursing statutes and other relevant legal frameworks, such as Nursing Act, Health Act, Patients 'Right Charter, Batho Pele Principles Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Report writing, leadership, organization, decision making and problem solving abilities. Financials management skills and budgeting knowledge. Empathy and counselling skills and knowledge. Strong interpersonal, communication and presentation skills .Ability to make independent decisions. An understanding of the challenges facing the Public Health Sector. Ability to translate transformation objectives into practical plans .Ability to prioritize issues and other work related matters and to comply with time frames.

DUTIES : Ensure the provision of Nursing Care through adequate supervision .Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances labour relations issues in terms of laid down procedures /policies. Ensure the supervision, provision and basic patients' needs. Promote preventive and promote health for clients' .Evaluate and follow up patients during clinic visits. Initiate treatment, implementation of programs and evaluation of patient's clinical conditions. Attend and participate in doctors' visits. Health education of patients, staff and public. Assessing in service training needs, planning and implementing training programs. Assist patients and families to develop a sense of care.

ENQUIRIES : Mrs. P.Z Mbatha Tel: 035 838 8626
APPLICATIONS : The Human Resource Management, Private Bag X5001, Hlabisa Hospital, 3937,Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa 3937.

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

CLOSING DATE : 14 July 2023

POST 22/469 : **PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFERY) REF NO: HLH26/2023**

SALARY : Grade 1: R431 265.per annum, (all-inclusive package)
 Grade 2: 528 696.per annum (all-inclusive package)

CENTRE : Kwamsane Clinic
REQUIREMENTS : Matric Certificate/Grade12 .Diploma in General Nursing and Midwifery / basic R425 qualifications (One) 1 year post basic qualification Diploma in Advanced Midwifery and Neonatal Nursing science. A minimum of 4 years appropriate /recognizable experience after registration as Professional Nurse with SANC in General Nursing in General Nursing .Current (2023) Registration with South African Nursing Council (SANC) as a Professional Nurse and advanced midwifery .**Grade 1** :A minimum of four years appropriate /Recognizable

working experience in Nursing after registration as Professional Nurse with SANC in General Nursing , ONE (1) year Post Basic Qualification Diploma in Advanced Midwifery and Neonatal Nursing Science .**Grade 2:** A minimum of 14 years appropriate /Recognizable working experience in Nursing after registration as Professional Nurse with SANC in General Nursing . At least Ten(10) years of this period referred above must be appropriate /Recognizable working experience after obtaining 1 year Post Basic Qualification Diploma in Advanced Midwifery and Neonatal Nursing Science. NB; Certificate of Service from Previous Employers ,Verification of employment from current employers ,which must be endorsed and signed by Human Resource Management ,will only be requested for submission from shortlisted candidates. Knowledge ,Skills,Training & Competencies Required: Knowledge and understanding of Nursing legislation ,nursing Care processes and Procedures and other relevant legal frameworks such as Occupational Health and Safety Act ,Health Act and Labour Relation Act .Knowledge of the Patient Right Charter ,Batho-Pele Principles ,National Core Standards. Possess basic understanding of Human Resource and Financial policies practices. Good communication skills, report writing skills, facilitation skills, Co-ordinary skills, liaison skills and problem solving skills. Planning & organizing skills. Good interpersonal and human relations. Knowledge of Public service act, regulations and policies .Knowledge of nursing care processes and procedures, nursing statues and other relevant legal frameworks. Team building and diversity Managements skills.

DUTIES

: To provide holistic nursing care to patients in all streams in a cost effective and efficient manner. Execute duties and functions with proficiency in support of the vision, mission and strategic objectives of the institution and within the prescripts of all other legislation. Ensures the utilization of Maternal and neonatal updated guidelines and protocols .To Take charge of the unit during the absence of the Operational Manager in charge and to manage the unit accordingly. To provide nursing care that leads to improved service delivery. Perform standards procedures and solve problems communicating with patients and relatives. Maintain clinical competence by ensuring that the scientific principles of infection Prevention and Control practices. Participate in the implementation of priority programs and strategies to reduce .Morbidity and mortality rates, communicable and non-communicable diseases .Implement quality improvement plans. Maintain accurate and complete patient's records. Protect and advocate rights of patients regarding health care. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Communicate with the multi-disciplinary health care team and assist in decision-making pertaining to health care team and assist in decision – making pertaining to health care delivery .Utilize human, material and physical resources efficiently and effectively. Ability to work independently in all section of the unit. Ensure staff ongoing education and training in ESMOE, MBFI, EMTCT, YFS, etc. Maintain client satisfaction through quality service innovation and professionalism .Conduct clinical audits and compile summary reports. Attend sub-district perinatal meetings. Support feeder clinics in matters pertaining to MCWH.

ENQUIRES APPLICATIONS

: Mrs. B.S.V Ndlovu Tel 035 838 8610
 : The Human Resource Management, Private Bag X5001, Hlabisa Hospital, 3937,Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa 3937.

NOTE

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

CLOSING DATE

: 14 July 2023

<u>POST 22/470</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFERY) REF NO: HLH27/2023</u>
<u>SALARY</u>	:	Grade 1: R431 265 per annum, (all-inclusive package) Grade 2: 528 696.per annum (all-inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Hlabisa Hospital Matric Certificate/Grade12 .Diploma in General Nursing and Midwifery / basic R425 qualifications (One) 1 year post basic qualification Diploma in Advanced Midwifery and Neonatal Nursing science. A minimum of 4 years appropriate /recognizable experience after registration as Professional Nurse with SANC in General Nursing in General Nursing .Current (2023) Registration with South African Nursing Council (SANC) as a Professional Nurse and advanced midwifery . Grade 1 :A minimum of four years appropriate /Recognizable working experience in Nursing after registration as Professional Nurse with SANC in General Nursing , ONE (1) year Post Basic Qualification Diploma in Advanced Midwifery and Neonatal Nursing Science . Grade 2: A minimum of 14 years appropriate /Recognizable working experience in Nursing after registration as Professional Nurse with SANC in General Nursing . At least Ten(10) years of this period referred above must be appropriate /Recognizable working experience after obtaining 1 year Post Basic Qualification Diploma in Advanced Midwifery and Neonatal Nursing Science. NB; Certificate of Service from Previous Employers, Verification of employment from current employers ,which must be endorsed and signed by Human Resource Management ,will only be requested for submission from shortlisted candidates. Knowledge, Skills, Training & Competencies Required: Knowledge and understanding of Nursing legislation ,nursing Care processes and Procedures and other relevant legal frameworks such as Occupational Health and Safety Act ,Health Act and Labour Relation Act .Knowledge of the Patient Right Charter ,Batho-Pele Principles ,National Core Standards. Possess basic understanding of Human Resource and Financial policies practices. Good communication skills, report writing skills, facilitation skills, Co-ordinary skills, liaison skills and problem-solving skills. Planning & organizing skills. Good interpersonal and human relations. Knowledge of Public service act, regulations and policies. Knowledge of nursing care processes and procedures, nursing statues and other relevant legal frameworks. Team building and diversity Managements skills.
<u>DUTIES</u>	:	To provide holistic nursing care to patients in all streams in a cost effective and efficient manner. Execute duties and functions with proficiency in support of the vision, mission and strategic objectives of the institution and within the prescripts of all other legislation. Ensures the utilization of Maternal and neonatal updated guidelines and protocols .To Take charge of the unit during the absence of the Operational Manager in charge and to manage the unit accordingly. To provide nursing care that leads to improved service delivery. Perform standards procedures and solve problems communicating with patients and relatives. Maintain clinical competence by ensuring that the scientific principles of infection Prevention and Control practices. Participate in the implementation of priority programs and strategies to reduce .Morbidity and mortality rates, communicable and non-communicable diseases .Implement quality improvement plans. Maintain accurate and complete patient's records. Protect and advocate rights of patients regarding health care. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Communicate with the multi-disciplinary health care team and assist in decision-making pertaining to health care team and assist in decision – making pertaining to health care delivery. Utilize human, material and physical resources efficiently and effectively. Ability to work independently in all section of the unit. Ensure staff ongoing education and training in ESMOE, MBFI, EMTCT, YFS, etc. Maintain client satisfaction through quality service innovation and professionalism. Conduct clinical audits and compile summary reports. Attend sub-district perinatal meetings. Support feeder clinics in matters pertaining to MCWH.
<u>ENQUIRES APPLICATIONS</u>	:	Mrs. B.S.V Ndlovu Tel 035 838 8610 The Human Resource Management, Private Bag X5001, Hlabisa Hospital, 3937,Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa 3937.
<u>NOTE</u>	:	The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za , An updated Curriculum Vitae (CV) ;and Z83 ,Only shortlisted candidates will attach the documents. NB: It is the applicant's

responsibility to have foreign Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted .Contactable and verifiable Reference must be included in the CV.The reference number of the post must be included in the Z83 ,NB; failure to comply with the above instructions may be disqualify the applicants , please note those applicants will not be acknowledged ,However ,every Applicant will be advised of the Outcome of his or her application .in due course .[This Department is an equal opportunity ,Affirmative action employer ,whose aim is to promote representatively in allow occupational Categories in the Department .The Kwa –Zulu Natal is an equal opportunity , affirmative action employer It is intended to promote respectively through the filling of these posts. The candidates of the person hose appointments /transfer/promotion will promote representatively will receive preference.

- CLOSING DATE** : 14 July 2023
- POST 22/471** : **PARAMEDIC GRADE 3 & 4 REF NO: KCD 06/2023**
- SALARY** : Grade 3: R440 904 - R501 630.per annum
Grade 4: R516 273 - R581 655.per annum 13th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).
- CENTRE REQUIREMENTS** : King Cetshwayo District (Nkandla Sub-district)
: Matric Certificate or Grade 12 (Senior Certificate), B-Tech Degree in Emergency Care, Ten (10) years working experience after registration with HPCSA as an Emergency Care Practitioner, Registration with HPCSA as Emergency Care Practitioner, Valid Drivers' Licence C1 with Professional Driving Permit. Grade 2 required additional Ten (10) years working experience after registration with HPCSA as an Emergency Care Practitioner. Possess knowledge of Advance Life Support Protocol. Health Related Act, Relevant Public Service, Knowledge of Legislation, EMS Trend, HPCSA and EMS Protocol, Possess knowledge of Advance Medical Rescue, Knowledge and understanding of EMS Standard Operation procedures, rules and regulations of Road, Traffic ordinance, ability to work under pressure, Patience, Tolerance, Empathy and Cross Cultural Awareness, Interpersonal sensitivity and code of conduct in the public service, An understanding of the challenges facing the public health sector, Ability to plan and prioritize work related matters and to comply with time frames and Very high levels of accuracy and extensive analytical skills.
- DUTIES** : Provide advanced life support and advanced medical rescue for the District and Sub- District, Respond to the emergency call in the district, Maintain vehicle and medical equipment check the allocated vehicle and equipment and complete the check list, Assist with the community awareness programmes within the district, Conduct treatment of hepatitis programme for the staff and monitor progress thereof, Lecture patient management and demonstrate use of equipment to the internal Operational staff, other health sector staff and public, Assist ECO's with emergency call (red code) and critical patients, Actively participate in quality assurance project in the district, Control, issue and check drugs, records issues in registers and submit registers, Change and replenish surgical sundries and medical-gases and ensure that all items are used before expiry date, Wash, clean disinfect the interior of the vehicle equipment and maintain unit in a good working condition, Conduct proper shift hand over and report discrepancies on equipment, monitor vehicle, services and make recommendation to the shift leader, Maintain accurate and reliable records or information, Maintain best clinical practices in accordance with quality standards and maintaining Continuous Professional Development (CPD), Abide by all standard operation procedures for EMS and HPCSA, Provide orientation and supervised training with regard to ALS, Actively participate in training and quality assurance programs, Execute duties assigned by immediate supervisor and/or any other official and Work flexible hours (inclusive of overtime) and beyond the Western Zone Sub-district based on service delivery need.
- ENQUIRIES APPLICATIONS** : Mr MD Laing Tel No. 035 474 4450/52
: Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department
- FOR ATTENTION** : Mr MTR Nzuza

<u>NOTES</u>	:	Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	:	14 July 2023
<u>POST 22/472</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (OPHTHALMOLOGY) REF: CBH22/2023 (1 POST)</u>
<u>SALARY</u>	:	Grade1: R431 265 – R497 193 per annum Grade2: R528 696 - R645 720 per annum Other Benefits: Medical Aid: optional commuted overtime , 13 th Cheque 8% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	Catherine Booth Hospital Standard 10 or Grade 12. Degree / Diploma in General Nursing and Midwifery registered with SANC. A post basic 1 year specialized qualification in Ophthalmology accredited with SANC. 4 years' experience in nursing after registration with SANC as General Nurse . Current SANC annual practicing certificate. Knowledge of SANC rules and regulations. Knowledge of nursing procedures, relevant acts and policies . Knowledge of Batho Pele and Patient's Rights Charter. Knowledge of code of conduct and labour relations. Good communication skills. Decision making and problem solving skills. Basic financial management.
<u>DUTIES</u>	:	Manage ophthalmic services as per policies /protocols/ rules and regulation of the DOH and SANC. Provide in –service training to all professional nurses in all facilities. Supervise staff and patient care. Demonstrate procedure to staff with the aim of capacitating them. Provide reports and QIPs as required by DOH standards. Participate in the planning for all ward activities and equipment . Manage all complications in the absence of the doctor and report. Ensure all policies and SOP's of the unit are updated . Ensure all protocols and guidelines are available and known by the staff in all facilities. Maintain ethics and professionalism conduct. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. P.Z. Mbonambi Tel no: (035 474 8402) All applications should be forwarded to: Catherine Booth Hospital: Private Bag x105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, Umlalazi Municipality Ward15, Amatikulu, 3801
<u>NOTE</u>	:	Preference will be given to African Male The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website- www.kznhealth.gov.za , A comprehensive CV indicating three reference persons: Names and contact numbers. Applicants are not required to submit copies of qualification. Certified copies of qualifications , proof of registration and other relevant documents will be requested from shortlisted candidates only, which maybe submitted to HR on or before the day of an interview. It is applicants responsibility who have the foreign qualification to be evaluated by SAQA (South African Qualifications Authority). Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above-mentioned directions to candidate(s) will

result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out .

<u>CLOSING DATE</u>	:	14 July 2023
<u>POST 22/473</u>	:	<u>PROFESSIONAL NURSE SPECIALTY OPERATING THEATRE & SDU REF: CBH21/ 2023 (1 POST)</u>
<u>SALARY</u>	:	R431 265 – R497 193 per annum Other Benefits: Medical Aid: optional, commuted overtime , 13 th Cheque 8% Rural Allowance
<u>CENTRE</u>	:	Catherine Booth Hospital
<u>REQUIREMENTS</u>	:	Standard 10 or Grade 12. Degree / Diploma in General Nursing and Midwifery . A Post Basic Diploma in Operating Theatre .Only shortlisted candidates must submit qualifications. A minimum of 4 years appropriate / recognizable experience after registration as a professional with SANC. Certified copies of certificate of service stating relevant experience .Sound knowledge of latest technology in Theatre Nursing. Sound knowledge of nursing care. Sound of nursing care delivery approach. Sound knowledge of IPC, H&S and other policies. Knowledge in record keeping and communication skills.
<u>DUTIES</u>	:	Ability to handle all operations and able to operate all theatre equipment and ensure safe keeping and utilization. Provide safe, therapeutic environment as laid down by Nursing Act. Provide optimal, holistic specialized nursing nursing care set standards and be within a professional and legal framework. Delegate duties and support staff in the execution of patient care. Effective utilization of human and material resources. Assist with supervision of the unit in the absence of the Operational Manager. Ability to manage all operations and emergencies in the absence of other qualified staff. Manage SDU and keep records. To partake in overall specialized unit functions . Good management of all resources within the unit Only shortlisted candidates will be required to submit proof of all documents .
<u>ENQUIRIES</u>	:	Mrs. P.Z. Mbonambi Tel no: (035 474 8402)
<u>APPLICATIONS</u>	:	All applications should be forwarded to: Catherine Booth Hospital: Private Bag x105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, Umlalazi Municipality Ward15, Amatikulu, 3801:
<u>NOTE</u>	:	Preference will be given to African Male The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, A comprehensive CV indicating three reference persons: Names and contact numbers .Applicants are not required to submit copies of qualification. Certified copies of qualifications , proof of registration and other relevant documents will be requested from shortlisted candidates only, which maybe submitted to HR on or before the day of an interview. It is applicants responsibility who have the foreign qualification to be evaluated by SAQA (South African Qualifications Authority). Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints , no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out .
<u>CLOSING DATE</u>	:	14 July 2023
<u>POST 22/474</u>	:	<u>PROFESSIONAL NURSE SPECIALITY NURSING MATERNITY DEPARTMENT: OBSTETRICS AND GYNAECOLOGY REF NO: PN SPEC 32/2023, (1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R497193.per annum. Other Benefits: 13 th cheque, medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements. Grade 2: R492 756 - R606 042.per annum Other Benefits: 13 th cheque, medical aid (optional), 8 % rural allowance, and housing allowance: employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Eshowe District Hospital

REQUIREMENTS

: Grade 12/Standard 10. Registration with South African Nursing Council as a General Nurse. A post basic qualification in Advanced Midwifery and Neonatal Science. Diploma in Advanced Midwifery and Neonatal Nursing Science, with duration of at least 1 year, accredited with the South African Nursing Council. Experience **Grade 1:** Minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in Advanced Midwifery and Neonatal Nursing Science. Experience **Grade 2:** Minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in Advanced Midwifery and Neonatal Nursing Science. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1- year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Knowledge, skills, training and competencies required: Knowledge of public services acts, regulations and policies. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with client/patients, supervisors and other clinicians, including report writing when required. Work as part of a multi-disciplinary team to ensure good nursing care. Work effectively co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating. Knowledge and experience in implementation of Batho Pele principles, patient's right charter and code of conduct. Knowledge on SANC rules and regulations. Proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).

DUTIES

: Coordination of optical, holistic specialized nursing care provided within set standards and Professional/ legal framework. Perform multi-skilled and complex nursing care duties requiring frequent interpretation of information. Manage effectively and efficiently the utilization and supervision of all resources. Participate in the analysis, formulation, and implementation of policies, practices and procedures. Establish and maintain constructive working relationships with nursing and other stakeholders. Ensure that a healthy and safe working environment is maintained. Monitor and control the quality of patient care. Maintain accreditation standard by knowledge of policies and procedures, implementation of all programmes, BANC, PMTCT, BFHI etc. Compile monthly and quarterly report. Audit clinical records by analyzing data. Participate in health promotion and illness prevention initiatives. To assist in Employee Performance Management Developments System (EPMDS) of staff and implement Employee Assistance Program.

ENQUIRIES

: Nursing Manager: Mr Mt Dube Tel No: 035-4734500

APPLICATIONS

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

FOR ATTENTION

: Mrs GZ Dube: Human Resource Manager

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted

candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

- CLOSING DATE** : 21 July 2023
- POST 22/475** : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE NKWALINI**
CLINIC REF NO: CNP NKW 28/2023
- SALARY** : Grade 1: R431 644 - R497 193.per annum Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.
Grade 2: R528 696 - R645 720.per annum Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements
- CENTRE** : Eshowe District Hospital
- REQUIREMENTS** : Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). 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. Experience **Grade 1**: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2**: minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele)
- ENQUIRIES** : Assistant Manager Nursing Phc Mr P Mnguni Tel No: (035) 473 4500
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION** : Mrs GZ Dube: Human Resource Manager
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered.

The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

- CLOSING DATE** : 21 July 2023
- POST 22/476** : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE**
NDLANGUBO CLINIC REF NO: CNP NDL 29/2023
- SALARY** : Grade 1: R431 641 - R497 193.per annum Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.
Grade 2: R528 696.00-R645 720.per annum Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements
- CENTRE REQUIREMENTS** : Eshowe District Hospital
: Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). 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. Experience **Grade 1**: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2**: minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele)
- ENQUIRIES** : Assistant Manager Nursing - Mr P Mnguni Tel No: (035) 473 4500
APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815.

FOR ATTENTION NOTE

Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. Mrs GZ Dube: Human Resource Manager Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE

21 July 2023

POST 22/477

PROFESSIONAL NURSE SPECIALITY KING DINUZULU CLINIC: ADVANCE MIDWIFE REF NO: PN SPEC 33/2023, (1 POST)

SALARY

Grade 1: R431 265 - R497193,per annum Other Benefits: 13th cheque, medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.
Grade 2: R528 696 - R645 720,per annum Other Benefits: 13th cheque, medical aid (optional), 8 % rural allowance, and housing allowance: employee must meet the prescribed requirements.

CENTRE REQUIREMENTS

Eshowe District Hospital
Grade 12/Standard 10. Registration with South African Nursing Council as a General Nurse. A post basic qualification in Advanced Midwifery and Neonatal Science. Diploma in Advanced Midwifery and Neonatal Nursing Science, with duration of at least 1 year, accredited with the South African Nursing Council. Experience **Grade 1:** Minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in Advanced Midwifery and Neonatal Nursing Science. Experience **Grade 2:** Minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in Advanced Midwifery and Neonatal Nursing Science. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1- year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Knowledge, skills, training and competencies required: Knowledge of public services acts, regulations and policies. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with client/patients, supervisors and other clinicians, including report writing when required. Work as part of a multi-disciplinary team to ensure good nursing care. Work effectively co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating. Knowledge and experience in implementation of Batho Pele principles, patient's right charter and code of conduct. Knowledge on SANC rules and regulations. Proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).

DUTIES

Coordination of optical, holistic specialized nursing care provided within set standards and Professional/ legal framework. Perform multi-skilled and

complex nursing care duties requiring frequent interpretation of information. Manage effectively and efficiently the utilization and supervision of all resources. Participate in the analysis, formulation, and implementation of policies, practices and procedures. Establish and maintain constructive working relationships with nursing and other stakeholders. Ensure that a healthy and safe working environment is maintained. Monitor and control the quality of patient care. Maintain accreditation standard by knowledge of policies and procedures, implementation of all programmes, BANC, PMTCT, BFHI etc. Compile monthly and quarterly report. Audit clinical records by analyzing data. Participate in health promotion and illness prevention initiatives. To assist in Employee Performance Management Developments System (EPMDS) of staff and implement Employee Assistance Program

**ENQUIRIES
APPLICATIONS**

: Assistant Manager Nursing - Mr P Mnguni Tel No: (035) 473 4500
 : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION
NOTE**

: Mrs GZ Dube: Human Resource Manager
 : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE

: 21 July 2023

POST 22/478

: **PROFESSIONAL NURSE SPECIALTY MATERNITY REF : CBH18/ 2023 (3 POSTS)**

SALARY

: Grade1 R431 265 – R497 193 per annum
 Grade 2 R528 696 - R645 720 per annum Other Benefits: Medical Aid: optional , commuted overtime , 13th Cheque 8% Rural Allowance

**CENTRE
REQUIREMENTS**

: Catherine Booth Hospital
 : Standard 10 or Grade 12. Degree / Diploma in General Nursing and Midwifery registered with SANC . A post basic 1 year specialized qualification in Advance Midwifery and Neonatal Care accredited with SANC . 4 years experience in nursing after registration with SANC as General Nurse . Current SANC annual practicing certificate. Knowledge of SANC rules and regulations. Knowledge of nursing procedures , relevant acts and policies . Knowledge of Batho Pele and Patient's Rights Charter. Knowledge of code of conduct and labour relations. Good communication skills . Decision making and problem solving skills. Basic financial management.

DUTIES

: Manage MCWH services as per policies /protocols/ rules and regulation of the DOH and SANC. Provide in –service training to all midwives allocated in all MCWH area .Supervise staff and patient care in the absence of an Operational Manager Nursing . Demonstrate procedure to staff with the aim of capacitating them. Provide reports and QIPs as required by DOH standards . Participate in the planning for all ward activities and equipment . Manage all complications in the absence of the doctor and report. Ensure all policies and SOP's of the unit are updated. Ensure all protocols and guidelines are available and known by the staff. Maintain ethics and professionalism conduct. Only shortlisted

	:	candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources.
<u>ENQUIRIES</u>	:	Mrs. P.Z. Mbonambi Tel no: (035 474 8402)
<u>APPLICATIONS</u>	:	All applications should be forwarded to: Catherine Booth Hospital: Private Bag x105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, Umlalazi Municipality Ward15, Amatikulu, 3801:
<u>NOTE</u>	:	Preference will be given to African Male The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, A comprehensive CV indicating three reference persons: Names and contact numbers .Applicants are not required to submit copies of qualification. Certified copies of qualifications , proof of registration and other relevant documents will be requested from shortlisted candidates only, which maybe submitted to HR on or before the day of an interview. It is applicants responsibility who have the foreign qualification to be evaluated by SAQA (South African Qualifications Authority). Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints , no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out .
<u>CLOSING DATE</u>	:	14 July 2023
<u>POST 22/479</u>	:	<u>CLINICAL NURSE PRACTITIONER – (WBPCOT) (2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Plus 12% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	:	Wasbank And Glenridge Clinic Ref No: WASCNP 01/2023 Ref No: GLEN 02/2023
<u>REQUIREMENTS</u>	:	Senior certificate/ Grade 12 or equivalent qualification. Diploma / Degree in General Nurse and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery (2023). Post-Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and care (PHC) with duration of at least one (1) year. Appropriate/ recognizable experience after registration in the Post Basic Qualification. Experience Grade 1: A minimum of 4 years appropriate/ recognizable experience as nursing after registration with SANC in general nursing.at least one year Post Basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. Experience Grade 2: A minimum of 14 years appropriate/ recognizable experience as nursing after registration with SANC in general nursing. At least 10 years must be appropriate experience after obtaining the one year Post Basic qualification in Primary Health Care Advance Midwifery and Neonatal Nursing Science. Valid Driver's License code 8 or 10. Recommendation: One year Diploma in Psychiatric Nursing Science Knowledge, Skills And Competencies Required: Leadership, organizational, decision-making, supervisory and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to formulate patient care related policies, vision, mission and objective of clinic. Communication and interpersonal skills including public relations, negotiating, coaching, conflict handling and counselling skills. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes. Knowledge of TB/ HIV/AIDS, MCWH and other Communicable and Non- Communicable Disease programmes. Understanding of nursing legislation and related ethical nursing practices. Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Good communication skills. Good organizational skills.
<u>DUTIES</u>	:	Provision of an integrated, quality and comprehensive Primary Health Care services by promoting health ,prevent diseases, curative and rehabilitative services to the clients, individuals, families and community. Provide PICT and

adherence counselling to all clients. Promote advocacy, disclosure and adherence to treatment and care, thus, ensuring that facilities comply with the Batho Pele principles. Provide primary prevention strategies and management of COVID-19, TB/ HIV/AIDS, MCWH and other communicable and non-communicable diseases. Maintain inter-sectoral collaboration with other government structures. Support Operation WBPHCOT and Sukuma Sakhe Activities. Ensure the availability of medication, essential equipment and supplies and proper utilization thereof. Participate in the monitoring HR performance through EPMDS.

- ENQUIRIES** : MRS I.D Khumalo Contact details: 034-2121111 ext 259
- APPLICATIONS** : Applications should be delivered to: KwaZulu-Natal Department of Health, Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000 Postal Address Dundee Provincial Hospital, Private Bag X2011, Dundee, 3000
- CLOSING DATE** : 17 July 2023
- POST 22/480** : **CLINICAL NURSE PRACTITIONER REF NUMBER: EMPATHECNP 01/2023 (1 POST)**
Directorate: Dundee Hospital
- SALARY** Grade 1: R431 265 – R497 193 per annum
Grade 2 R528 696 – R645 720 per annum Plus 12% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Empathe Clinic
- REQUIREMENTS** : Senior certificate/ Grade 12 or equivalent qualification. Diploma / Degree in General Nurse and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery (2023). Post-Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and care (PHC) with duration of at least one (1) year. Appropriate/ recognizable experience after registration in the Post Basic Qualification. Experience **Grade 1**: A minimum of 4 years appropriate/ recognizable experience as nursing after registration with SANC in general nursing, at least one year Post Basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. Experience **Grade 2**: A minimum of 14 years appropriate/ recognizable experience as nursing after registration with SANC in general nursing. At least 10 years must be appropriate experience after obtaining the one year Post Basic qualification in Primary Health Care Advance Midwifery and Neonatal Nursing Science. Valid Driver's License code 8 or 10. Knowledge, Skills And Competencies Required: Leadership, organizational, decision-making, supervisory and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to formulate patient care related policies, vision, mission and objective of clinic. Communication and interpersonal skills including public relations, negotiating, coaching, conflict handling and counselling skills. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes. Knowledge of TB/ HIV/AIDS, MCWH and other Communicable and Non- Communicable Disease programmes. Understanding of nursing legislation and related ethical nursing practices. Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Good communication skills. Good organizational skills.
- DUTIES** : Provision of an integrated, quality and comprehensive Primary Health Care services by promoting health ,prevent diseases, curative and rehabilitative services to the clients, individuals, families and community. Provide PICT and adherence counselling to all clients. Promote advocacy, disclosure and adherence to treatment and care, thus, ensuring that facilities comply with the Batho Pele principles. Provide primary prevention strategies and management of COVID-19, TB/ HIV/AIDS, MCWH and other communicable and non-communicable diseases. Maintain inter-sectoral collaboration with other government structures. Support Operation WBPHCOT and Sukuma Sakhe Activities. Ensure the availability of medication, essential equipment and supplies and proper utilization thereof. Participate in the monitoring HR performance through EPMDS. Ensure data management is implemented and monitored.
- ENQUIRIES** : MRS I.D Khumalo Contact details: 034-2121111 ext 259

<u>APPLICATIONS</u>	:	Applications should be delivered to: KwaZulu-Natal Department of Health, Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000 Postal Address Dundee Provincial Hospital, Private Bag X2011, Dundee, 3000
<u>CLOSING DATE</u>	:	17 July 2023
<u>POST 22/481</u>	:	<u>PROFESSIONAL NURSE SPECIALTY PAEDIATRICS REF : CBH17/ 2023 (1 POST)</u>
<u>SALARY</u>	:	Grade 01: R431 265 – R497 193 per annum Grade 02: R528 696 - R645 720 per annum Other Benefits: Medical Aid: optional , commuted overtime , 13 th Cheque 8% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	Catherine Booth Hospital Standard 10 or Grade 12. Degree / Diploma in General Nursing and Midwifery registered with SANC. A post basic 1 year specialized qualification in Paediatric Nursing Science. 4 years experience in nursing after registration with SANC as General Nurse. Current SANC annual practicing certificate. Knowledge of SANC rules and regulations. Knowledge of nursing procedures , relevant acts and policies. Knowledge of Batho Pele and Patient's Rights Charter. Knowledge of code of conduct and labour relations .Good communication skills. Decision making and problem solving skills. Basic financial management.
<u>DUTIES</u>	:	Manage child health services as per policies /protocols/ rules and regulation of the DOH and SANC. Provide in –service training to all midwives allocated in Paediatric ward and POPD area . Manage staff and patient care in the absence of an Operational Manager Nursing . Demonstrate procedure to staff with the aim of capacitating them. Provide reports and QIPs are required by DOH standards . Participate in the planning for all ward activities and equipment . Manage all complications in the absence of the doctor and report . Ensure all policies and SOP's of the unit are updated . Ensure all protocols and guidelines are available and known by the staff . Maintain ethics and professionalism . Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. P.Z. Mbonambi Tel no: (035 474 8402) All applications should be forwarded to: Catherine Booth Hospital: Private Bag x105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, Umlalazi Municipality Ward15, Amatikulu, 3801
<u>NOTE</u>	:	Preference will be given to African Male The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, A comprehensive CV indicating three reference persons: Names and contact numbers .Applicants are not required to submit copies of qualification. Certified copies of qualifications , proof of registration and other relevant documents will be requested from shortlisted candidates only, which maybe submitted to HR on or before the day of an interview. It is applicants responsibility who have the foreign qualification to be evaluated by SAQA (South African Qualifications Authority). Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints , no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out
<u>CLOSING DATE</u>	:	14 July 2023
<u>POST 22/482</u>	:	<u>ASSISTANT DIRECTOR- HRM (EMS/26/2023)</u>
<u>SALARY</u>	:	R424 104 – R508 692. per annum (other benefits: Medical Aid (Optional) 13 th Cheque, Housing allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Emmaus District Hospital Senior Certificate (Grade 12) A Bachelor's Degree or National Diploma in Human Resource Management / Public Administration or Public Management. A minimum of 5 years' experience of which 3 years must be supervisory experience in Human Resources. Recommendations Valid code B driver's license, Computer Literacy Knowledge & Skills_Knowledge of Public Service Act, Public Service Regulations and Prescripts, Knowledge of Persal system, Knowledge of basic principles of HR Management. Ability to interpret and apply

DUTIES

polies, acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills. Financial Management, Change Management, Decision making, Time management, facilitation skill, risk management and good interpersonal relation skills. Computer literacy

: Provide strategic leadership of Human resource management for the facility. Manage all Human Resource components, i.e Human Resource Practices, Human Resource Planning and Development, Staff Relations and Employee Wellness and ensure efficient and effective services are provided. Develop and evaluate human resource activities. Design and implement effective Labour Relations strategies (consultation and negotiation) forums with staff organizations. Determine the numbers, Skills mix and training for all departments in the hospital, taking into account budgetary constraints, national and provincial norms. Set out the framework for job descriptions. Ensure quality development of HRMS in line with norms and standards for Ideal Hospital and Ideal Clinic Realization and Maintenance Programme. Advise managers on all aspects of Human Resources Management, organizational and staffing structures and reporting arrangements managements. Develop and implement effective HR policies within the guidelines set by the provincial health department. Ensure the timely and compensation of employees. Monitor human resource records and documents management system. Manage the payroll programme. Ensure the co-ordinate of Institutional Management Labour Committee Meetings (IMLC). Ensure training of staff on labour relations. Create awareness of labour relations within the institution. Ensure compliance with grievance and disciplinary procedures. Co-ordination of conciliation, mediation and arbitration proceedings. Ensure that misconduct cases in the institution are dealt with timeously. Develop and implement operational and strategic measures to enhance the moral of staff employee in the Hospital. Ensure coordination of Institutional Employee Health and Wellness Committee Meetings (IEHWCM). Monitor and evaluate the effectiveness of the Employee Wellness.

ENQUIRES

: Mrs. MAN Mzizi Tel: 036 488 1570 EXT 8203 NB: No Subsistence And Travelling, Resettlement Allowance Will Be Paid For Interview Attendance

APPLICATIONS

: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus District Hospital.

FOR ATTENTION NOTE

: Assistant Director (HRM)

: Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidates will be required to submit certified copies of qualifications.ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful.
14 July 2023 at 16:00

CLOSING DATE

POST 22/483

: **ASSISTANT DIRECTOR : HRM REF NO. OTH CHC 18/2023 (1 POST)**

SALARY

: R424 104 per annum Other Benefits: 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)

CENTRE REQUIREMENTS

: Othobothini Community Health Centre (Jozini)
: Senior Certificate (Grade 12). Degree/National Diploma in Human Resource Management/Public Administration/Public Management. 3 – 5 years supervisory experience in Human Resource Component. Recommendations A valid driver's license. Computer literacy. Persal certificate. Knowledge, Skills, Training And Competencies Required: Knowledge of Public Service Policies Act and Regulations. Sound knowledge of Persal, Project Management and Financial Management. Ability to liaise with management. Knowledge of EPMDS, GEPP and National Core Standards. Good leadership, coaching and mentoring skills. Good Communication, interpersonal Skills, analytical, decision making and presentation skills.

<u>DUTIES</u>	:	Manage all HR components i.e. HR Practices, HR Planning and Development, Staff Relations and Employee Health & Wellness for the CHC in order to ensure that high quality service is being provided. Ensure that the Performance Management Development System is implemented successfully in the CHC by providing guidance and assistance with regard to its application and administration to all managers within the CHC for achievement of goals and objectives of the CHC. Ensure that transactional functions pertaining to conditions of service are rendered in accordance with departmental policy imperatives. Ensure that transactional functions pertaining to employment practices are rendered in accordance with departmental policy imperatives. Ensure the development of HR plan, workplace Skills Plan and Equity Plan and ensure implementation for the CHC and ensure that all stakeholders are represented as per the guidelines. Ensure the effective and efficient utilization of resources allocated to the Section, including the development of staff. Ensure the establishment of a fully functional EAP and Employee Health & Wellness programme in the CHC Ensure that recruitment, appointments and transfers are in accordance with the laid down prescripts. Provide regular inputs towards realization of ideal clinic & National Core Standards. Promote sound employer-employee relationship and minimize conflict within the CHC ensuring delivery of quality services. Advise managers on all aspects of Human Resource Management, organization, staffing structure and reporting arrangements. Oversee and deal with misconduct, discipline and grievance procedure in terms of Labour Relations Act. Ensure functionality of HR committee e.g. IMLC
<u>ENQUIRIES</u>	:	Ms. N.I Mthethwa Telephone number: 035 572 9002
<u>APPLICATIONS</u>	:	Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, JOZINI, 3969 OR hand deliver to Othobothini CHC HR Department.
<u>NOTE</u>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za Curriculum Vitae (CV). applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.
<u>CLOSING DATE</u>	:	14 July .2023
<u>POST 22/484</u>	:	<u>HUMAN RESOURCE OFFICER SUPERVISOR: HR PRACTICES REF GJGM46/2023 (X1 POST)</u> Component: Human Resources
<u>SALARY</u>	:	R393 711.per annum: Other Benefits: 13 th Cheque, Home Owners Allowance & Medical Aid.(To qualify: Employee must meet all the prescribed policy requirements)
<u>CENTRE</u>	:	General Justice Gizenga Mpanza Regional Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) or equivalent. A minimum of 3 to 5 years' experience in Human Resource Practices. Recommendation: Valid Code EB driver's license. Computer literacy e.g. MS Office. Persal Certificates. Knowledge, Skills and Competencies: Knowledge of prescripts, policies and procedures pertaining to the Human Resource section. Extensive knowledge of computerised personnel and salary systems, MS packages and application thereof. Communication and interpersonal skills is a necessity. Leadership skills to manage the Human Resource section. Sound organising, planning and problem solving skills.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of Human Resource administration practices. Recruitment and selection (advertisement, appointments, transfers, verification of qualifications, secretarial functions at interview, absorptions, probationary periods etc.). Implement conditions of service and service benefit (leave, housing, medical aid, injury on duty, long service recognition, overtime and relocations). Pension, Allowances, PILIR etc. Performance Management, Termination of service (indicate steps). Recommend (Approve) transactions on Persal

according to delegations (higher authorization should happen on a higher level preferable AD Higher level). Prepare reports on Human Resource Administration issues and enquiries. Supervise Human Resource staff. Allocate and ensure quality of work personnel development, assess staff performance and apply discipline.

**ENQUIRIES
APPLICATIONS**

: Mr T Latha (Deputy Director: HRM) Tel: (032)4376006
: Applications should be directed to: - Deputy Director: HRM, Private Bag X10609, Stanger,4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

NOTE

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

CLOSING DATE

: 21 July 2023

POST 22/485

: **HRM PRACTITIONER-CAREERMANAGEMENT AND EPMDS. REF NO: HGHD 06/2023. (1 POST)**

SALARY

: R359 517.per annum. Benefits: 13th Cheque, homeowner's allowance, and Medical aid optional, Employee must meet prescribed conditions.

**CENTRE
REQUIREMENTS**

: Harry Gwala Health District
: Matric /Grade 12/ (Senior certificate) Standard 10. National Diploma/Degree in Human Resource Management / Public Management or Public Administration or Human Resource Development (NQF level 6/7 qualification). 3 years appropriate experience in Human Resource Development. Recommendation: Computer Literacy certificate e.g. Ms. Office Software, PERSAL certificates, Driver's license code 8 (B) or 10 (C1). NB: The fully completed and signed new Z83 application form must be accompanied by a detailed comprehensive CV, only shortlisted candidates will be required to provide certified copies of required documents/proof of current and previous experience endorsed and stamped by Human Resource (Employment History) not certificate of service on or before the date of the interviews following communication from Human Resources. Knowledge, Skills and Competencies: Knowledge and understanding of operational issues affecting the administration of Human Resource Management Practices within a health service delivery environment. Knowledge of legislative and policy imperatives informing area of operation. Able to prioritize issues and other work related matters and to comply with timeframes set. Ability to consistently accept responsibility in a competent manner for own areas of work. Good communication skills, both written and

		verbal. Good planning and organizational ability. Ability to keep abreast of work related development. Good interpersonal relationship, Presentation skills, Strategic and planning skills
<u>DUTIES</u>	:	Key Responsibilities: Manage training for District Office components to ensure that staff is appropriately equipped to follow a desired career path. Manage EPMDS training for district office components to ensure that staff is well versed with the principles and requirements of the EPMDS. Administer and coordinate EPMDS submissions for the District Office Components to ensure that departmental deadlines are met and evaluations are conducted timeously. Develop a training plan for the District Office by determining training requirements for the District Office Management Team. Administer external bursaries aimed at the community for professional studies including internships and learner ships. Assist with facilitation of Human Resource Development activities in collaboration with service delivery planning, monitoring and evaluation component. NB. Failure to comply with the above instructions will disqualify applicants.
<u>ENQUIRIES</u>	:	Mr. ZN Dotyeni: Deputy Director: HRM. Contact Number: 039 834 8200.
<u>APPLICATIONS</u>	:	Applications must be directed for: Attention: Mr. Z Dotyeni: Assistant Director: HRM, Harry Gwala Health District Office, Private Bag X 502, IXOPO, 3276 OR Hand deliver to: 111 Main Street, IXOPO under KFC building, Room 99, District office. The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the post in this circular minute even if they are absent from their normal places of work.
<u>NOTE</u>	:	Directions To Candidates: The following documents must be submitted. The application <u>must include only</u> completed and signed new FORM Z83, obtainable from any Public Service Department or on the internet at www.kznhealth.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Failure to produce these documents will disqualify candidates. It is the responsibility of the candidate to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. HGHD 06/2023. Please note that due to the large number of applications received, applications will not be acknowledged. However all shortlisted candidates will receive written responses. Due to budget constraints, the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience.
<u>CLOSING DATE</u>	:	14 July 2023.
<u>POST 22/486</u>	:	<u>SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: SSMO 19/2023. (1 POST)</u> Component: Facilities Management.
<u>SALARY</u>	:	R359 517 – R420 402.per annum (Level 8)Other Benefits: medical aid (optional), housing allowance: employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Eshowe District Hospital
<u>REQUIREMENTS</u>	:	Bachelor's degree/National Diploma in Public Administration or equivalent 3-year tertiary qualification in Administration Management. Minimum of 3 to 5 years' experience administrative environment. 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: Good knowledge and understanding of Labour Relations, Disciplinary and Grievance procedures. Good planning, organizing, implementing, evaluation and time management skills. Good communication and computer skills. Good supervisory, interpersonal, problem solving and team building skills. Ability to prioritise duties and work under pressure.
<u>DUTIES</u>	:	Maintain control of the following section: Patient Administration, registry/reprographic services, telecommunication, transport services,

messenger/pottering services, mortuary services, staff accommodation, security services, cleaning and ground services and laundry services. Develop and implement Standard Operating Procedures. Ensure compliance with Health and Safety and Disaster Management requirements by all staff members. Analyse alternatives for performing work including contracting out services and evaluate and recommends procedures/practices to improve operational efficiency. Ensure effective, efficient utilisation of resources allocated to the institution, including the development of staff. Monitor and advise service providers (contractors) in order to deliver quality services. Engage in Employee Performance Management Development System (EPMDS) in the department. Participate in National Core Standards and develop, monitor Quality Improvement Plans.

**ENQUIRIES
APPLICATIONS**

: Assistant Director-Facilities Management: Mrs LI Ntuli Tel No: (035) 473 4500.
: Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION
NOTE**

: Mrs GZ Dube: Human Resource Manager
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required), citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE

: 21 July 2023

POST 22/487

: **SENIOR FINANCE MANAGEMENT OFFICER REF NO: CJMH 13 / 2023 (1 POST)**
Component: Finance

SALARY

: R359 517.per annum (Level 8) Other benefits: 13th Cheque, Medical Aid (Optional), Home owners Allowance (Employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Charles Johnson Memorial Hospital
: Grade 12 / Senior certificate, Degree / Diploma in Finance Management / Cost and Management Accounting / Financial Accounting / Accounting Science or any related field, 3 – 5 years of supervisory experience in Public Service within financial administration component budget expenditure control and Revenue, (no attachments/copies/certified copies/proof/certificates on application, only Z83 and CV, applicants will submit documents only when shortlisted) Recommendation Computer literacy, Valid driver's license Knowledge, Skills Training And Competencies Required: Good knowledge of public Financial as well as relevant acts and regulation, Interpersonal and problem solving skills, Departmental and transversal system (e.g BAS, PERSAL, Vulindlela), Vast knowledge of SCM, Good organizational and planning skills ability to make independent decisions, Ability to plan, build team spirit and meet deadlines, Knowledge of MS Office software applications, In depth knowledge of relevant fleet management area of operation and associated processes.

DUTIES

: Key Perfomance Areas: Assist in compilation of budget for the institution and the submission associated with budget processes, Authorize commitment, payments, debts, receipts and journals on BAS, Draw analyze and present

financial reports, Manage suspense accounts and maintain debt file, consolidate financial monthly and quarterly reports, Identify risks and institute control measures to minimize financial risks in all departments, Monitor and assess finance staff performance as per EPMDs requirements and organize relevant training in order to improve service delivery, Oversee the reconciliation of transactions (interface) on persal with BAS, Ensure that safeguarding of all face value documents, Ensure that sufficient internal controls are in place and are implemented to ensure that all goods received are in line with goods that are ordered, Assist the consolidation of the CEO's Management Pack, Manage the functioning of Budget and Expenditure Control, Revenue, Ensure proper management of all accounts received from OPD admitting, Medical Aid Schemes including parking and boarding & lodging, Carry out all responsibilities delegated by Assistant Director: Finance.

- ENQUIRIES APPLICATIONS** : Mr EM Mahlinza Tel No: (034) 271 6400
- FOR ATTENTION NOTE** : All application should be forwarded to: Human Resource Manager 92 Hlubi Street C. J. M. Hospital Nqutu, Private Bag X5503, Nqutu, 3135
- FOR ATTENTION NOTE** : Human Resource Manager
- FOR ATTENTION NOTE** : Directions To Candidates: The following documents must be submitted: Only Z83 from and CV must be submitted, Shortlisted candidates must submit Certificates of Service endorsed by Human Resource, The reference number must be indicated in the column provided on form Z83 e.g. CJM 04/2019, Faxed documents will not be accepted, NB Failure to comply with the above instructions with the above instructions will results in disqualification, Please note that if you are not contacted within three months of the closing date, your application is unsuccessful, Every shortlisted applicant will be advised of the outcome of their application in due course, Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Those Who Applied Need Not Apply Due To Financial Constraints No S&T Or Relocation Costs Will Be Paid For Attending Interviews.
- CLOSING DATE** : 21 July 2023
- POST 22/488** : **SAFETY OFFICER REF NO: CTK 05/2023**
- SALARY** : Grade 1: 359 517 – R424 104.per annum, PLUS 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)
- CENTRE REQUIREMENTS** : Christ The King Hospital
- CENTRE REQUIREMENTS** : Minimum Requirements: Senior Certificate (Grade 12) or equivalent qualification PLUS; Degree / National Diploma in Safety Management At least 3-5 years' experience of safety under construction Recommendations: Valid Driver`s license Knowledge and Skills: Legislation pertaining to Occupational Health and Safety Act. Identification, control, elimination and monitoring of hazards Health education and administration of the service. Computer literacy, Accident investigation, Disaster management Good Communication Skills
- DUTIES** : Identification of potential situations that could lead to injury/disability/death of staff member/ visitor. Property damage or loss, internal disasters, medico-legal claim and reporting thereof to Department of Labour within timeframes. Ensuring the delegate management and administrative functions are carried out timely and correctly in order for safety to function in the institution. Assisting in development and compilation of manuals, policies and protocol that will be included in the rolling out of health and safety training, orientation and induction programmes. Participate in safety audits for the institution in compliance with the Occupational Health and Safety act, 85 of 1993. Ensuring that the buildings, construction, plants, and machinery meet and maintain compliance certificates that are regulated by the Occupational Health and Safety Act, 85 of 1993 and its regulations
- ENQUIRIES APPLICATIONS** : MS B.R. Mbonambi Tel no. (039) 834 7500 – Ext. no 7537.
- ENQUIRIES APPLICATIONS** : Applications may be forwarded to: Assistant Director - HRM, Private bag x 542, Ixopo, 3276 OR Hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peterhauff Drive, Ixopo, 3276
- FOR ATTENTION NOTE** : Mrs. BR Mbonambi
- FOR ATTENTION NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview

date. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 23/2023. Persons with disabilities should feel free to apply for the post/s.N.B. Failure to comply with the above instructions will disqualify applicants. No e-mailed or faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC). Please note that due to financial constraints no S&T claims will be paid to candidates invited for the interview. The Employment Equity target for this post is African Male. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department.

- CLOSING DATE** : 14 July 2023
- POST 22/489** : **DIAGNOSTIC RADIOGRAPHER REF GJGM45/2023 (X 1 POST)**
Component: Allied Health Component
- SALARY** : Grade 1: R359 622.per annum
Grade 2: R420 015.per annum
Grade 3: R491 676.per annum
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS** : **Grade 1:** No experience required after registration with HPCSA as a Diagnostic Radiographer. **Grade 2:** Experience – Minimum of Ten (10) years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who perform Community Service as required in South Africa. Minimum of Eleven (11) years' experience after registration with HPCSA in the relevant profession in respect of Foreign qualified employees of whom is not required to perform Community Service as required in South Africa **Grade 3:** Experience – Minimum of Twenty (20) years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who perform Community Service as required in South Africa. Minimum of Twenty One (21) years' experience after registration with HPCSA in the relevant profession in respect of Foreign qualified employees of whom is not required to perform Community Service as required in South Africa. Other Benefits: 13th Cheque, Medical Aid – optional, 12% inhospitable allowance, Home owner allowance, employee must meet prescribed requirements. Matric (Grade 12) or Senior Certificate. National Diploma / Degree in Diagnostic Radiography. Registration Certificate with the Health Professionals Council of SA (HPCSA). Current registration practice receipt (2023/2024) with HPCSA as a Diagnostic Radiographer (Independent Practice). Recommendations: Basic knowledge of computed tomography (CT) will be added advantage. Knowledge, Skills and Competencies: Sound knowledge of public service legislations. Sound knowledge of Radiation Protection. Sound knowledge of Diagnostic Radiography practice and ethos. Sound knowledge of Diagnostic Radiography equipment policies and protocols. Good communication and interpersonal skills. Knowledge of relevant Health and Safety Acts.
- DUTIES** : Provide high quality Diagnostic Radiography Service observing safe radiation protection standards. Provide radiation protection to patients, staff and the public. Inspect and utilise equipment professionally to ensure that it complies with safety standards and ensure health and safety rules regulations are adhered to. Execute all clinical procedures competently to prevent complications. Provide and participate in Radiographic service during after-hours, weekends and public holidays. Participate in quality assurance and quality improvement programmes (QIP). Participate in continued skills development programs and in- service training. Assist clinicians on radiography related matters. Perform clerical duties when necessary. Participate in the implementation of NCS, Quality Assurance and Quality Framework. Participate in departmental policies and procedure development. Promote Batho-pele principles in the execution of duties for service delivery. Perform Employee Performance Management and Development (EPMDS) of junior staff. Supervision of junior radiography staff and radiography students.
- ENQUIRIES** : Mr MR Leso (Deputy Director: Radiography) Tel: (032) 4376132
- APPLICATIONS** : Applications should be directed to: - Deputy Director: HRM, Private Bag X10609, Stanger,4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Faxed or e-mailed applications will not be considered. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.
<u>CLOSING DATE</u>	:	21 July 2023
<u>POST 22/490</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER REF. NO: HLH 11 /2023</u> Re- advert Those that previously applied need not to re –apply
<u>SALARY</u>	:	R359 517.per annum plus: Medical aid (optional) 13 th cheque, Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE REQUIEREMENTS</u>	:	Hlabisa Hospital National Senior Certificate (Grade 12) or equivalent. An appropriate Degree /Diploma in Human Resource Management / Public Management/ Administration and Health Services Management. 3-5 years' experience in Human Resource Development .Only shortlisted candidates will attach /submit proof resource Department. Valid driver's license, Computer Literacy and Persal certificates will be added advantage. Knowledge, Skills, Training And Competencies Required; knowledge and understanding of Human Resource Management with emphasis on Human Resource Planning and Development , In depth knowledge of all relevant legislations .prescripts , and white papers in Human Resource Management .Adequate communication (verbal and written) interpersonal and problem solving skills . Ability to plan and prioritize in the execution of daily tasks .Ability to maintain high level of confidentiality. Sound knowledge of legislation, policies and procedures. Knowledge o f Persal Computer literacy, Ms. Software applications.
<u>DUTIES</u>	:	Develop, implement and evaluate Human Resource Plan, Employment Equity Plan and workplace skills plan .Coordinate and monitor the implementation of the Human Resource Development strategies (HRD) and Projects in the hospital: Internship ,Bursaries ,Workplace Integrated Learning and Leadership Conduct training and manage training needs analysis. Manage the functioning of HRD and planning component in the institution in to ensure the provisions of high quality services. Develop and maintain database for grade progression .Facilitate the development, implementation, monitoring and reviewing of skills development and leadership programs. Manage and monitor the implementation of EPMDS for all staff in the institution. Coordinate & facilitate in the orientation and induction of employees .Coordinate and monitor the development employment equity plan and HR plan .Prepare and submitted monthly, quarterly and annual training reports. Facilitate the logistic of

		institution health education training and development committee Meetings (IHETDC) other meeting pertaining to the scope of work.
<u>ENQUIRIES</u>	:	Mrs. P.Z Mbatha Tel: 035 838 8626
<u>APPLICATIONS</u>	:	The Human Resource Management, Private Bag X5001, Hlabisa Hospital, 3937, Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa 3937.
<u>NOTE</u>	:	The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za , An updated Curriculum Vitae (CV) ;and Z83 ,Only shortlisted candidates will attach the documents. NB: It is the applicant's responsibility to have foreign Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted .Contactable and verifiable Reference must be included in the CV.The reference number of the post must be included in the Z83 ,NB; failure to comply with the above instructions may be disqualify the applicants , please note those applicants will not be acknowledge ,However ,every Applicant will be advised of the Outcome of his or her application .in due course .[This Department is an equal opportunity ,Affirmative action employer ,whose aim is to promote representatively in allow occupational Categories in the Department .The Kwa –Zulu Natal is an equal opportunity , affirmative action employer It is intended to promote respectively through the filling of these posts. The candidates of the person hose appointments /transfer/promotion will promote representatively will receive preference.
<u>CLOSING DATE</u>	:	14 July 2023
<u>POST 22/491</u>	:	<u>SPEECH THERAPIST GRADE 1, 2&3 REF NO: LRH 49/2023 (1 POST)</u> Re-advertisement those who previously applied are encourage to re-apply) Componet: Rehab
<u>SALARY</u>	:	Grade 1: R359 622 – R408 201.per annum Grade 2: R420 015 – R477 771.per annum Grade 3: R491 676 – R595 251.per annum Other Benefits: 13 TH Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional)
<u>CENTRE</u>	:	Ladysmith Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Speech Therapist. Current registration with the HPCSA as a Speech Therapist. Certificate of service or proof of working experience endorsed by Human Resource Department. Grade 01 : No experience required. Registration with the Health Professions Council of South Africa (HPCSA) as Speech Therapist. Grade 02 : A minimum of ten (10) years relevant experience after registration with the Health Professional Council (HPCSA) as a Speech Therapist. Grade 03 : A minimum of twenty (20) years relevant experience after registration with the Health Professional Council (HPCSA) as a Speech Therapist NB: only shortlisted candidates will be required to submit certified document on the day of the interview following communication from HR. Knowledge, Skills, Training, And Competencies Sound knowledge and skill in speech therapy paediatric and general diagnostic and therapeutic procedures. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to problem-solving and apply analytical processes to patient care. Supervisory skill for junior staff and students.
<u>DUTIES</u>	:	Key Performance Areas: Provision of effective, comprehensive assessment, treatment and general speech therapy services to all patients. Sound knowledge of dysphagia assessment and management. Comprehensive caregiver training, patient education and related concerns. Perform outreach services as needed. Conduct group work/therapy and or block therapy as identified. Confidential and ethical multidisciplinary approach to treatment of patients. Conduct home and school visits and other community visits as needed. Administrative work related to patient care: report writing, statistics, meetings, case conferences, legal reports as needed e.g. disability grants, medicolegal work and insurance. Quality improvement initiatives: clinical guidelines, teaching and training, audits (core standards, infection control, ideal hospital, etc.). Effective communication with all stakeholders (patients, NGOs, caregivers, etc.).Ensure professional development in line with patient care profile. Support the supervisor in all projects and transformative efforts.
<u>ENQUIRIES</u>	:	Mr N.R.Fakeni (Assistant Director: Physiotherapist) Tel (036)6372111

APPLICATIONS : All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag x 9928, Ladysmith, 3370

FOR ATTENTION : Mr S.L.Dlozi

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application only when shortlisted.

CLOSING DATE : 14 July 2023

POST 22/492 : **HUMAN RESOURCE PRACTITIONER SR7 (LABOUR RELATIONS) REF NO: LRH 45/2023 (2 POSTS)**
(Re-advertisement those who previously applied are encourage to re-apply)
Componet: Labour Relations

SALARY : R294 321.per annum Other Benefits: 13TH Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional)

CENTRE : Ladysmith Regional Hospital

REQUIREMENTS : Senior Certificate (Grade 12). Degree / National Diploma in human Resource Management / Public Management/ Administration/ Labour Relations. 3-5 years' experience in Labour Relations component. Persal certificates. Current and previous work experience endorsed and stamped by HR Department. NB: only shortlisted candidates will be required to submit certified document on the day of the interview following communication from HR. Recommendations: Valid driver's License. Computer literacy. Knowledge, Skills, Training, And Competencies: Knowledge of policies, regulations, acts practices and key Legislative prescripts related to Labour Relations. Sound knowledge of computerized personnel salary system (PERSAL). Conflict Resolution skills. Good communication, interpersonal written and verbal skills. Ensuring attention to detail in respect of tasks performed. To plan, prioritize and execute duties in order of importance. Be able to maintain a high level of confidentiality

DUTIES : Key Performance Areas: Deals with grievances, discipline and abscondment cases in terms of laid down policies and Procedures. Represent the employer at Conciliation and Arbitration proceedings. Manage the functioning of staff relations in order to ensure the provision of high quality services. Maintain and promote sound labour relations within the institution and ensure adherence to Labour Relations Act, Public service and other related prescripts. Prepares reports to Management on Staff relations matters. Render advisory services to management and staff on labour relations matters. Participate in the development of staff relations matters. Identify training gaps and ensures the implementation of in-service training programmes. Investigate and preside over enquiries. Provide Labour Relations statistics to Management, District and Head Office. Capture labour relations statistics on PERSAL. Assist in the development, implementation and monitoring of Labour relations policies

ENQUIRIES : Ms. T.M.Lamula (Assistant Director: HRM) Tel (036)6372111

APPLICATIONS : All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag x 9928, Ladysmith, 3370

FOR ATTENTION : Mr S.L.Dlozi

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application only when shortlisted.

CLOSING DATE : 14 July 2023

POST 22/493 : **ADMINISTRATIVE CLERK (SUPERVISOR) REF NO: LRH 48/2023 (1 POSTS)**
(Re-advertisement those who previously applied are encourage to re-apply)
Componet: Patient administration

SALARY : R294 321. per annum (Level 7) Other Benefits 13TH Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional)

CENTRE : Ladysmith Regional Hospital

REQUIREMENTS : Grade 12 or Equivalent. 3-5 Clerical/Administrative experience in Patient Records Administration. NB: only shortlisted candidates will be required to submit certified document on the day of the interview following communication from HR. Knowledge, Skills, Training, And Competencies: Knowledge of legislative prescripts governing the Public Service e.g. Treasury Regulations, Archives Act, Labour Relations Act, Hospital Fees Manual, Practice Notes and any other related acts. Knowledge of Uniform Patient Fees Schedule and ICD 10 coding. Strong leadership qualities, good decision making, communication skills and problem solving skills. Excellent customer care and interpersonal and team building skills. Ability to work under pressure and meet deadlines. Computer literacy. Knowledge and ability to handle cash register machine. Must be driven, courteous and enthusiastic and demonstrate high level of efficiency. Must be able to promote, practice and maintain confidentiality. Must display high level of planning and organizational skills.

DUTIES : Key Performance Areas: Supervise the provision of a 24 hour Patient Administration service. Supervise the registration process of new patients, servicing repeat patients, admission and discharge of all in patients. Ensure effective, efficient and economical utilization of resources allocated to patient administration and including development of staff. Provide adequate mechanisms for safe and efficient maintenance of patients' medical records and other relevant records as per record management prescript. Supervise and maintain an efficient filing system. Develop and implement risk management tools to prevent the loss of revenue, resources and patient medical records. Develop, implement and monitor measures designed to optimize the collection of fees from patients and medical schemes and other statutory bodies. Develop, implement and monitor measures aimed at reducing waiting times in patient administration. Monitor and assess staff performance as per Key Performance Areas outlined on EPMDS and job description. Manage leave and absenteeism in accordance with Human Resource policies. Uphold Principles of Batho-Pele. Manage conflict and grievances in an efficient and unbiased manner. To ensure submission of correct, accurate and valid reports. Ensure proper management of MVA patient files. Supervise and assist in mortuary

related duties after hours, weekends and public holidays. Compilation and submission of monthly statistics. Receive investigate and resolve all complains promptly and efficiently and provide the necessary feedback to all the relevant role players. Ensure reassessment of patients is done correctly, accurately and timeously in order to increase revenue collection.

**ENQUIRIES
APPLICATIONS**

: Mr L.L.Makhaye (Assistant Director: Facilities Management) Tel (036)6372111
: All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag x 9928, Ladysmith, 3370

**FOR ATTENTION
NOTE**

: Mr S.L.Dlozi
: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application only when shortlisted.

CLOSING DATE

: 14 July 2023

POST 22/494

: **HUMAN RESOURCE PRACTITIONER (HRD AND PLANNING) REF NO:
LRH 50/2023 (1 POST)**
(Re-advertisement those who previously applied are encourage to re-apply)
Componet: Human Resource Development

SALARY

: R294 321.per annum Other Benefits 13TH Cheque, Housing Allowance (employees must Meet the Prescribed requirements), (Medical Aid Optional)

**CENTRE
REQUIREMENTS**

: Ladysmith Regional Hospital
: Senior Certificate (Grade 12). Degree / National Diploma in Human Resource Management / Public Management /Administration / Training Management. 3 - 5 years' experience in Human Resource Development. Computer Literacy, MS Office Software application. Persal certificates NB: only shortlisted candidates will be required to submit certified document on the day of the interview following communication from HR. Recommendation: Valid Code B driver's License (Code 8). Knowledge, Skills, Training And Competences Required_: Ability to maintain high level of confidentiality. Adequate communication (verbal and written), interpersonal and problem solving skills. Knowledge and understanding of Human Resource Management with emphasis on Human Resource Planning and Development. In - depth knowledge of all relevant legislation, prescripts and white papers in Human Resource Management.

DUTIES

: Key Performance Arreas: Develop, implement and evaluate Human Resource Plan, Employment equity plan and Workplace skills plan. Manage and Monitor the implementation of EPMDS for all staff and proper maintenance of EPMDS record. Co-ordinate and Monitor the implementation of Human Resource strategies and projects in the hospital internship, Bursaries, Workplace Integrated learning, Learner ship. Develop and maintain a database for Grade Progression. Develop and maintain a database for HRD training programs. Compile in-service training Plan for the entire hospital and monitor implementation. Co-ordinate and Facilitate training e.g. Induction training and update Records for all training. Prepare and submit monthly, quarterly and annual reports.

ENQUIRIES : Ms. P.H Mavundla (Assistant Director: HRM) Tel (036)6372111

APPLICATIONS : All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag x 9928, Ladysmith, 3370

FOR ATTENTION : Mr S.L.Dlozi

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application only when shortlisted.

CLOSING DATE : 14 July 2023

POST 22/495 : **HUMAN RESOURCE PRACTITIONER (HRD, EPMDs AND PLANNING REF. NO: HLH 11 /2023**
Re-advert Those that previously applied need not to re-apply

SALARY : R294 321.per annum plus: Medical aid (optional) 13th cheque, Housing Allowance (Employee must be meet prescribed requirements)

CENTRE : Hlabisa Hospital

REQUIEREMENTS : National Senior Certificate (Grade 12) or equivalent. An appropriate Degree /Diploma in Human Resource Management / Public Management and Human Sciences. 3-5 years' experience in Human Resource Development .Only shortlisted candidates will attach/submit proof. Valid driver's license, Computer Literacy and Persal certificates will be added advantage. Knowledge, Skills, Training And Competencies Required; knowledge an understanding of Human Resource Management with emphasis on Human Resource Planning and Development, In depth knowledge of all relevant legislations ,prescripts , and white papers in Human Resource Management .Adequate communication (verbal and written) interpersonal and problem solving skills . Ability to plan and prioritize in the execution of daily tasks. Ability to maintain high level of confidentiality. Sound knowledge of legislation, policies and procedures. Knowledge of Persal. Computer literacy, Ms. Software applications

DUTIES : Develop, implement and evaluate Human Resource Plan, Employment Equity Plan and workplace skills plan .Coordinate and monitor the implementation of the Human Resource Development strategies (HRD) and Projects in the hospital: Internship, Bursaries, Workplace Integrated Learning and Leanership.Conduct training an manage training needs analysis. Manage the functioning of HRD and planning component in the institution in to ensure the provisions of high quality services. Develop and maintain database for grade progression. Facilitate the development, implementation, monitoring and reviewing of skills development and leadership programs. Manage and monitor the implementation of EPMDs for all staff in the institution. Coordinate & facilitate in the orientation and induction of employees' .Coordinate and monitor the development employment equity plan and HR plan .Prepare and submitted monthly, quarterly and annual training reports. Facilitate the logistic of institution health education training and development committee Meetings (IHETDC) other meeting pertaining to the scope of work.

ENQUIRIES : Mrs. P.Z Mbatha Tel: 035 838 8626

- APPLICATIONS** : The Human Resource Management, Private Bag X5001, Hlabisa Hospital, 3937, Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa 3937.
- NOTE** : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za, An updated Curriculum Vitae (CV) ;and Z83 ,Only shortlisted candidates will attach the documents. NB: It is the applicant's responsibility to have foreign Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted .Contactable and verifiable Reference must be included in the CV.The reference number of the post must be included in the Z83 ,NB; failure to comply with the above instructions may be disqualify the applicants , please note those applicants will not be acknowledge ,However ,every Applicant will be advised of the Outcome of his or her application .in due course .[This Department is an equal opportunity ,Affirmative action employer ,whose aim is to promote representatively in allow occupational Categories in the Department .The Kwa –Zulu Natal is an equal opportunity , affirmative action employer It is intended to promote respectively through the filling of these posts. The candidates of the person whose appointments /transfer/promotion will promote representatively will receive preference.
- CLOSING DATE** : 14 July 2023
- POST 22/496** : **SUPPLY CHAIN CLERK SUPERVISOR (LOGISTICS) REF. NO: HLH 12/2023 (1 POST)**
Re-advert Those that previously applied need not to re –apply
- SALARY** : R294 321.per annum Plus: Medical aid (optional) 13th cheque, Housing Allowance (Employee must meet prescribed requirements)
- REQUIREMENTS** : National Senior certificates (Grade 12) or Equivalent.3-5 Clerical /Administration Experience in Supply Chain Management. A Valid Driver's License Knowledge, Skills, Training & Competencies Required: Possess technical knowledge of Supply Chain Management Practices. Possess knowledge of the Legislative and policy frame work informing the areas of operation. Be able to provide inputs in terms of policy analysis and system development. Possess high level of integrity and professionalism. Be computer literate with a proficiently in MS Office software application. Possess good conflict resolution skills. Ability to work under pressure and meet the required deadlines. Knowledge of PFMA
- DUTIES** : Responsible for ensuring the provision of logistics management services. Manage stores or warehouse where all stocks are kept .Verify all received goods for quality and quantity against ordering documents and make a follow up if the delivery conditions reflect on the order form are not complied with .Provide support to the clinics in terms of stock management. Ensure that all stocktaking is conducted on regular basis. Ensures the effective, efficient and economical management all allocated resources of the division as well staff development. Prepare and analyze monthly reports including RIDIV Template, relate to supply chain management. Manage evaluate and direct performance of supply chain management. Ensure compliance with Departmental SCM Policy Framework, Practice notes and Treasury Regulations. Internal auditing and risk management. Ensure that commitment register is maintained and follow-up made. Supervise, train and develop staff in line with EPMSD and segregation of duties in order to improve service delivery.
- ENQUIRIES** : MS N.B Masondo Tel: 035 838 8667
- APPLICATIONS** : The Human Resource Management, Private Bag X5001, Hlabisa Hospital, 3937, Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa 3937.
- NOTE** : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za, An updated Curriculum Vitae (CV) ;and Z83 ,Only shortlisted candidates will attach the documents. NB: It is the applicant's responsibility to have foreign Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted .Contactable and verifiable Reference must be included in the CV.The reference number of the post must be included in the Z83 ,NB; failure to comply with the above instructions may be disqualify the applicants , please note those applicants will not be acknowledge ,However ,every Applicant will be advised of the Outcome of his or her application .in due course .[This Department is an equal opportunity ,Affirmative action employer ,whose aim is to promote representatively in allow occupational Categories in

the Department .The Kwa –Zulu Natal is an equal opportunity, affirmative action employer It is intended to promote respectively through the filling of these posts. The candidates of the person whose appointments /transfer/promotion will promote representatively will receive preference.

- CLOSING DATE** : 14 July 20 23
- POST 22/497** : **HUMAN RESOURCE PRACTITIONER: (HRD, EPMDS AND PLANNING), REF NO. ITSH21/2023, (POSTS 2)**
- SALARY** : R294 321 per annum plus: Medical aid (optional) 13th cheque, Housing Allowance (Employee must meet prescribed requirements).
- CENTRE** : Itshelejuba Hospital
- REQUIREMENTS** : National Senior certificate (Grade 12) or equivalent. Degree / National Diploma in Human Resource Management / Public Management/ Administration and Health Services Management. Recommendations: 3-5 years' experience in Human Resource Development Component. Valid driver's license Computer literacy, Introduction to Persal certificate, Skills Development Facilitator Course. Knowledge, Skills, Training & Competencies Required: Knowledge and understanding of Human Resource Management with emphasis on Human Resource Planning and Development. In depth knowledge of all relevant legislations, prescripts and white papers in Human Resource Management. Adequate communication (Verbal and Written) interpersonal and problem solving skills. Ability to maintain high level of confidentiality. Ability to plan and prioritize in the execution of daily tasks. Sound knowledge of legislation, policies and procedures. Knowledge of Persal. Computer literacy, Ms. Software applications.
- DUTIES** : Key Performance Areas: Develop, implement and evaluate Human Resource Plan. Employment Equity Plan and Workplace Skills Plan. Co-ordinate and monitor the implementation of the Human Development Strategies (HRD) and projects in the Hospital: Internship, Bursaries, Workplace integrated learning and learner ship. Conduct training and manage training needs analysis. Manage the functioning of HRD and planning component in the institution in order to ensure the provisions of high quality services. Develop and maintain Database for Grade progression and implement thereof. Facilitate the development, implementation, monitoring and reviewing of skills development and leadership programs. Manage and monitor the implementation of EPMDS for all staff in the institution. Coordinate and facilitate the orientation and induction of employees. Prepare and submit monthly, quarterly and annual training reports. Facilitate the logistics for institution Health Education, Training and Development Committee meetings (IHETDC) other meeting pertaining to the scope of work.
- ENQUIRIES** : All enquiries should be directed to Ms. TL Zuma ,contact details: 034-4134000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to Human Resource Office or emailed to Slindokuhle.sithole@kznhealth.gov.za
- NOTE** : Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. 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. Documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. 2. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.

CLOSING DATE : 14 July 2023

POST 22/498 : **ADMINISTRATION CLERK GENERAL (TRANSPORT SUPERVISOR) REF NO: MBO 44/2023 (1 POST)**

SALARY : R294 321 – R343 815.per annum Other Benefits: 13 cheque, housing allowance (employee must meet prescribed requirement, medical aid (optional)

CENTRE : Mbongolwane Hospital

REQUIREMENTS : Senior Certificate / (Grade 12) or equivalent qualification. 3-5 year appropriate experience in Transport Administration. Previous and current work experience in transport section endorsed by your Human resources Recommendations: Valid Code 08/EB Driver's license. Computer literacy. National Diploma /Degree in Fleet Management or Transport Logistics Knowledge, Skills And Competencies: Applicable knowledge of public service policies, legislation and procedures including but not limited to Batho Pele, Labour Relations Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act and Finance Management Act among other things. Strong leadership qualities, good decision making, communication skills and problem solving skills. Ability to work under pressure and meet deadlines. Excellent customer care and interpersonal team building skills. Must be driven, courteous enthusiastic and demonstrate a high level of efficiency. Good report writing and interpersonal skills. Have a high level of planning and organizational skills.

DUTIES : Key Performamance Areas: Allocate of state vehicles to the drivers for official use and Ensure that drivers and other official have valid driver's licence before issuing them with state vehicles. Ensure that trip inspection is performed; make sure that all vehicle are road worthy and ensure that all state vehicles are clean at all times. Monitor utilization of petrol cards and analyses the transactions report from the bank and ensure that petrol cards are available and valid. Compiled monthly report, update the invoices received, register on monthly basis and complete state vehicle log sheets. Manage performance and development of transport staff and comply with the legislative prescripts of the Department of Health. Ensure that vehicle service plan is available, all vehicle are booked on time for services and repairs without compromising the services delivery. Ensure that the institution have full and functional Accident Committee. Monitor the vehicle expenditure and ensure that all the repairs and services are cost effective. Ensure that all the addendums are presented at the Cash-Flow Committee meeting. Deputizing as the Systems Head in the absence of the Systems Manager

ENQUIRIES : Mr EB Nyele (Assistant Director: Facilities Management) Tel: 035 476 6242 /Ext 1014

APPLICATIONS : All applications should be forwarded to: The Human Resource Manager, Mbongolwane Hospital, Private Bag X 126, Kwa-Pett, 3820 or hand delivered to Mbongolwane Hospital

FOR ATTENTION : Human Resource Manager

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

CLOSING DATE : 14 July 2023

POST 22/499 : **FACILITY INFORMATION OFFICER REF NO: MBO 23/2023 (1 POST)**
Component: Monitoring & Evaluation

SALARY : R294 321 - R343 815. per annum Benefits: 13th Cheque, Home Owner Allowance And Medical Aid (Employee Must Meet Prescribed Conditions)

CENTRE : Mbongolwane District Hospital

REQUIREMENTS : Grade 12/Senior Certificate. Degree / National Diploma in information technology. At least 1 year appropriate experience in Routine Health Information Systems/ District Health Information System within the health facility. Current and previous experience endorsed and stamped by Human Resource Office Knowledge/ Skills/ Competencies: In depth knowledge in Information Health System and Data Management. Strong Communication and interpersonal skills. Sound organising, planning and problem solving skills. Ability to compile meaningful presentation and/ or graphic presentation of statistics and to compare strategic objectives with reported results. High level of accuracy. Technical knowledge in the Information Technology Environment. Ability to work under pressure and to meet tight deadlines.

DUTIES : Key Responsibilities/ Key Performance Areas: Co-ordinating the collection of quality data and the maintenance of the Institutional Health and Management Information Database. Analysing and interpreting data. Feeding back information through summary and comprehensive reports. Providing advice to ward managers and heads of departments with regards to information technology and systems related needs. Putting mechanisms in place to improve the quality of information received. Maintain and provide technical support to all routine Health Information Systems. Co-ordinate the collection of routine and non-routine data inclusive of surveys. Ensure data and information integrity to accurately represent the state of service delivery in the facility. Actively participate in the facility performance review activities. Actively participate in the monthly and quarterly report compilation process. Continuously verify and validate data to ensure quality and good decision-making. Supervising and training staff.

ENQUIRIES : MR. TM. Mpungose (Monitoring and Evaluation) Tel No: 035-47660242 or Ext 1013

APPLICATIONS : All applications should be forwarded to: The Human Resources Manager, Mbongolwane Hospital, Private Bag X 126, Kwa-Pett, 3820 or Hand delivered to: Mbongolwane District Hospital

FOR ATTENTION : Human Resource Manager

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

CLOSING DATE : 14 July 2023

POST 22/500 : **FINANCE MANAGEMENT OFFICER REF NO: MS/20/2023**

SALARY : R269 214.per annumplus 13TH Cheque Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).

CENTRE : Mseleni District Hospital - (Kwa Zulu - Natal)

REQUIREMENT : Grade 12/ National Senior certificate. Appropriate Degree/Diploma in Financial Management / Recommendations: A valid driver's license. One to two years relevant experience in revenue collection. The following knowledge, skills,

training and competencies required: Possess knowledge of the Public Finance Management Act 1999, Treasury Regulations, Verbal and written communication. Computer literacy. Financial management. Knowledge of finance. Knowledge of filing systems. Honesty & Reliability. Knowledge of Batho Pele principles. Knowledge of EPMDS. Maintain high level of confidentiality

DUTIES : Monitor the collection of revenue from the patients. Maintain a user-friendly filing system of accounts. Responsible for all final revenue correspondence, write-offs, account payments categories. Maintain procedures regarding the use of safe and check receipt work. Maintain effective and efficient utilization of staff.

ENQUIRIES APPLICATIONS : Ms BNM Nkuna. Tel No: (035) 5741004.
Assistant Director: The Human Resources, Mseleni Hospital, P.O SIBHAYI 3967. Hand delivered applications may be submitted at Human Resources office Mseleni Hospital

NOTE : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g Reference Number (MS/13/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s) 14 July 2023

CLOSING DATE :

POST 22/501 :

LAUNDRY MANAGER REF NO: MBO 39/2023 (1 POST)

SALARY :

R241 485 - R281 559. per annum Other Benefits: 13 cheque, housing allowance (employee must meet prescribed requirement Medical aid (optional)

CENTRE :

Mbongolwane Hospital

REQUIREMENTS :

Grade 12 or Equivalent qualification. 3-5 year appropriate experience in Laundry Services within the hospital environment. Computer literacy
Recommendations: Valid Code 08/EB Driver's license. Certificate in Laundry Management will be added as an advantage
Knowledge, Skills and Competencies: Labour relations Act, skills development act, Public Service Act, Employment Equity Act, Public Finance Management Act, Laundry policies and procedure manuals, Batho Pele, Occupational Health and Safety Act, COIDA, Infection Prevention and Control, Strategic and Operational Planning, Stock Control Procedure. Risk management skills, Conflict management skills, Relationship Management, Financial Management, Ability to operate machinery equipment, Good Communication skills, Ability to interprets policies

DUTIES :

Key Performance Areas: Manage the laundry staff in the linen and laundry rooms. Maintain a health and safety working environment. Responsible for the maintenance and repair of laundry environment. Maintain adequate, appropriate trained staff with regards to laundry procedure, equipment operation procedures, repair or making of linen and clothing, cleanliness and infection control and safe use of equipment. Management of staff EPMDS, and ensure that discipline is maintained at all time at Laundry Section. Form part of OHS and IPC multidisciplinary Committees of the hospital. Conduct training and workshop. Ensure effective and efficient management of resource within the section. Ensure that equipment and machinery is appropriately operated, maintained and replaced and safety kept. Deputizing as the Systems Head in the absence of the Systems Manager.

- ENQUIRIES** : Mr EB Nyele (Assistant Director: Facilities Management) Tel: 035 476 6242/ Ext 1014
- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager, Mbongolwane Hospital, Private Bag X 126, Kwa-Pett, 3820 Or hand delivered to Mbongolwane Hospital
- FOR ATTENTION** : Human Resource Manager
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered 14 July 2023
- CLOSING DATE** : 14 July 2023
- POST 22/502** : **FOOD SERVICE MANAGER, REF NO: ITSH 22/2023 (1 POST)**
- SALARY** : R241 485.per annum, Other Benefits: 13th Cheque, Medical Aid (Optional), Homeowners Allowance (Employee Must Meet Prescribed Requirements)
- CENTRE** : Itshelejuba Hospital
- REQUIREMENTS** : Senior Certificate, Degree /National Diploma in of the following: Food Service Management, Food and Beverage Management or Catering Management, Recommendations: Three to Five years relevant experience in Food services in a Hospital setting. Knowledge, Skills, Training And Competencies Required :Good communication skills, Good interpersonal Relations, Computer Literacy, Analytical and accounting skills, Training and coaching skills, Decision making and problem solving skills, Leadership skills, Good understanding of human and financial resources
- DUTIES** : Key Performance Areas: Manage and control the food budget utilization, Compile and implement acceptable and nutritiously diets that will enhance optimal health status of patients are provided, Ensure the safe ,efficient, effective and economical utilization of resources allocated to the sub component including development of staff, Make inputs in the planning and upgrading of floor layout and equipment of the unit to achieve service efficiency.,To co- ordinate and manage Clinical Diet Requests from Clinical Units/Wards and ensuring that food service unit is in line with all the professional Guidelines including of Food Service National Guidelines, To supervise Staff and seeing to it that their performance is up to a required standard, To do safety checks and making sure that all the resources used are in good order, To look at issue of staff safety and provisioning of relevant protective clothing to all staff in the section.
- ENQUIRIES** : All enquiries should be directed to Ms. KM Hadebe, contact details: 034-4134000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to Human Resource Office or emailed to Slindokuhle.sithole@kznhealth.gov.za
- NOTE** : Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. 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. documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure

to comply with the above instructions will disqualify the applicants. 2. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.

- CLOSING DATE** : 14.July 2023
- POST 22/503** : **PRINCIPAL TELCOM OPERATOR (SYSTEMS) REF.NO: HLH09/2023**
Re-advert Those that previously applied need not to re-apply.
- SALARY** : R241 485 per annum plus: Medical aid (optional) 13th cheque, housing Allowance (Employee must meet prescribed requirements)
- CENTRE** : Hlabisa Hospital
- REQUIREMENTS** : National Senior certificate (grade 12) equivalent. At least 3 years Administration /Clerical experience Certificate of service from previous employer compulsory and signed by Human resource management Knowledge, Skills, Training and Competencies Required: Knowledge of legislative framework governing the public service, labour relations act, basic condition of employment act, occupational health and safety act. Batho Pele principles. Verbal and writing communication. Computer literacy e.g. MS. Office suite. Valid driver's license.
- DUTIES** : Ensure that telecommunication equipment is in good working order .Monitor private telephone usage and prepare printout for payment .Supervision of telecom operators .Deal with disciplinary and grievance matters including monitoring and managing absents and referrals .Monitor and evaluate staff performance in terms of employee performance Management Development system (EPMDS).Plan and organize day and night shift roster. Lease with service providers regarding telephone movement and installation of lines .Update the department's extension list regularly.
- ENQUIRIES** : Mr. N. Ndlela Tel: 035 838 8614
- APPLICATIONS** : The Human Resource Management, Private Bag X5001, Hlabisa Hospital, 3937,Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa 3937.
- NOTE** : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za, An updated Curriculum Vitae (CV) ;and Z83 ,Only shortlisted candidates will attach the documents. NB: It is the applicant's responsibility to have foreign Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted .Contactable and verifiable Reference must be included in the CV.The reference number of the post must be included in the Z83 ,NB; failure to comply with the above instructions may be disqualify the applicants , please note those applicants will not be acknowledge ,However ,every Applicant will be advised of the Outcome of his or her application .in due course .(This Department is an equal opportunity ,Affirmative action employer ,whose aim is to promote representatively in allow occupational Categories in the Department .The Kwa –Zulu Natal is an equal opportunity, affirmative action employer It is intended to promote respectively through the filling of these posts. The candidates of the person hose appointments /transfer/promotion will promote representatively will receive preference.
- CLOSING DATE** : 14 July 2023
- POST 22/504** : **ASSISTANT POST BASIC GRADE 1 REF NO: MBO 40/2023 (1 POST)**
Component: Pharmaceutical Services
- SALARY** : Grade 1: R239 682 - R269 730.per annum
- CENTRE** : Mbongolwane Hospital
- REQUIREMENTS** : National Senior Certificate (Grade 12). Registration with South African Pharmacy Council as Pharmacist Assistant (Post Basic). Recommendations: Valid driver's license. Computer literacy Knowledge, Skills & Competency: The

		incumbent of this post will report to Pharmacy Manager and will be responsible to assist with provision of Pharmaceutical service in order to facilitate the effective provision of Pharmaceuticals to Mbongolwane district Hospital and associated Clinics. The ideal candidate must possess knowledge mathematical ability and computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Ensure proper stock rotation to minimise stock expiry. Take daily temperature of the room, and fridges. Compiling, dispensing and counselling of patients. Prepacking of medication for patient use. Order and label medication from bulk store. Order labels from bulk store, prepare documentation for prepacking. Clean tablet counters and spatulas. Manufacture or compound medication under the supervision of the pharmacist. Prepare manufacturing area. Promote Batho Pele principles. Review clinics and ward orders. Provision of medicine information to doctors and nurses. Catalogue amendment notification and implementation. Maintenance of good housekeeping. Ensure shelves are cleaned regularly. Organise cleaning of fridges regularly. Ensure health and safety rules and regulations are adhered to.
<u>ENQUIRIES</u>	:	Ms. HZ Nqini (Assistant Director: Pharmaceutical Services) Tel: 035 476 6242/ Ext 1036
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Human Resources Manager, Mbongolwane Hospital, Private Bag X 126, Kwa-Pett, 3820 or Hand delivered to: Mbongolwane Hospital
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered
<u>CLOSING DATE</u>	:	14 July 2023
<u>POST 22/505</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 REF NO: MBO 41/2023 (1Posts)</u> Component: Pharmaceutical Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R239 682 - R269730 per annumm
	:	Mbongolwane Hospital (Mathungela Clinic)
	:	National Senior Certificate (Grade 12). Registration with South African Pharmacy Council as a Pharmacist Assistant (Post Basic). Current registration with South African Pharmacy Council for 2023. Recommendations: Valid driver's license. Computer literacy Knowledge, Skills & Competency: The incumbent of this post will work at PHC Level under Direct Supervision of Operational Manager any Pharmaceutical issues will be reported to Pharmacy Manager in the Hospital. The person will be responsible to assist with provision of Pharmaceutical service in order to facilitate the effective provision of Pharmaceuticals to Mbongolwane District Hospital associated Clinics. The ideal candidate must possess knowledge mathematical ability and computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Monitor stock levels; implementation and maintenance of stock management system. Ensure proper stock rotation to minimise stock expiry. Take daily temperature of the room, and fridges. Maintain statistics and record keeping. Compiling, dispensing and counselling of patients. Prepacking of medication for patient use. Provide counselling to patients regarding correct use of medication. Promote Batho Pele

principles. Compilation and submission of monthly reports to Operational Manager and Pharmacy Manager timeously. Ensure that Good Pharmacy Practice is adhered to. Assist in the implementation and maintenance of Ideal Clinic. Provision of medicine information to nurses. Maintenance of good housekeeping. Ensure shelves are cleaned regularly. Organise cleaning of fridges regularly. Ensure health and safety rules and regulations are adhered to.

ENQUIRIES : Ms. HZ NQINI (Assistant Director: Pharmaceutical Services) Tel: 035 476 6242/ Ext 1036

APPLICATIONS : All applications should be forwarded to: The Human Resources Manager, Mbongolwane Hospital, Private Bag X 126, Kwa-Pett, 3820 or Hand delivered to Mbongolwane District Hospital

FOR ATTENTION NOTE : Human Resource Manager

: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered 14 July 2023

CLOSING DATE :

POST 22/506 : **PHARMACIST ASSISTANT POST BASIC GRADE 1 REF NO: MBO 42/2023 (1 POST)**
Component: Pharmaceutical Services

SALARY CENTRE REQUIREMENTS : Grade 1: R239 682 - R269 730.per annum
: Mbongolwane Hospital (Ngudwini Clinic)
: National Senior Certificate (Grade 12). Registration with South African Pharmacy Council as a Pharmacist Assistant (Post Basic). Recommendations: Valid driver's license. Computer literacy. Knowledge, Skills & Competency: The incumbent of this post will work at PHC Level under Direct Supervision of Operational Manager any Pharmaceutical issues will be reported to Pharmacy Manager in the Hospital. The person will be responsible to assist with provision of Pharmaceutical service in order to facilitate the effective provision of Pharmaceuticals to Mbongolwane District Hospital associated Clinics. The ideal candidate must possess knowledge mathematical ability and computer literacy.

DUTIES : Key Performance Areas: Monitor stock levels; implementation and maintenance of stock management system. Ensure proper stock rotation to minimise stock expiry. Take daily temperature of the room, and fridges. Maintain statistics and record keeping. Compiling, dispensing and counselling of patients. Prepacking of medication for patient use. Provide counselling to patients regarding correct use of medication. Promote Batho Pele principles. Compilation and submission of monthly reports to Operational Manager and Pharmacy Manager timeously. Ensure that Good Pharmacy Practice is adhered to. Assist in the implementation and maintenance of Ideal Clinic. Provision of medicine information to nurses. Maintenance of good housekeeping. Ensure shelves are cleaned regularly. Organise cleaning of fridges regularly. Ensure health and safety rules and regulations are adhered to.

ENQUIRIES : Ms. HZ NQINI (Assistant Director: Pharmaceutical Services) Tel: 035 476 6242/ Ext 1036

APPLICATIONS : All applications should be forwarded to: The Human Resources Manager, Mbongolwane Hospital, Private Bag X 126, Kwa-Pett, 3820 or Hand delivered to Mbongolwane District Hospital

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

CLOSING DATE : 14 July 2023

POST 22/507 : **ARTISAN ELECTRICIAN REF NO: MBO 43/2023 (1 POST)**

SALARY : Grade A: R220 533 – R244 737.per annum
 Grade B: R258 753 - R285 396.per annum
 Grade C: R299 361 - R368 070.per annum Other Benefits: 13 cheque, housing allowance (employee must meet prescribed requirements), requirements, medical aid (optional)

CENTRE REQUIREMENTS : Mbongolwane Hospital
 : Senior Certificate / Grade 12 or Equivalent qualification, Trade test certificate in electricity as per terms of section 13(2) of the Manpower Training Act 1998, as amended. 0-2 year experience. Valid Code 08 Driver Licence. Computer literacy Recommendations: Good understanding of the hospital setup. Skill to repair refrigerator equipment including air conditioning unit. Knowledge, Skills And Competencies: Good understanding of the occupational health and safety act. Technical and practical skills and experience of the trade. Good knowledge of water reticulation system. General repair, maintenance and soldering copper pipes. Good verbal and written communication skills, problem solving, conflict resolution. Ability to read drawing and drawing technical plumbing specification
 Key Performance Areas: Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repaired equipment and/or facilities against. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs on the compilation of technical reports. Keep and maintain job record. Continuous individual development to keep up with new technologies and procedures. Form part of multidisciplinary team doing rounds in the hospital and clinics; and take necessary step to fix all identified shortfalls. Compile and submit report, provide inputs on the compilation of technical reports. Deputize as the section head in the absence of Chief Artisan

DUTIES :

ENQUIRIES : Mr EB Nyele (Assistant Director: Facilities Management) Tel: 035 476 6242/Ext 1014

APPLICATIONS : All applications should be forwarded to: The Human Resources Manager, Mbongolwane Hospital, Private Bag X 126, Kwa-Pett, 3820 or Hand delivered to: Mbongolwane District Hospital

FOR ATTENTION NOTE : Human Resource Manager
 : he contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if

they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered 14 July 2023

CLOSING DATE

:

POST 22/508

:

ARTISAN FOREMAN: ELECTRICIAN REF GJGM47/2023 (X 1 POST)
Component: Systems Management Services

SALARY

:

R193 512 per annum Other Benefits: 13TH Cheque, Medical Aid (Optional) Housing Allowance (Employee must meet the prescribed requirements)

CENTRE

:

General Justice Gizenga Mpanza Regional Hospital.

REQUIREMENTS

:

Grade 10. Appropriate Trade Test Certificate in Mechanical in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Artisan Grade A: At least 0-2 years appropriate /recognisable experience in an rea after obtaining the relevant trade certificate. Artisan Grade B: At least 14 years appropriate / recognizable experience in an area after obtaining the relevant trade certificate. Valid driver's license. Certificate of service from the Human Resource department. Knowledge, skills and competencies: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Analytical skills. Customer focus and Responsiveness. Communication. Computer skills. Planning and organizing.

DUTIES

:

Perform operational and maintenance functions within the institution and designated clinics. Assume overall responsibility for ensuring that unplanned maintenance and repairs is carried out timeously. Compile reports and motivations for new work, personnel, services etc. and for the improvement of existing service. Undertake technical and other such investigations as required by the Artisan Foreman / Maintenance Manager. Assume overall control and responsibility for the supervision and guidance of all subordinates in the Electrical Division. Be responsible to ensure cleaning of workplace/workshop is carried out properly. Exercise control of Tradesman Aid and Handyman. Exercise control over equipment/tools and keep them in good working. Keep up to date and current equipment register. Be responsible for materials issued and completing of jobs. Always adhere to safe working practice (in according to the O.H & S Act 85/1993). Attend safety and practical orientated training courses and lectures. To perform standby duties and after hours calls outs, these duties at times can include the duties associated with other trades such as the fitter, plumber and carpenter. Working overtime with remuneration when considered and with the approval of the Maintenance Supervisor. Be prepared to visit primary health care clinic to perform maintenance duties when required.

ENQUIRIES

:

Mr SS Goba (Deputy Director: Facilities) Tel: (032)4376156

APPLICATIONS

:

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

NOTE

:

Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Only shortlisted candidates will be required to submit certified documents on or

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

CLOSING DATE

: 21 July 2023

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF PROVINCIAL TREASURY**

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Women and persons with disabilities are encouraged to apply.

- APPLICATIONS** : Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director – Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 7th Floor, Post Office Building, Kimberley, or Email applications to: Ncpt-HR@ncpg.gov.za
- FOR ATTENTION** : Ms. D Barnett
- CLOSING DATE** : 14 July 2023
- NOTE** : For SMS Posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name “*Certificate for entry into SMS*” and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS posts will be subjected to a technical exercise and a compulsory competency based assessment. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions 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. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. NOTE: Applications submitted using the incorrect (old) Z83 form will not be considered. Further note that the new Z83 form must be completed in full and signed in order for the applicant to be considered. The new employment (Z83) form which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Correspondence will be limited to successful candidates only. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions 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. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts.

MANAGEMENT ECHELON

<u>POST 22/509</u>	:	<u>CHIEF DIRECTOR: MUNICIPAL FINANCIAL MANAGEMENT REF: NCPT/2023/13 (X1 POST)</u>
<u>SALARY</u>	:	R1 371 558 – R1 635 897 per annum (Level 14) TCE Package
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	QF 7 tertiary qualification in Finance/Administration/ Public Management or related fields. A post graduate qualification will be an added advantage. 5 years' experience in the public sector at Director/Senior Management Service (SMS) Level in the Municipal Finance environment or other related fields. A valid driver's license. Skills & Knowledge: Knowledge of Municipal Finance Management Act (MFMA), Public Finance Management Act, (PFMA) and Treasury Regulations, Public Service Act 1994, Public Service Regulation,2016, Skills Development Act, Labour Relations Act, DPISA directives, Knowledge of the Medium Term Expenditure Framework budget, Strategic Policy, Policy formulation and development, Planning and organizing skills, Strategic Management, Financial Management, Project Management, Analytical and innovative thinking, Decision making and Problem Solving skills, Ability to interpret and apply policies, Report Writing, Facilitation skills, Conflict Management, Computer literacy(Word, Excel & Power Point), People Management, Change Management.
<u>DUTIES</u>	:	Key Responsibilities: Oversee the implementation of Municipal Budget Framework: Ensure that the budget timetable are prepared and tabled within the regulated timeframe, Distribute budget allocation to Municipalities, Assist municipalities in preparation of budgets in the regulated formats, Review municipal budget analyses and provide inputs before approval, Provide guidance on the monitoring of preparation of the service delivery and budget implementation plan within the regulated time-frame, Coordinate submission of monthly budget reports by the regulated due date, Review and provide inputs on analysis of submitted monthly reports and feedback to municipalities, Prepare the provincial consolidated monthly and quarterly budget performance report, Ensure the preparation of half-yearly budget performance reports, Provide guidance and supervision on municipal ratio analyses based on adopted budgets. Oversee the implementation of Revenue, Debt and Financial Recovery within Municipalities: Provide guidance on the development and implementation of revenue management policy, Provide guidance to municipalities on the use of Cadastre and GIS to assist in identification of properties within municipal jurisdiction, Provide advice on the registration and management of indigents, Monitor the governmental departmental debts and facilitate payments, Review analyses conducted on revenue management performance and provide guidance to improve financial sustainability, Ensure functionality of municipal revenue management forum, Monitor the review on internal controls put in place by municipalities for revenue collection and provide guidance, Review intention of municipalities to enter into borrowings, Provide guidance on the revenue enhancement strategies and implementation. Oversee the implementation of accounting, reporting services within Municipalities: Provide guidance on the development and implementation of AG Action Plan, provide guidance on the implementation of the audit strategy, liaise with AGSA on municipal audit matters, Provide advice on the performance and coordination of municipal bulk purchases. Monitor the development monitoring tools on accounting in year reports and reconciliations. Provide guidance on the preparation of the annual financial statements in line with norms and standards, Provide guidance on the interpretation of accounting standards. Provide guidance and supervision on municipal ratio analyses based on adopted Annual Financial Statements, Provide guidance, development and monitor implementation of the Financial Recovery Plans. Provide guidance on the review of interim and review draft annual financial statement, ensure that training is provided on accounting related matters. Oversee the compliance with Supply Chain Management and Asset and Liabilities regulatory Frame work: Provide guidance on monitoring of supply chain policies are reviewed in line with the constitution, MFMA, Prevention and Combating of corrupt activities Act, CIDB Act and other relevant legislative prescript, Provide guidance on the alignment of SCM process to the budget process, Monitor the review tools for monitoring SCM and consolidated the analyse conducted on municipal SCM processes and report to government structure, Monitor the roll out of SCM reforms by

coordinating workshops with municipalities, Advice municipalities on the interpretation of Supply Chain management legislative, prescript, regulations and related circulars, Consolidate the review results of municipalities performance to determine support level required through review of the assessments on Financial Management Capability Model (FMCM) Provide training to council is properly advised/trained on its oversight role over supply chain management processes, Provide guidance on the asset management policy, Provide guidance on Asset Management cycle. Oversee the implementation of the MFMA, Treasury Regulations and Risk management Framework for compliance: Provide training to ensure council is properly advised/trained on its oversight role over MFMA compliance and risk management processes, Monitor support provided on the review of systems of delegation and approval by council, Ensure effectiveness of Municipal Risk Management forum, Ensure functionality of Municipal risk and internal auditors forum, Provide guidance on the development of Risk Management policy and Risk Management strategy, Consolidate analyses conducted on municipal risk management process, Provide guidance on the development and implementation of the Internal Audit policy and Annual plans, Provide guidance on the alignment of the internal audit plans to the risk relevant to the municipalities, Review the analyses conducted on internal audit and audit committee functionality, Provide guidance and ensure effective functionality of district internal audit forums, Review the assessment and support provided on the effectiveness of municipal internship programme, Provide guidance on the implementation of Financial Disciplinary Board, Provide guidance on the implementation of the MPAC guidance tool, Provide guidance on the general MFMA compliance, Attend and report to the provincial IGR structure on Municipal performance. Ensure effective and efficient management of resources including HRM within Chief Directorate: Manage the budget, financial resources and assets, Management of Human Resource and performance. Ensure maintenance of discipline in the Chief Directorate.

ENQUIRIES

:

Dr. MM. Gasela Tel No: (053) 830 8244

POST 22/510

:

CHIEF FINANCIAL OFFICER (X1 POST)

SALARY CENTRE

:

R1 371 558 – R1 635 897 per annum (Level 14) (TCE Package)

REQUIREMENTS

:

Kimberley
 NQF7 tertiary qualification in Finance /Accounting or equivalent. Post graduate qualification in Finance / Accounting or equivalent will be added advantage. Minimum 5 years' relevant senior management experience dealing with financial matters. A valid driver's licence. Skills & Knowledge: Constitution of the Republic of South Africa. Public Finance Management Act Financial Norms and Standards (PFMA, MFMA, Treasury Regulations, Provincial Treasury Directives). Knowledge of the Medium Term Expenditure Framework budget. Knowledge of legislation, Directives and procedures with regards to Financial Management (PFMA, MFMA, Treasury regulations, Directives, Division of Revenue Act, Appropriation Act, Intergovernmental Fiscal Relations Act. B.B.B.E.E Policy framework. Knowledge of the Department's constitutional mandate. Auditing practices. Business partnering. Labour relations Act. Research Methodology. Employee Performance Management and Development System. Employment Equity Act. Policy analysis and development. Planning and Organizing skills. Strategist. Analytical. Decision-making skills. Problem solving skills. Facilitation skills and Conflict management. Computer literacy (Word, Excel and PowerPoint).

DUTIES

:

Key Responsibilities: Support and advice the Department on effective utilization of resources and implementation of strategies: Provide advice on financial related matters for the fulfilment of the Department's mandate. Development of financial management and procedures. Monthly reporting on implementation of projects and related finances. Oversee and manage the provision of accounting management services to the department: Develop management accounting policies, processes and procedures. Conduct medium and long term financial planning in line with the MTEF processes. Compile budget estimates, monthly forecast, project planning and produce adjusted cash flow. Advice program and responsibility managers with regard to allocation, re-allocation, approval of budget and other budgetary matters. Monitor and report on expenditure trends and compile appropriation statements. Oversee and manage the provision of financial accounting, administration and salary administration services: Ensure the provision of

financial accounting and administration services. Ensure the provision of salary administration processes. Oversee the provision of internal control services: Ensure the implementation of internal audit recommendations. Ensure and manage Financial System Controls within financial management. Ensure compliance in relation of policies, process and procedures. Ensure financial information and service assurance. Liaise and manage relations with the Auditor General and other stakeholders. Oversee the provision of Supply Chain and Asset management services: Ensure and manage the provision of supply chain (demand, acquisition and logistics) management services. Ensure and manage the provision of assets and disposal management services. Oversee and Manage Resources within the Chief directorate personnel: Training and development of Officials. Performance Management. Work allocation. Asset Management. Ensure the maintenance of discipline.

ENQUIRIES : DR. M.M Gasela Tel No: (053) 830 8244

OTHER POSTS

POST 22/511 : **DEPUTY DIRECTOR: PROVINCIAL ACCOUNTING AND REPORTING REF NO: NCPT/2023/28 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485.per annum (Level 11) (TCE Package)
: Kimberley
: NQF 7 tertiary qualification in Financial Accounting or other related fields (with Accounting 3). Honours in Accounting will be an added advantage. 3 years' experience in Accounting environment at Junior Management level. A valid drivers' license. Skills & Knowledge: PFMA – Public Finance Management Act Accounting reforms in the public sector Modified Cash Standard (MCS), Generally Accepted Accounting Practice (GAAP), Generally Recognised Accounting Practice (GRAP), Treasury Regulations. Public Service Regulations, Financial Systems, Managerial Functions and Financial Management. Communication skills. Training and Facilitation skills. Problem solving. Computer literate. Organizing and Planning. Report writing. Analytical and Policy formulation (Norms & Standards).

DUTIES : Key Responsibilities: Develop and implement systems and processes to improve sound financial management and audit outcomes: Compile provincial standard operating procedures to ensure implementation and adherence by all Provincial Departments. Implement National Treasury prescripts and approved accounting standards. Review and report on the quality of interim and annual financial statements: Manage processes to ensure timeous submission of financial statements. Review financial statements and compile reports. Facilitate training workshops. Compile consolidate annual financial statements. Compile consolidated annual financial statements of the province: Review the consolidated annual financial statements. Review Accounting Officers report. Review an audit file/s to support the consolidated Annual Financial Statements (AFS). Liaison with external stakeholders. Provide support by interpreting the accounting standards to be used to Departments and entities. Manage the component: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administration support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.

ENQUIRIES : Ms. B Nortjie Tel: 082 903 694

POST 22/512 : **DEPUTY DIRECTOR: PROVINCIAL ACCOUNTING AND SUPPORT REF NO: NCPT/2023/27 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485.per annum (Level 11) (TCE Package)
: Kimberley
: NQF 7 tertiary qualification in Financial Accounting or other related fields (with Accounting 3). 3 years' experience in an Accounting environment at junior management level. A valid driver's license. Skills & Knowledge: PFMA – Public Finance Management Act Accounting reforms in the public sector Modified Cash Standard (MCS), Generally Accepted Accounting Practice (GAAP), Generally Recognised Accounting Practice (GRAP), Treasury Regulations. Public Service Regulations, Financial Systems, Managerial Functions and Financial Management. Communication skills. Facilitating and Training Skills. Problem solving. Computer literate. Organizing and Planning. Report writing. Analytical skills and Policy formulation.

DUTIES : Key Responsibilities: Facilitate and support departments and entities with the development of provincial policies and procedures to comply with minimum requirements: Interpret the application of all current and newly proposed accounting policies and procedures applicable to department and entities. Research and issue guidelines and best practices on the implementation of accounting policies and procedures applicable to departments and entities Research and manage processes to implement accounting policies and procedures applicable to departments and entities. Manage the provision of technical assistance in terms of accounting support with regards to best practices: Manage all accounting related enquiries from departments and entities. Manage the provision of support with the preparation of Financial Statements. Provide support by interpreting the accounting standards to be used by Departments and Entities. Manage the provision of support with year-end and monthly check. Facilitate and coordinate training regarding accounting standards and compilation of financial statements: Develop training material. Facilitate training workshops. Manage the component: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administration support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.

ENQUIRIES : Ms. B Nortjie. Tel: 082 903 6945

POST 22/513 : **DEPUTY DIRECTOR: DEPARTMENTAL SUPPLY CHAIN MANAGEMENT REF NO: NCPT/2023/16 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11)(TCE Package)
: Kimberley
: NQF6/7 tertiary qualification in Supply Chain Management/ Public Management/Financial Management or related fields. 3 - 5 years' relevant experience in SCM environment. A valid driver's license. Skills & Knowledge: Knowledge of the relevant SCM Policy, prescripts and Acts, Preferential Procurement Policy Framework Act and Regulations, Asset Management Framework, Guide for the preparation of financial statements. Knowledge of asset management process. Compiling specification for purchasing of assets. Knowledge of PFMA. Communication, Organising, Co-ordination, Analytical, Decision making, Problem solving, Facilitation skills Computer literacy (Word, Excel & PowerPoint).

DUTIES : Key Responsibilities: Manage the Demand, Risk and Performance management. Review Procurement Plan: Review Progress on Procurement Plan. Review and compile tender specifications. Review norms and standard for frequently procured goods and services. Review demand management plans. Inform, guide and advice departmental employees on demand management matters to promote correct implementation and sound demand management practices. Compile and publish request for proposals: Monitor SCM risk and performance. Manage Acquisition: Ensure compliance of SCM processes. Approve quotations according to delegations. Compile bids documents, receiving, registering and opening proposals. Review commitment and accrual reports. Develop and monitor the implementation of Supply Chain Management policy and strategy. Manage database of service providers. Manage Logistics and Contracts: Approve orders according to delegations. Approve payments according to delegations. Ensure correct allocation of fleet. Ensure proper maintenance of fleet. Review commitments and accruals. Manage the departmental Fleet and transport related matters. Ensure proper contract management: Submit commitments and lease register for Interim Financial Statements and Annual Financial Statements. Ensure Service Level Agreements are signed. Review and maintain contract register. Administer variations to contracts. Manage and monitor compliance and contracts and report on supplier's performance. Supervise employees to ensure an effective supply chain management services: General supervision of employees, allocate duties and perform quality control on the work of subordinates, Train and mentor subordinates, manage performance, conduct and discipline of subordinates, Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Ms. NE Lethuli Tel No: (053) 830 8220

POST 22/514 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: NCPT/2023/15 (X1 POST)**

SALARY : R811 560 – R952 485 per annum (Level 11)(TCE Package)
CENTRE : Kimberley
REQUIREMENTS : NQF 7 tertiary qualification in Labour Relations/Human Resource Management/Law/ Employment Relations. 3-5 years' experience at Junior Management (ASD) level within Labour Relations environment. A valid driver's license. skills & knowledge: Knowledge and understanding of Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council's Resolutions, Interpretation of legislation/ policies, Policy/ guideline formulation. Management skills, Communication (verbal and written), Computer literacy, Organizing Analytical, Budgeting/Financial skills, Innovative Leadership, Negotiating, Presentation, Networking and building bonds, Planning and organising. Problem solving and decision making. Concern for other. Creative thinking. Customer service orientation. Decision making. Diversity citizenship. Organisational communication effectiveness. Problem analysis. Self-management. Team membership. Technical proficiency

DUTIES : Key Responsibilities: Manage compliance with labour relations legislation, regulations and resolutions applicable within the Department: Monitor and manage compliance the department, Co-ordinate the representation of the department in the relevant forums dealing with labour relations. Conduct labour relations training by coordinating the compilation of the quarterly case law reviews and ensure that they are circulated to staff accordingly, and managing the conducting of labour relations workshops within the department accordingly, Develop and maintain records, statistics, registers in respect to labour unrest, disputes and discipline within the department. Manage the finalization of departmental collective bargaining, and dispute resolutions: Engage organised labour in Labour Relations matters, ensure that organised labour/stakeholder meetings and consultations are adhered to accordingly, Negotiate, consult or share information with organized labour when appropriate in line with the department's policies and in compliance with the law. Manage discipline and grievance management in the department: Manage misconduct cases and grievances, Monitor and manage investigation of misconduct cases in the department, Analyze and scrutinize cases to determine grounds to charge, Manage the resolution of grievances and ensure grievances are dealt with in terms of its rules, Monitor and ensure procedural and substantive compliance in disciplinary processes within the department. Manage and supervision of the sub-directorate: Training and development of officials, Performance Management, Maintain Discipline, Work allocation.

ENQUIRIES : Ms. ML Mooki Tel No: (053) 830 8315

POST 22/515 : **DEPUTY DIRECTOR: BUDGET ANALYST & PUBLIC FINANCE REF NO: NCPT/2023/17 (X3 POSTS)**

SALARY : R811 560 – R952 485 per annum (Level 11) (TCE Package)
CENTRE : Kimberley
REQUIREMENTS : NQF 7 tertiary qualification in Financial Management/ Financial Accounting/ Management Accounting/ Economics or related fields. 3 years' junior management experience in the financial management environment. Skills & Knowledge: Knowledge and understanding of the public sector budget and project cycles, Provincial Budget Process, Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Performance budgeting and Public Sector Budgeting. Microsoft Office Suite (Excel, Word and PowerPoint), PERSAL, BAS, SAP, Vulindlela, Spreadsheet Modelling, Knowledge of Forecasting techniques and Data mining techniques. Knowledge and understanding of relevant legislation, regulations and policies in the budgeting environment. Planning and Organising, Problem solving and analysis, decision making, customer service orientation skills and report writing skills.

DUTIES : Key Responsibilities: Manage the provincial strategic budget planning process: Provide advice, guidance and training on the budget process, budget reforms and budget formats to all departments, provide technical assistance to client's departments in formulating budget proposal, Develop and consolidate a credible main MTEF and adjustment budget for the province. Develop and consolidate a credible main MTEF and adjustment budget for the department:

Review and assess budget proposal (data base and Estimates of Provincial Revenue and Expenditure) for accuracy, compliance and provide advice to allocated departments, Support departments on: Medium Term Expenditure Committee deliberations, Benchmarking, Compile appropriation bills, evaluate requests for Virements, roll-over, adjustment budget and make recommendations. Coordinate the management of provincial expenditure management services: Manage the reporting to National Treasury and other stakeholders on expenditure. Ensure accurate reporting on financial information within the provincial department as required by the Division of Revenue Act. Monitor and assess that all expenditure is in line with provincial budget allocations and priorities. Analyse, review and report on expenditure trends. Analyse personnel trends of allocated departments relative to MTEF estimates. Analyse and review sectoral priorities against database and estimates of Provincial Revenue expenditure, Report findings to allocated departments. Provide provincial analysis in terms of expenditure, revenue and conditional grants: Evaluate business plan of all conditional grants for compliance with the framework. Analyse and prepare monthly report on budget and expenditure variance and in-year monitoring reports. Provide guidance on the implementation of the PFMA, Treasury regulations and the Division of Revenue Act. Provide advice to client department on issues of budget implementation and monitoring.

ENQUIRIES : Ms. D. Nel Tel No: (053) 830 8232

POST 22/516 : **DEPUTY DIRECTOR: FISCAL POLICY ANALYSIS REF NO: NCPT/2023/18 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11) (TCE Package)
 : Kimberley
 : NQF 7 tertiary qualification Finance/Economic or related fields. 3 years' junior management experience in the Finance/Economics, and/or related field. A valid driver's license. Skills & Knowledge: Knowledge and understanding of the Provincial Budget Process, Public Finance Management Act (PFMA), Division of Revenue Act (DORA), performance budgeting, Public Sector Budgeting, Fiscal Framework.

DUTIES : Key Responsibilities: Develop, implement, monitor and review revenue enhancement strategy through inter-alia: Assess and recommend on revenue proposals from the departments. Contribute to discussions regarding an equitable division of revenue. Coordinate and monitor the medium terms revenue planning process. Promote and enforce transparent and effective revenue management, through inter-alia: Develop effective tools and techniques to maximize the collection of revenue owed to the province. Promote efficient and effective development of own revenue generating capacity. Coordinate revenue forums, report on revenue performance and assess revenue trends. Conduct site visits on various revenue collecting institutions. Provide advice and support departments to develop debt management policy and other policies relating to revenue and revenue management: Provide and consolidate guidelines on best revenue practices. Review the departmental policies/procedures related to revenue inclusive of debt management. Coordinate the determination of own revenue estimates, in-year revenue adjustments for the MTEF: Analysis revenue budget proposals from departments. Consolidate own revenue analysis on proposals and provide recommendations. Provide advice on exploitation of all revenue sources and revenue tariffs: Conduct research and analysis on all revenue related matters. Assess and recommend on the review of tariffs from departments. Provide inputs Sustainable Fiscal Policy Framework: Provide revenue inputs into MTBPS / Budget Processes. Coordinate inputs into FFC recommendations. Manage the component: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.

ENQUIRIES : Ms. D Nel Tel No: (053) 830 8232

POST 22/517 : **DIRECTOR: ASSET MANAGEMENT: PFMA (MOVABLE ASSET MANAGEMENT) REF NO: NCPT/2023/26 (X1 POST)**

SALARY CENTRE : R811 560 – R 952 485 per annum (Level 11)(TCE Package)
 : Kimberley

REQUIREMENTS

: NQF6/7 tertiary qualification in Financial Management/Accounting/Commerce. 3 years' experience at Junior Management level in Asset and Inventory Management. A valid driver's licence. Skills & Knowledge: Knowledge and understanding of the relevant prescripts Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement regulations, SCM frameworks, National Treasury Instructions and Guide to accounting officers, Public Service Regulations, Construction Infrastructure Development Board (CIDB) policies and Framework for Infrastructure Delivery and Procurement Management (FIDPM) Manage the development and maintenance of policies, strategies and systems for asset and inventory management. Monitor and Support departments and entities on safeguarding of assets. Monitor and Support departments on Financial Management and reporting on assets and inventory. Monitor and Support departments and Public Entities on Asset and Inventory Management Strategies. Manage the Implementation of Transparent and Economic Practices to deal with asset disposal in the Provincial Administration. Co-Ordinate the Capacitation of Assets and Inventory Management section in the Departments and Public Entities. Manage the Component. Planning and Organizational. Computer literacy. Interpersonal. Problem solving. Communication (written and verbal). Project management skills. Ability to interpret and apply relevant policies and procedures.

DUTIES

: Key Responsibilities: Manage the development and maintenance of policies, strategies and systems for asset: Coordinate the development of asset and inventory management policies / procedures manuals and systems. Coordinate the development of Provincial Treasury Practice notes and compliance checklist tool with regards to assets and inventory management. Manage the development of procedure guidelines to promote compliance with the reporting standards. Manage the development of asset and inventory strategies in line with the service delivery objectives. Coordinate the review of Asset and Inventory Management policies, procedure manuals, systems, Treasury Practice notes and compliance checklist tools. Monitor and Support Departments on Financial Management and Reporting on Assets and Inventory: Monitor and support departments and public entities on asset register, trial balance and expenditure reconciliations. Monitor and support departments and public entities on the development and implementation of audit action plan regarding management on assets and inventory. Provide support on resolving audit findings on non-current and current assets of the Provincial Departments and Public entities. Provide support to departments and public entities with financial reporting tools for interim and annual financial statements disclosures. Monitor and Support Departments and Public Entities and Asset and Inventory Management Strategies: Monitor and support departments and public entities on the implementations of asset management strategies and value for money of assets and inventory. Monitor that departments and public entities have asset management plans. Monitor and support departments and public entities to develop and maintain complete and accurate assets and inventory registers. Monitor and support departments and public entities on the application of inventory management techniques. Monitor and support departments and entities on asset verification and inventory stocktaking processes. Perform periodic compliance assessments in departments and public entities to establish compliance with relevant legislation. Monitor that obsolete, redundant and unserviceable assets are disposed of. Monitor the establishment of disposal committees. Monitor compliance with SCM prescripts on asset disposal. Monitor and support departments and public entities on the reconciliation of disposal proceeds. Monitor the maintenance of proper asset registers. Monitor compliance with internal control processes with regard to asset disposals. Co-Ordinate the Capacitation of Assets and Inventory Management section in the Departments and Public Entities: Identify Asset and Inventory Management capacity GAPS and coordination strategies to address the capacity GAPS. Provide on the job training on assets and inventory management. Conduct workshops on Policy framework, Treasury Regulations and Accounting Norms and Standards. Coordinate training interventions on assets and inventory management.

ENQUIRIES

: Mr. WG Molelekwa Tel No: (053) 830 8317

POST 22/518 : **DEPUTY DIRECTOR: CLIENT SUPPORT SERVICES AND CAPACITY BUILDING REF NO: NCPT/2023/25 (X1 POSTS)**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11)(TCE Package)
Kimberley
: NQF 6/7 tertiary qualification in Commerce, SCM or Public Administration or other related fields. 3 years' experience at Junior Management (ASD level) in Client Support and Capacity Building. A valid driver's licence. Skills & Knowledge: Knowledge and understanding of the relevant prescripts Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement regulations, SCM frameworks, National Treasury Instructions and Guide to accounting officers, Public Service Regulations, Construction Infrastructure Development Board (CIDB) policies and Framework for Infrastructure Delivery and Procurement Management (FIDPM). Develop and Implement strategies for SCM Capacity Development. Provide SCM Client Support to Provincial Departments and Public Entities. Provide SCM Client support to external Stakeholders. Represent Provincial Treasury on the National Treasury Strategic Sourcing Project Team. Planning and organizational. Computer literacy. Interpersonal Problem solving. Communication (written and verbal). Project management skills. Ability to interpret and apply relevant policies and procedures.

DUTIES : Key Responsibilities: Develop and implement strategies for SCM Capacity development: Assist and provide presentations to service providers regarding CSD. Train Officials of provincial departments, municipalities and public entities on CSD. Provide SCM client support to Provincial departments and public entities: Conduct compliance visits to the departments, municipalities and entities. Assist departments, municipalities and public entities with queries. Provide guidance in terms of strategic sourcing to departments, municipalities and public entities. Provide SCM client support to external Stakeholders: Assist service providers on CSD. Attend to enquiries relating to supplier's registration. Check Non-compliance of unspecified service providers on CSD. Manage the Component: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.

ENQUIRIES : Mr. WG Molelekwa (053) 830 8317

POST 22/519 : **DEPUTY DIRECTOR: SCM POLICY NORMS & STANDARDS, GOVERNANCE, COMPLIANCE, MONITORING AND EVALUATION REF NO: NCPT/2023/23 (X1) POST**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11)(TCE Package)
: Kimberley
: NQF 6/7 tertiary qualification in Commerce, SCM or Public Administration. 3 years' experience at Junior Management level in compliance, monitoring and evaluation. A valid Driver's License. Skills & Knowledge: Knowledge and understanding of the relevant prescripts Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement regulations, SCM frameworks, National Treasury Instructions and Guide to accounting officers, Public Service Regulations, Construction Infrastructure Development Board (CIDB) policies and Framework for Infrastructure Delivery Procurement Management (FIDPM). Knowledge and understanding of SCM governance mechanisms and compliance. Proficient understanding of SCM system, supplier performance and SCM Policy, norms and standards. Computer literacy, Planning and organizational, Interpersonal, Problem solving, Communication (written and verbal), Project management skills. Ability to interpret and apply relevant policies and procedures.

DUTIES : Key Responsibilities: Establish SCM Governance mechanisms and enforce Compliance: Monitor the development and Implementation of SCM performance standard and measurement metrics, Manage the monitoring of the performance of SCM functions in departments and public entities, manage the monitoring of the performance of established SCM governance structures, Manage the monitoring of compliance to 30 days' payment. Manage the development and Implementation of reporting and review systems, manage the investigation of SCM systems and recommended improvements. Manage the monitoring of provincial Supply Chain risk as identified through measurement metrics. Monitor the Development of SCM Policy, Norms and

Standards: Monitor the research process, the development and implementation of Provincial SCM Policy, Norms and Standards, Analyse and liaise with National Treasury on identified gaps in relation to instruction notes, Manage the setting of procurement targets for local economic development (LED) in line with inputs from relevant stakeholders. Continuous Improvement of the SCM System: Research, analyse, review and improve SCM Policies, norms and standards as informed by National Treasury and Provincial priorities. Provide advice, guidance and support on Implementation of SCM Policy, norms and standards: Facilitate and coordinate the provision of training on SCM Policy, Norms and Standards. Provide advice and guidance to departments and entities on SCM Policy, Norms and Standards. Manage the component. Perform operational planning, manage stakeholder relationships, oversee the administrative functions, and perform people management functions.

ENQUIRIES : Mr. WG Molelekwa Tel No: (053) 830 8317

POST 22/520 : **DEPUTY DIRECTOR: STRATEGIC PROCUREMENT AND TRANSVERSAL CONTRACT MANAGEMENT REF NO: NCPT/2023/24 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11) (TCE Package)
 : Kimberley
 : NQF6/7 in Commerce, Supply Chain Management, Public Administration or Financial Management. 3-5 years' experience at Junior Management (ASD level) in SCM and related fields. A valid driver's license. Skills & Knowledge: Knowledge and understanding of the relevant prescripts Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement regulations, SCM frameworks, National Treasury Instructions and Guide to accounting officers, Public Service Regulations, Construction Infrastructure Development Board (CIDB) policies and Framework for Infrastructure Delivery and Procurement Management (FIDPM). to guide the design and development of Strategic Procurement Strategy. Manage strategic procurement risks. Monitor Public Private Partnerships (PPP), Infrastructure Procurement and Major Capital Projects. Manage the Component. Planning and organisational. Computer literacy. Interpersonal skills. Problem solving skills. Communication (written and verbal) Project management skills. Ability to interpret and apply relevant policies and procedures.

DUTIES : Key Responsibilities: Guide the design and development of Strategic Procurement Strategy: Research and develop the Provincial Procurement Strategy. Manage the Implementation of Provincial Procurement Strategy. Manage strategic procurement projects risks. Manage and evaluate strategic procurement systems. Manage the progress on strategic procurement interventions. Report on strategic procurement trends analysis. Conducts spends analysis of the most commonly procured items in the Province. Implement strategic sourcing, i.t.o. quantification of economic benefit, price benchmarking, marketing and industry analysis. Develop business case for commodity identified. Compile and Administer the database for specifications and price indexes. Distribute relevant strategic sourcing information of Provincial Departments and entities. Assess institutional quarterly and annual procurement plans. Compile the Provincial strategic procurement plan. Identify areas/commodities for development of transversal contracts. Manage the development and maintenance of Strategic Procurement Strategies: Manage the Identification of Strategic Procurement Opportunities. Manage the development of provincial guidelines, processes and standards for strategic procurement. Manage the dissemination of the strategic procurement related framework to relevant spheres of government. Provide inputs into the development of strategic procurement related government policy, Norms and Standards, framework and guidelines. Engage with stakeholders to facilitate and co-ordinate the development and the implementation of strategic procurement strategies. Manage the development and Implementation of a provincial strategic sourcing strategy and/or framework for critical and high value SCM projects and for common goods and/or service. Monitor Demand Management Services: Manage the Identification of common commodities for Provincial Departments and Entities. Develop business case for Transversal commodities. Manage the development of Procurement Plans for goods and services. Manage commodity and industry/market analysis. Manage costing and linking of requirements to the budget. Manage compilation of Terms of Reference (TORs) specifications for goods and services to develop the

provincial sourcing strategy. Manage the provision of secretariat services for Bid Specification Committee. Manage and maintain internal and external customer relations Monitor Acquisitions Management Services: Manage advertising, invitation and closing of bids. Manage the evaluation and adjudication of bids. Manage, support and advise on bid process. Manage the provision of secretariat services for Bid evaluation and adjudication committees. Manage the application of Supply Chain Management prescripts. Manage the signing of Service Level Agreement (SLA). Manage the rolling-out of contracts. Manage the performance of Transversal Contracts: Manage the compilation and maintenance of supplier contracts register. Manage the contract life cycle. Manage and administer variations and implement price increase as per the SLA. Manage the performance of suppliers. Manage the performance of departments and public entities. Manage the implementation of the contracts by departments and public entities. Manage the cancellation of contract for non-performing suppliers.

ENQUIRIES

: Mr. WG Molelekwa Tel No: (053) 830 8317

POST 22/521

: **DEPUTY DIRECTOR: PROVINCIAL INFRASTRUCTURE PERFORMANCE MANAGEMENT REF NO: NCPT/2023/19 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS

: R811 560 – R952 485 per annum (Level 11) (TCE Package)
 : Kimberley
 : NQF 7 Degree in Built Environment, Quantity Surveying, Finance, Accounting, Commerce, Economics or Post Graduate Diplomas in Built Environment or Project Management. 3-5 years' relevant public sector experience in the monitoring of infrastructure projects/programmes; monitoring of projects in the PPP environment, Budgeting and Financial environment. A valid driver's license. Skills & Knowledge: Knowledge of Policy analysis and development; Monitoring systems and processes; Job analysis; Organisational Design; Work Study Techniques/ procedures; Job evaluation and Job Descriptions; Strategic Planning; EPDMS policy Organisational Development. Experience in undertaking research, analysing information, providing recommendations and preparing detailed reports; experience in the Public Sector, Budgeting and Financial Management. Ability to communicate ideas verbally and in writing, formally and informally. Analysing skills. Effective organisational skills, planning and organising skills, analytical decision making skills, problem solving skills, negotiation skills, facilitation skills and conflict management. Technical Report writing and Public Sector Code of Conduct. Computer literacy (Word, Excel and PowerPoint)

DUTIES

: Key Responsibilities: Infrastructure Performance Management (Oversight and Support Roles): Develop, review and update the Provincial Infrastructure Delivery Management Framework, develop review and update the Provincial Infrastructure performance management system. Develop, review and update the Provincial Infrastructure risk management system. Manage the implementation of the Provincial Infrastructure Delivery Management Framework, Risk and Performance Management Systems. Formulate inputs for submission to National Treasury on Guidelines for infrastructure performance (including Infrastructure Delivery Management Toolkit). Manage the assessments of Service Delivery Agreements, Formulate and update the terms of reference for the institutionalisation of high-level infrastructure governance structures; Manage the development of infrastructure policies and systems required for improving infrastructure delivery performance; Manage the development, updating and implementation of Standard Operating Procedural manuals, Codes of Practice and Treasury Standards/Best Practice Notes/Circulars. Manage the implementation of capacity building activities for improved infrastructure performance; Manage the development of best practices and implement training, Communities of Practice and related interventions to enforce improved infrastructure management; Manage the implementation of monitoring models to track infrastructure performance; Manage the implementation of gateway reviews as required in terms of the National Treasury Procurement Standards. Infrastructure Financial Management (Monitoring and Oversight Roles): Manage the implementation of assessments of infrastructure budgets against costs norms, work-in-progress and commitments; Manage implementation of assessments as prefeasibility and feasibility studies; Implement activities to assess progress and value-for-money in terms of how budgets are achieving the deliverables and make recommendations. Manage the review of minimum of 5% of infrastructure

where spending exceeded 20% of the contract values and finalise opinions on whether the spending was justified; Manage the formulation of inputs for the assessment of rollovers in line with sector specific criteria; Conduct validations of findings and recommendation of infrastructure performance e.g. audit reports. Manage the implementation of management methodologies to assess the impact of preventative maintenance in terms of preserving the existing condition of an immovable asset, Provide inputs to infrastructure publications and at relevant infrastructure forums e.g. Budget Benchmark Exercises, Report inconsistencies between relevant legislation and the Infrastructure Alignment Model to Provincial and relevant National Role-Players. Infrastructure Planning Portfolio Management (Monitoring, Oversight and Support Roles): Arrange Infrastructure Medium Term Expenditure Committee Meetings (MTECs), prepare reports and presentations for high-level infrastructure governance structures; Manage the assessment of Public Private Partnerships for specific infrastructure projects and prepare final recommendations. Manage the assessment of departmental Service Plans, Strategic Plans and Annual Performance Plans for Provincial Departments. Manage the assessment of User Asset Management and Roads Asset Management Plans; Manage the assessment of Custodian Asset Management Plans; Manage the assessment of infrastructure procurement strategies/plans. Review the assessment of infrastructure procurement delivery management arrangements and capacity of Implementing Agents. Provide inputs to integrated infrastructure spatial planning from a Provincial Departmental perspective. Infrastructure Planning Portfolio Management (Monitoring, Oversight and Support Roles): Provide financial inputs & guidance at the Infrastructure Medium Term Expenditure hearings and related forums. Provide financial inputs to potential of Public Private Partnerships for selected infrastructure projects & make financial/economic inputs to Public Private Partnership's feasibility studies before submission to National Treasury. Assess the affordability of infrastructure implications in the Service Plans, Strategic Plans & Annual Performance Plans. Contribute to the assessment of the User Asset Management Plans & Improvement Plans. Contribute to the assessment of the Custodian Asset Management Plan. Assess functionality requirements of proposed leases against approved policies, norms and standards. Undertake economic and financial analysis to determine if proposed leases provide value for money. Monitor on an annual basis that leases are aligned to available space & space norms. Contribute to the assessment of delivery management strategies Infrastructure Project/Programme Review Management (Monitoring and Oversight Roles): Monitor adherence to Service Delivery Agreements and report on progress; Prepare reports and presentations on progress made with implementation of infrastructure projects/programmes; Monitor the validation of infrastructure procurement processes during the different procurement stages. Provide inputs to the Transversal Supply Chain Management focussing on the promotion of the effective and efficient implementation of infrastructure projects/programmes; Manage the assessment of Infrastructure Programme Implementation Plans; Monitor implementation of infrastructure projects against approved and updated Infrastructure Programme Implementation Plans; In Year Monitoring Reports and Project Prioritisation lists [Table B5]. Manage the design and implementation of Site Performance Evaluations and finalise reports; Prepare reports and presentations regarding infrastructure projects for Project, Public Participation and related Stakeholder Forums. Manage the implementation of annual evaluations of progress made with infrastructure projects/programmes and prepare reports; Manage the participation of Provincial Treasuries in post project and post occupancy evaluations, monitor implementation of Public Private Partnerships closed deals and prepare progress reports. Operations, Services and Maintenance (Monitoring and Oversight Roles): Manage the validations of plans and budgets for condition and functional assessments and prepare reports; Manage the validation of any acquisitions/disposals that are not in line with market related prices. Implement the monitoring of maintenance plans and budgets and prepare progress reports; Manage assessments to ascertain that immovable assets transferred to Institutions are adequately budgeted for and operated effectively/efficiently.

ENQUIRIES

: Mr E Wax Tel No: (053) 830 8277

POST 22/522 : **DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE PERFORMANCE MANAGEMENT REF NO: NCPT/2023/20 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11)(TCE Package)
: Kimberley
: NQF 7 Degree in Built Environment, Quantity Surveying; Finance; Accounting; Commerce; Economics or Post Graduate Diplomas in Built Environment or Project Management. 3-5 years' relevant public sector experience in the monitoring of infrastructure projects/programmes; monitoring of projects in the PPP environment, Budgeting and Financial environment. A valid driver's license. Skills & Knowledge: Knowledge of Policy analysis and development; Monitoring systems and processes; Job analysis; Organisational Design; Work Study Techniques/ procedures; Job evaluation and Job Descriptions; Strategic Planning; EPDMS policy Organisational Development. Experience in undertaking research, analysing information, providing recommendations and preparing detailed reports; experience in the Public Sector, Budgeting and Financial Management. Ability to communicate ideas verbally and in writing, formally and informally. Analysing skills. Effective organisational skills, planning and organising skills, analytical decision making skills, problem solving skills, negotiation skills, facilitation skills and conflict management. Technical Report writing and Public Sector Code of Conduct. Computer literacy (Word, Excel and PowerPoint).

DUTIES : Key Responsibilities: Conduct technical advisory support and make inputs with the assessment on integrated infrastructure planning processes for departments and municipalities in line with infrastructure delivery and procurement management prescripts (IDMS, LGFIDPM, & FIDPMS): Assessment of Local Government Infrastructure Asset Management planning processes, Facilitate institutionalisation of Comprehensive Municipal Infrastructure Plans, Analyse and report on infrastructure inputs to CMIP and IDP, (Roads and storm water services, water services, sanitation services, waste disposal services, electricity services, community facilities and municipal buildings). Strengthen and support Infrastructure Institutional Structures. Facilitate Capacity Building sessions in accordance with the approved Provincial IDMS and issued Framework for Infrastructure Delivery and Procurement Management (FIDPM) Assessment of Capacity and training needs, Facilitate and Conduct capacitation sessions on IDMS; FIDPM and relevant prescripts. Produce monitoring and evaluation assessment reports on budget and expenditure outcomes affirmed through physical verification of infrastructure projects for Departments and Municipalities: Assessment of Section 71 Reports, Validation and alignment between LG Database and sector specific reporting models, Verification of value for money of project implemented by stakeholders (Assess and collect project data, conduct site visits to determine accuracy, completeness of project on site). Monitor and review construction procurement strategy to ensure procurement optimisation at provincial government level in relation to the FIDPM, to reduce real costs with incentive to remove waste from the process and delivery of better underlying value for money. Provide technical assistance to provincial departments and municipalities in the preparation of PPP/concession schemes, including technical due diligence (and all environmental & social issues), formulation of appropriate transaction structure and overall support up to financial closure. Coordination of Estimate of Capital Expenditure (ECE) for the Province. Manage the resources and performance of expenditure review reports within the Sub-directorate: Manage the performance, training and development of officials, Manage the budget, financial resources and physical assets.

ENQUIRIES : Mr. E Wax Tel No: (053) 830 8277

POST 22/523 : **DEPUTY DIRECTOR: TOWN & REGIONAL PLANNING (X1 POST)**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11) (TCE Package)
: Kimberley
: NQF 7 Degree in Town and Regional Planning and/or Diploma or Postgraduate Diploma in Planning as well as Registration with SACPLAN as a Professional Planner or Candidate Planner. Five years' experience in the monitoring of infrastructure projects/programmes and experience with spatial planning for infrastructure projects; A valid driver's license. Skills & Knowledge: Knowledge of Policy analysis and development; Monitoring systems and processes; Job

analysis; Organisational Design; Work Study Techniques/ procedures; Job evaluation and Job Descriptions; Strategic Planning; EPDMS policy Organisational Development. Experience in undertaking research, analysing information, providing recommendations and preparing detailed reports; experience in the Public Sector, Budgeting and Financial Management. Ability to communicate ideas verbally and in writing, formally and informally. Analysing skills. Effective organisational skills, planning and organising skills, analytical decision making skills, problem solving skills, negotiation skills, facilitation skills and conflict management. Technical Report writing and Public Sector Code of Conduct. Computer literacy (Word, Excel and PowerPoint)

DUTIES

: Key Responsibilities: Infrastructure Spatial Analysis and Document Management: Support Role: Analyse the base line targets set in different infrastructure planning documents in the province. Analyse & describe the processes through which such plans and targets have been formulated [focusing particular attention on any cross-sectoral integration]. Ascertain National, Provincial & Local Government strategic priorities and assess the impact of these on infrastructure planning/delivery. Analyse demographic, spatial & related socio-economic trends in the Province and assess their infrastructure planning and delivery implications. Analyse relevant research & National Policies that will impact on infrastructure needs in the Province for example the National Infrastructure Maintenance Strategy. Review the impact of alternative technology on future infrastructure needs. Direct the establishment & updating of a database of all infrastructure plans that impact on spatial infrastructure planning in the Province. Spatial Alignment: Support Role: Analyse the National Development Plan, Provincial & Municipal Growth/Development Strategies [City Strategies in Metro's] and determine their infrastructure implications for the Province. Identify areas of alignment or non-alignment based on assessment of plans & strategies. Analyse any relevant National Spatial Development Strategies/Frameworks [both integrated and sectoral] & identify areas for alignment with infrastructure plans. Analyse the Provincial Spatial Development Framework [as required by the Spatial Planning and Land Use Management Act (SPLUMA)] & identify areas for alignment. Analyse Municipal Spatial Development Frameworks [also as required by SPLUMA] & identify areas for alignment by assessing how Provincial Infrastructure goals and objectives are carried through into Municipal Spatial Development Frameworks and vice versa. Analyse the different spatial infrastructure plans across sectors & across spheres and make recommendations on how to deal with shortcomings, gaps, priorities and related alignment issues arising from the analysis. Assess the alignment of major & strategically important infrastructure projects (either National or Provincial) with existing Spatial Development Frameworks [across spheres] and make recommendations accordingly. Monitor alignment & updating of different infrastructure-related GISs being applied in the Province. Assess the processes through which spatial alignment of infrastructure planning is undertaken in the Province [within and across sectors and spheres] & make recommendations for process improvements. Develop a consolidated infrastructure GIS for the Province &/or contribute to the development of a consolidated infrastructure GIS for the Province. Long term infrastructure strategy and plan for the Province: Support Role: Assess the quality of the long term infrastructure strategy/plan, the processes through which it is produced & the extent to which it provides a real short, medium and long term guide to co-ordination of planning intentions, the sequencing and location of infrastructure investment and the roll-out of infrastructure delivery. Make recommendations on the development of a long term infrastructure strategy/plan in cases where it does not exist and champion the introduction of processes for the formulation of such a strategy/plan. Promote a process for producing a Provincial Infrastructure Plan that clearly identifies who is accountable for the production of the plan, who must participate & to what extent. Make recommendations on all stakeholders that should be involved in the development of a long term Provincial Infrastructure Strategy/Plan & assess whether or not such stakeholders are/or should be involved in processes under way or under design. On the basis of the research and analysis described above, identify national, provincial & municipal infrastructure projects that will be implemented over the next five to 20 years & make recommendations on areas for alignment and synergy. This information should for part of inputs being made to the planning processes for the Provincial Infrastructure Plan. Provide ongoing inputs into the development of a long term infrastructure strategy & its

implementation Provide the link between the Provincial Infrastructure planning process & the Infrastructure Medium Term Expenditure process. Provide guidance to finalise a long term infrastructure plan & assist in presentation for approval to relevant forums. Assist in explaining the significance & compliance requirements of the plan to other stakeholders and spheres of government. Infrastructure Performance Management in the Province: Oversight and Monitoring Roles: Define requirements, systems & standards for standardisation of terminology being applied in the Province in terms of infrastructure spatial planning. Determine a monitoring tool to apply for the monitoring of the implementation of infrastructure projects & provision of services in the Province. Undertake analyses to determine the impact of integrated spatial planning on achieving value for money. Make inputs to the development & implementation of the performance management system for infrastructure. Monitor implementation of infrastructure projects & services, make recommendations for changes and/or realignment of portfolios. Provide guidance & expert opinions on spatial infrastructure issues at different Forums. Provide recommendations in terms of misalignment in infrastructure plans between spheres of Government and/or other stakeholders. Infrastructure Capacity Building: Support Role: Prepare & present best practice cases in terms of infrastructure spatial planning to promote knowledge management in the Province. Participate in relevant Communities of Practice in the Province. Prepare & present training modules on infrastructure spatial planning at different Provincial and Municipal forums. Research: Study professional journals & publications to stay abreast of new developments. Monitor & study the legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Interact with relevant Professional Bodies/Councils. Manage the resources and performance of expenditure review reports within the Sub-directorate: Manage the performance, training and development of officials, Manage the budget, financial resources and physical assets.

ENQUIRIES

: Mr E Wax Tel No: (053) 830 8277

POST 22/524

: **DEPUTY DIRECTOR: BUILT ENVIRONMENT MANAGEMENT (X1 POST)**

SALARY
CENTRE
REQUIREMENTS

: R811 560 – R952 485 per annum (Level 11)(TCE Package)
: Kimberley
: NQF 7 Degree in Built Environment, Quantity Surveying, Finance, Accounting, Commerce, Economics or Post Graduate Diplomas in Built Environment or Project Management. 3-5 years' relevant public sector experience in the monitoring of infrastructure projects/programmes; monitoring of projects in the PPP environment, Budgeting and Financial environment. A valid driver's license. Skills & Knowledge: Knowledge of Policy analysis and development; Monitoring systems and processes; Job analysis; Organisational Design; Work Study Techniques/ procedures; Job evaluation and Job Descriptions; Strategic Planning; PDMS policy Organisational Development. Experience of undertaking research, analysing information, providing recommendations and preparing detailed reports; experience in the Public Sector and Budgeting and Financial Management. Ability to communicate ideas verbally and in writing and formally and informally. Report writing and analysing skills. Effective organisational skills, planning and organising skills analytical, decision making skills, problem solving skills, negotiation skills, facilitation skills and conflict management. Computer literacy (Word, Excel and PowerPoint)

DUTIES

: Key Responsibilities: Infrastructure Performance Management: Oversight and Support Roles Prepare the technical inputs for the Provincial Infrastructure Delivery Management Framework from the Infrastructure Stakeholders' perspective. Determine & implement a technical risk and a risk mitigation strategy for the implementation of the Provincial Infrastructure Delivery Management Framework from the Infrastructure Stakeholders' perspective. Identify technical issues pertaining to the implementation of the Infrastructure Delivery Management System Framework & implement strategies to pro-actively address the issues for the Infrastructure Stakeholders' infrastructure projects/programmes. Design & implement a technical performance management system for the delivery of infrastructure in the Province for the Infrastructure Stakeholders' infrastructure projects/programmes. Monitor & report on consistency between DoRA and other legislative requirements pertaining to technical issues for infrastructure projects of the Infrastructure

Stakeholders. Assess that Service Delivery Agreements signed between the Infrastructure Stakeholders' & Implementing Agents comply with the requirements stated in the Provincial Infrastructure Delivery Management Framework and related Standards/Guidelines issued by National Treasury. Provide technical specific inputs to different infrastructure inter-departmental and inter-governmental institutional structures in terms of the infrastructure agenda of the Infrastructure Stakeholders' Formulate technical policies and determine technical systems required for improved infrastructure delivery in the Infrastructure Stakeholders'. Design and prepare technical Standard Operating Procedures & Codes of Practices for all functions in the infrastructure delivery value chain pertaining to the Infrastructure Stakeholders' Prepare technical inputs for Provincial Treasury Instructions, Standards, Best Practice Notes & Circulars. Validate that the Infrastructure Stakeholders' are implementing prescribed infrastructure policies, systems, norms & standards. Design & implement measurement methodologies to assess the impact of preventative maintenance in terms of preserving the existing condition of an immovable asset being used by the Infrastructure Stakeholders' and prepare technical recommendations. Assess the quality, standard & credibility of information on the Immovable Asset Register for facilities being used by the Infrastructure Stakeholders'. Monitor that the Custodian has established & is executing a performance measurement system for property management of all Facilities being used by the Infrastructure Stakeholders. Assess that credible life cycle costs have been developed and updated for all Facilities being used by the Infrastructure Stakeholders. Assess that infrastructure procurement & contract management policies and systems of Implementing Agents responsible for infrastructure projects of the Infrastructure Stakeholders' are in place. Assess that project management systems, document storage policies & systems, payment policies and tracking systems to monitor payments of Implementation Agents responsible for infrastructure projects of the Infrastructure Stakeholders' are in place. Infrastructure Financial Management: Monitoring and Oversight Roles: Conduct the assessment of infrastructure budgets against cost norms, national/provincial standards/norms & life cycle costs as prepared by the Infrastructure Stakeholders. Conduct the assessment of infrastructure budgets against work in progress, funds spent, cash flows & commitments as prepared by the Infrastructure Stakeholders. Validate that the In Year Reports are correctly updated & aligned from a technical perspective as prepared by the Infrastructure Stakeholders. Provide technical inputs to infrastructure grant decisions pertaining to the Infrastructure Stakeholders'. Monitor & report on compliance with technical issues pertaining to the implementation of the Division of Revenue Act. Provide technical inputs to different Infrastructure Forums for the Infrastructure Stakeholders' infrastructure projects/programmes. Conduct value for money assessments to inform effective/efficient utilisation of funds for infrastructure projects of the Infrastructure Stakeholders. Infrastructure Planning Portfolio Management: Monitoring, Oversight and Support Roles: Interpret & apply sector specific objectives, priorities, norms and standards in terms of assessing infrastructure plans and budgets of the Infrastructure Stakeholders. Provide sector specific inputs & information for the finalisation of integrated spatial planning and a longer term provincial infrastructure strategy/ plan from the perspective of the Infrastructure Stakeholders. Provide technical inputs & guidance at the Infrastructure Medium Term Expenditure Committee hearings for the Infrastructure Stakeholders' infrastructure projects. Provide technical inputs to potential of Public Private Partnerships for selected infrastructure projects for the Infrastructure Stakeholders' & make inputs to the feasibility studies before submission to National Treasury. Assess pre-feasibility & feasibility studies from a technical perspective and make recommendations on technical issues that have not been addressed and/or are not credible in terms of information provided in the reports. Conduct the assessment of the User Asset Management Plans developed by the Infrastructure Stakeholders' as well as improvement plans Assess that the Custodian Asset Management Plan complies with the legislative requirements & guidelines issued by National Public Works. Conduct the assessment of Custodian Asset Management Plan to ascertain that the needs of the Infrastructure Stakeholders have been adequately addressed. Assess the delivery management arrangements of all infrastructure projects/packages as prepared by the Infrastructure Stakeholders & make recommendations on improvements. Assess the capability of Implementing Agents. Assess commissioning plans as prepared

by the Infrastructure Stakeholders in terms of alignment between infrastructure & required movable assets and make recommendations on improvements. Assess that all building plans have been finalised & submitted to the relevant Authorities for facilities used by the Infrastructure Stakeholders. Assess that disaster management relief funds are within the technical scope of the damage caused in terms of specific disasters pertaining to facilities used by the Infrastructure Stakeholders. Infrastructure Project/Programme Review Management: Monitoring and Oversight Roles: Prepare monitoring reports on adherence to & progress with implementation of Service Delivery Agreements from a technical perspective for all the Infrastructure Stakeholders' infrastructure projects. Assess progress with procurement for the general department's infrastructure projects in terms of approved procurement strategies/plans in terms of the different procurement stages & make recommendations. Provide technical inputs to the Transversal Supply Chain Management focussing on the promotion of effective & efficient implementation of the Infrastructure Stakeholders' infrastructure projects/programmes. Provide technical expertise for infrastructure Bid Specification & Bid Evaluation procurement committees for the Infrastructure Stakeholders' infrastructure projects above the financial threshold as determined by the Provincial Treasury. Serve on infrastructure Bid Specification & Bid Evaluation procurement committees for the Infrastructure Stakeholders' infrastructure projects from a technical perspective on an ad hoc basis or when specific requested. Assess close out reports & track information on appointment of Professional Service Providers and Contractors in the Province for the Infrastructure Stakeholders' infrastructure projects, validate the workload, validate performance and make recommendations. Assess Infrastructure Programme Management Plans as prepared by the Infrastructure Stakeholders' and make recommendations on improvements. Assess Infrastructure Programme Implementation Plans as prepared by Implementing Agents for the Infrastructure Stakeholders. Develop a framework & tool for site performance evaluations the Infrastructure Stakeholders' infrastructure projects, lead the implementation of the evaluations and prepare reports. Monitor that recommendations in site evaluation reports the Infrastructure Stakeholders' infrastructure projects are implemented through assessment of In Year Reports & follow up evaluations. Provide technical specific inputs at different project or related stakeholder forums for infrastructure projects of the Infrastructure Stakeholders. Lead the implementation of annual evaluation of infrastructure projects/ programmes in terms of progress made, procurement stages, adherence to conditional grants & all aspects pertaining to effective/ efficient delivery of the Infrastructure Stakeholders and prepare recommendations. Provide technical inputs to post project and post occupancy reviews conducted by the Infrastructure Stakeholders'. Operations, Services and Maintenance: Monitoring and Oversight Roles: Implement the validation of plans & budgets for condition and functional assessments for facilities being used by Infrastructure Stakeholders. Track the implementation of maintenance plans & budgets and prepare monitoring reports for the Infrastructure Stakeholders. Implement the assessments to ascertain that immovable assets transferred to the Infrastructure Stakeholders' [or to be transferred] are budgeted for in terms of maintenance & operations cost strategies. Infrastructure Capacity Building: Support Role: Prepare & present best practice cases in terms of infrastructure projects/programmes to officials of Infrastructure Stakeholders. Participate in relevant Communities of Practice in the Province. Research: Study professional journals & publications to stay abreast of new developments. Monitor & study the legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Interact with relevant Professional Bodies/Councils.

ENQUIRIES

: Mr E Wax Tel No: (053) 830 8277

POST 22/525

: **DEPUTY DIRECTOR: MUNICIPAL FINANCIAL RECOVERY SERVICES (X3 POSTS)**

SALARY CENTRE REQUIREMENTS

: R811 560 – R952 485 per annum (Level 11)(TCE Package)
 : Kimberley
 : NQF 7 tertiary qualification in Public Finance, Administration, Economics, Accounting, Business Economics or related fields. 3 to 5 years at a junior management level. A valid driver's license. Skills & Knowledge: PFMA, MFMA,

<u>DUTIES</u>	:	Treasury Regulations, Public Service Act & Regulation, Knowledge and understanding of local government legislation, Financial ratios and their interpretation, Planning and organizational, Computer literacy, Interpersonal, Problem solving, Communication (written and verbal), Project management skills, Ability to interpret and apply relevant policies and procedures.
	:	Key Responsibilities: Manage the implementation of Municipal Financial Recovery Services: Assist in the preparation of the Financial Recovery Plans and monitoring thereof; To monitor submission of monthly reports and conduct review of progress reported; To assist with solving any implementation and reporting issues; To promote and enforce proactively the government's actions, steps taken and consequence Management in terms of the legal framework, and demanding actions to be implemented by municipalities, Assist the Provincial Treasury to sufficiently exercise their mandates in respect of local government monitoring, oversight, and intervention duties. Support Municipalities with their FRP's and interventions: Provide hands-on support to municipalities and liaise with National Treasury regarding interventions; To assist the municipalities with the implementation of approved Financial Recovery Plans; Ensuring that the monthly reports on the Financial Recovery Plan are submitted to both Provincial Treasury, National Treasury, and COGHSTA and Provide advice to the municipalities continuously. Promote compliance by municipalities on all intervention processes; Ensure timeous submission of reports; Monitor municipalities and department's financial performance and implement early warning systems of identified that might be in financial crisis; Ensuring Compliance with reporting framework: Verify the information on reports Submitted to ensure that reporting is a true reflection of actual progress, Conduct quarterly audits on the municipality's portfolio of evidence to verify progress and prepare a report on findings. Simplify the current dashboards to monitor progress in the implementation of the Financial Recovery Plan. Ensure that FRPs are regularly reviewed and updated. Prepare management reports on the status of FRP implementation in municipalities, ensure that FRPs are regularly reviewed and updated: Ensure that monthly progress reports by municipalities on the implementation of the FRP are submitted by the due date. Follow up any non-compliance with reporting timeframes; Verify progress and prepare a report on findings; Report all areas of slow progress and non-compliance for escalation to National Treasury.
<u>ENQUIRIES</u>	:	Ms B Mgaguli Tel No: (053) 830 8345
<u>POST 22/526</u>	:	<u>DEPUTY DIRECTOR: ACCOUNTING AND REPORTING (MFMA) (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R811 560 – R 952 485 per annum (Level 11) (TCE Package)
	:	Cluster: 1 Zf Mgcawu (Upington) Ref: NCPT/2023/30 (1 Post)
	:	Cluster: 2 Pixley Ka Seme (De Aar) Ref: NCPT/2023/34 (1 Post)
<u>REQUIREMENTS</u>	:	NQF 6/7 tertiary qualification in Accounting/Financial Accounting/ Management Accounting or related fields. 3-5 years' experience at a Junior Management (ASD) level in a Municipal Accounting environment. A valid driver's licence. Skills & Knowledge: MFMA. Treasury Regulations. Accounting Principles. Analytical. Organizing. Presentation/report writing. Numeracy. Advance Excel. Communication. Planning. Problem solving. Project Management.
<u>DUTIES</u>	:	Key Responsibilities: Monitor the implementation of the accounting standards (GRAP), and review the quality of Annual Financial Statements: Provide support to municipalities on the preparation/compilation of the annual financial statements. Review assistant directors draft and in-year financial statements assessment. Direct, guide and advise stakeholders on accounting practice and compile documents/presentations for discussion on various topics related to accounting on various cluster/sessions /forums. Monitor compliance with the financial reporting requirements. Facilitates workshops and training on accounting frameworks, standards, guidelines and transversal accounting policies through forums. Support Municipalities in resolving audit queries escalated by assistant directors. Provide technical support and compile report on the preparations of the audit file. Review the monitoring of AFS preparations plans submitted by assistant directors. Coordinate the provision of accounting Service & Support: Participate, in the accounting standards board, Public sector accounting forums on the new/update on accounting reforms. Monitor the implementation of financial accounting support programs where municipalities lack skills and capacity. Monitor, support and report on related modules in the Financial Management Capability Maturity Model. Review

		Segment details analysis reports. Manage the component: Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform management functions. Review monthly plans, monthly and back to office reports of assistant directors
<u>ENQUIRIES</u>	:	Ms B. Mngaguli Tel No: (053) 830 830 8345
<u>POST 22/527</u>	:	<u>DEPUTY DIRECTOR: BUDGET & REVENUE MANAGEMENT (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R811 560 – R952 485 per annum (Level 11) (TCE Package)
	:	Cluster 1: Zf Mgcawu District Office (Upington) Ref: NCPT/2023/36 (1 Post)
	:	Cluster 2: Pixley Ka Seme (De Aar) REF: NCPT/2023/39 (1 Post)
	:	Cluster 3: John Taolo Gaetsewe (Kuruman) Ref: NCPT/2023/44 (1 Post)
<u>REQUIREMENTS</u>	:	NQF 6/7 tertiary qualification in Financial Accounting/ Financial Management/ Economics/ Public administration, Local Government Management/ Finance or related fields. 3-5 years' experience at a Junior Management (ASD) level in municipal finance environment. A valid driver's license. Skills & Knowledge: Public services laws and regulations, Strategic management, Treasury Regulations, Municipal Finance Management Act and Regulations, Knowledge of GAAP and GRAP, SCM, Communication, Organizing, Accounting and auditing, Computer literacy, Networking, Leadership and team building, Analytical, Problem solving, Policy development, Financial management, Formal presentation, Conflict management.
<u>DUTIES</u>	:	Key Responsibilities: Monitor implementation of budget framework and regulations by delegated municipalities and provide technical support to delegated municipalities: Provide guidance on the preparation of the budgets for compliance with the MFMA, Municipal Budget Reporting Regulations (MBRR), relevant NT circulars and on best practices (incl. advice to Council on its oversight role over the budget process), Facilitation of technical support and training via interactive working sessions/ site visits and report on outcome of the site visits. Conduct research on subject matter pertaining to designated municipalities, as and when required. Providing guidance to ensure alignment of municipal budgets to Provincial and National objectives: Evaluate the budgets and budget supporting documents for designated municipalities and provide advice/written comments to the municipality in terms of credibility, relevance and sustainability. Ensure that the designated municipalities receive a copy of the detailed schedules of allocations and transfers (Provincial Transfers Gazette). Perform the budget verification process to validate budgets on the NT database. Monitor the submission and publication (municipal website) of municipalities' budget and other relevant documents. Monitor, evaluate and report on the implementation of municipal budgets: Monitor and ensure the submission MFMA returns to National Treasury (report from NT confirming the receipt of all returns). Analyse the monthly outcome of municipalities' budgets and financial performance through the IYM process and provide feedback to designated municipalities. Also provide input into the monthly 'Municipal Finance Consolidated Finance Performance Report (MFCFPR)' in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Analyse the quarterly outcome of municipalities' budgets and financial performance including Section 72 report, and provide input into the quarterly 'Municipal Finance Quarterly Review (MFQR)', in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Monitor grants spending of designated municipalities and submit report to the relevant supervisor. Prepare ad hoc reports and presentations on budget performance in prescribed format for designated municipalities. Manage the implementation of revenue management in municipalities: Issue guidance on the implementation of revenue management in municipalities, relevant to the MFMA, and NT circulars. Contribute to the development of technical guidelines on revenue related policies and by laws. Provide support and technical advice to municipalities on revenue value chain, activities include Data management, Meter reading, indigent management, property management, Ext) To provide assistance and support with the assessment on tariff setting and draft guidelines, in the development of municipal revenue budgets. Evaluate monitoring of intergovernmental debt owed by National and Provincial departments, in order to reduce government debt. Facilitation of technical support and training via interactive working sessions/ site visits and report on outcomes of the site visits.
<u>ENQUIRIES</u>	:	Ms. B Mngaguli Tel No: (053) 830 8345

<u>POST 22/528</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT (MFMA) (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R811 560 – R 952 485 per annum (Level 11) (TCE Package) Cluster: 1 Zf Mgcawu (Upington) Ref: NCPT/2023/33 (1 Post) Cluster: 2 Pixley Ka Seme (De Aar) Ref: NCPT/2023/40 (1 Post) Cluster: 3 John Taolo Gaetsewe (Kuruman) Ref: NCPT/2023/45 (1 Post)
<u>REQUIREMENTS</u>	:	NQF 6/7 tertiary qualification in Risk Management/Internal Audit. 3-5 years' experience at a Junior Management (ASD) level in a Risk Management / Internal Audit environment. A valid driver's licence. Skills & Knowledge: MFMA and PFMA, Treasury Regulations, Global Internal Audit Standards, Code of Ethics, Risk Management. Principles and practices. Analytical, Organizing, Presentation/ report writing, Advanced Excel, Communication Planning, Problem solving. Project management skills.
<u>DUTIES</u>	:	Key Responsibilities: Ensure compliance with National and Provincial Risk Management norms and standards (Internal Audit and Risk Management Frameworks, Circulars and advisory notes: Coordinate municipal inputs for the review of national frameworks. Develop and issue municipal circulars and advisory notes. Develop/review Internal Audit and Risk Management compliance monitoring tools and provide to Clusters. Consolidate Clusters Internal Audit and Risk Management compliance monitoring reports. Monitor and report on Internal Audit and Risk Management support provided to municipalities in the Province Consolidate Clusters Internal Audit and Risk Management support provided to municipalities. Monitor and report on the establishment of Governance structures within the Province (Internal Audit, Audit Committee, Risk Management and Risk Management Committees: Consolidate Clusters status report on governance structures. Coordinate Internal Audit and Risk Management capacity programmes: Coordinate National Treasury capacity building initiatives targeted for Provinces. Organize and coordinate the joint Municipal Internal Audit and Risks Management Forum. Facilitate the conducting of internal Audit Readiness Reviews in preparation for External Quality Assurance review: Engage with Clusters the details of municipalities identified for State of Readiness.
<u>ENQUIRIES</u>	:	Ms. B. Mgaquli Tel No: (053) 830 830 8345
<u>POST 22/529</u>	:	<u>DEPUTY DIRECTOR: NORMS AND STANDARDS (MFMA) (5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R811 560 – R952 485 per annum (TCE Package) Cluster1: Zf Mgcawu (Upington) Ref: NCPT/2023/31 (2 Posts) Cluster2, Pixley Ka Seme (De Aar) Ref: NCPT/2023/37 (Post) Cluster3: John Taolo Gaetsewe (Kuruman) Ref: NCPT/2023/42 (2Posts)
<u>REQUIREMENTS</u>	:	NQF6/7 tertiary qualification in Financial Management/ Accounting or related fields. 3-5 years' experience at a Junior Management (ASD) level in an MFMA compliance monitoring environment. A valid driver's license. Skills & Knowledge: Knowledge of Municipal Finance Management Act, Treasury Regulations Accounting Principles. Strategic management, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations. Functioning of provincial Financial Management. Report writing and Communication at both high and lower levels. Planning and organizational skills. Computer literacy in MS Office, Networking skills Analytical problem solving skills, Policy development, Financial management. Formal presentation interpersonal skills, Project and change Management. Interpretation of financial information, Client relationship, Teamwork, Quick and accurate performance.
<u>DUTIES</u>	:	Key Responsibilities: Coordinate MFMA implementation and policy support: Coordinate the monitoring of implementation of policies to give effect to MFMA implementation. To review and provide oversight on implementation of policies and procedures in the management of financial and non-financial performance information. Manage and support the effective implementation of the MFMA in municipalities. Review and analyse research conducted into best practices of Local Government finances and other matters. Review the inputs and contributions for the drafting of new legislation, circulars and policies. Develop relevant guidelines w.r.t. financial management for practical application by municipalities. Coordinate the implementation and management of projects relating to the MFMA. Monitor, support and report on the implementation of the MFMA and supporting regulations: Develop reporting databases to assist with information management. Coordinate and review parliamentary questions and responses w.r.t. MFMA related matters. Develop strategies to address training

gaps and provides guidance on the utilisation of the Monitoring Indicators tools for municipalities. Coordinate, review and report on the effective implementation of the Financial Management Capability Maturity Model action plan in municipalities. Monitor, review and report on the 32 financial indicator and ratio assessments. Develop and implement strategies to address weaknesses identified in the FMCMM and ratio assessments to improve sound financial management in municipalities. Coordinate, monitor submission and review the in-year municipal and annual reports to enhance MFMA compliance. Coordinate and monitor MFMA reporting requirements for submission to National Treasury (NT) and monitor implementation of resolutions taken at the NT MFMA meetings. Coordinate, engage and support stakeholder's engagements to enhance MFMA compliance: Coordinate and develop stakeholder engagement plans to enhance effective and sustainable stakeholder relations. Co-ordinate the internal & external FORA's, required to administer, guide, support, monitor and report on MFMA activities. Review feedback and reporting at regular prescribed meetings and Internal MFMA stakeholders relating to MFMA implementation. Engage municipalities during Mid-year Budget reviews, with a specific focus on MFMA compliance and monitoring. Coordinate and participate in MFMA related training workshops; Support in building capacity in financial management in cooperation with other role player. Provide Oversight: Perform strategic and operational planning, Manage stakeholder relationships. Perform financial management functions. Perform asset management functions.

- ENQUIRIES** : Ms. B Mgaguli Tel No: (053) 830 8345
- POST 22/530** : **DEPUTY DIRECTOR: RISK MANAGEMENT (MFMA) (X2 POSTS)**
- SALARY CENTRE** : R811 560 – R952 485 per annum (Level 11)(TCE Package)
Cluster 2: Pixley Ka Seme (De Aar) Ref: NCPT/2023/41 (1 Post)
Cluster 3: John Taolo Gaetsewe (Kuruman) Ref: NCPT/2023/46 (1 Post)
- REQUIREMENTS** : NQF 6/7 Degree/Diploma in Risk Management/ Auditing. 3-5 years' experience at a Junior Management (ASD) level in a Risk Management / Internal Audit environment. A valid driver's licence. Skills & Knowledge: PFMA and MFMA. Treasury Regulations. Risk Management. Principles and practices. Analytical. Organizing. Presentation/report writing. Advance Excel. Communication. Planning. Problem solving. Project management skills.
- DUTIES** : Key Responsibilities: Monitor, enforce and report on the effective implementation of the MFMA, Treasury regulations and Risk Management Framework to ensure compliance: Quality review of the assessment reports. Ensure effectiveness of the implementation of the action plans. Maintaining risk management strategy, operational standards guidelines, procedures and providing advice and assistance on risk management issues. Provide support and capacity building in Municipalities: Facilitate capacity building initiatives. Facilitate Risk Management Forums. Provide inputs into the development and review of Risk Management frameworks. Develop and maintain the risk register within the municipalities: Facilitate the development of municipal risk registers. Assist in maintaining risk register. Provide Oversight: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform financial management functions.
- ENQUIRIES** : Ms B Mgaguli Tel No: (053) 830 8345
- POST 22/531** : **DEPUTY DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT (MFMA) (X3 POSTS)**
- SALARY CENTRE** : R811 560 – R952 485 per annum (TCE Package)
Cluster: 1 ZF Mkgawu (Upington) Ref: NCPT/2023/32 (1 Post)
Cluster: 2 Pixley Ka Seme (De Aar) Ref: NCPT/2023/38 (1 Post)
Cluster: 3: John Taolo Gaetsewe (Kuruman) Ref: NCPT/2023/43 (1 Post)
- REQUIREMENTS** : NQF 6/7 tertiary qualification in Accounting/Economics/Supply Chain Management/ Asset Management or related fields. 3-5 years' junior management (ASD) experience in the municipal supply chain and asset management environment. A Valid Driver's license. Skills & Knowledge: Public services laws and regulations, Strategic management, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations, Knowledge of GAAP and GRAP. Communication, Organizing, Accounting and Auditing, Computer literacy, Networking, Leadership and team building, Analytical, Problem solving, Policy

DUTIES

development, Financial management, Formal presentation, Conflict and management

: Key Responsibilities: Monitor, Evaluate & Report on compliance with Asset Management regulations: Review, Monitor and Evaluate Municipal Asset Management policies and procedures and report on compliance with relevant legislation, asset management guidelines, framework and accounting standards. Evaluate and report on the appropriateness and effectiveness of the asset management registers and systems. Review the asset register prior to submission for audit to ensure compliance with legislation and accounting standards. Monitor and support the preparation of the Asset section of the audit working paper file. Provide advice, guidance and remedial actions on Asset Management issues and monitor remedial actions: Promote, Review and Report on the effective utilisation of relevant asset management assessment tools (e.g. Financial Management Capability Maturity Model and Financial Indicators and Norms) to improve associated controls and assist in the development of remedial action plans. Promote and Review the alignment of the budget to the municipal and provincial strategies. Monitor, Review and Report on the progress of expenditure (capital and maintenance) against budget. Provide support and guidance on the overall process of developing, implementing, and coordinating of the asset management activities in line with the strategy/framework, guidelines and initiatives of municipalities. Assess and identify asset management capacity gaps and support associated training/development initiatives. Monitor, Evaluate and report on compliance with Supply Chain Management Regulatory Framework: Review Municipal Supply Chain Management policies and report on compliance to regulations. Ensure compliance with the, MFMA and all related SCM frameworks by municipalities. Monitor and evaluate supply management processes and report on compliance with the supply chain management guidelines, framework and accounting standards. Provide support and advice on supply chain management processes; policies and compliance to regulations. Review and Report on Contract Management; Long and Short Term Contracts; Irregular Expenditure; Functionality of SCM committees; Deviations; Variations and Contract Extensions. Support, review and Monitor SCM Procurement plans; Monitor; Review Reports on functionality and quality SCM systems and Processes. Provide advice, guidance, and remedial actions on SCM issues and monitor remedial actions. Review; provide advice and guidance on the Structuring and functionality of SCM committees. Implement Supply chain management reforms in all the delegated municipalities and to play an oversight role in local government. Monitor and report on municipal policy outcomes. Access and identify capacity gaps, provide technical assistance and support training initiatives with regard to SCM in all delegated municipalities. To provide assistance and advice on improving the supply chain management function within municipalities. Monitor and report on recommendations and remedial actions to improve supply chain management. Provide inputs and advice into other reports related to supply chain management. Oversee the implementation and maintenance of all transversal SCM policies and procedure manuals in all Municipalities. Participate in the development of all transversal SCM policies, procedure manuals and guidelines.

ENQUIRIES

: Ms B Mgaguli Tel No: (053) 830 8345

POST 22/532

: **ASSISTANT DIRECTOR: PROVINCIAL ACCOUNTING AND SUPPORT REF NO: NCPT/2023/61 (X2 POTS)**

SALARY CENTRE REQUIREMENTS

: R424 104 – R496 467 per annum (Level 9)
: Kimberley
: NQF level 7 in Financial Accounting. 2-3 years relevant Accounting experience. A valid driver's license. Skills & Knowledge: PFMA – Public Finance Management Act, Accounting reforms in the public sector Modified Cash Standard (MCS), Generally Accepted Accounting Practice (GAAP), Generally Recognised Accounting Practice (GRAP), Treasury Regulations, Public Service Regulations, Financial Systems, Managerial Functions, Financial Management. Communication, Problem solving, Computer literate, Organizing and Planning, Report writing, Analytical thinking.

DUTIES

: Key Responsibilities: Provide support to department and entities on provincial policies and procedures: Assist with research and issuing of guidelines and best practices on the implementation of accounting policies and procedures applicable to departments and entities. Assist with research and

implementation of accounting policies and procedures applicable to departments and entities. Provide technical assistance in terms of accounting training with regards to best practices: Provide support with accounting related enquiries from specific department, provide support by interpreting the accounting standards to be used to Departments and entities, provide support with the preparation of Annual Financial Statements, Provide support with year-end and monthly checklist. Provide training regarding accounting standards and compilation of financial statements: Assist with the development of training material, Conduct training workshops

ENQUIRIES :

Ms. B Nortjie. Tel: 082 903 6945

POST 22/533 :

ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: NCPT/2023/47 (X1 POST)

SALARY :

R424 104 – R496 467 per annum (Level 9)

CENTRE :

Kimberley

REQUIREMENTS :

NQF6/7 tertiary qualification in Communications/ Public Relations/Journalism/Marketing/Language Practice. 2- 3 years in communication field environment. A valid Driver's license. Skills & Knowledge: Knowledge of government legislation and prescripts, Government Communications and Information Systems, Protection of Personal Information Act Media relations, Website development, Graphic design, Social media. Communication (verbal and written), Photographic Writing, Planning and organizational skills, Computer literacy, Interpersonal, Problem solving, Decision making. Ability to interpret and apply relevant policies and procedures.

DUTIES :

Key Responsibilities: Co-ordinate Event Management, Marketing and Corporate identity: Provide support in managing the stakeholder's database, mobilization of targeted groups, event management and departmental calendar. Provide communication support for outreach and departmental programmes. Provide assistance in the development and reviewing of the communication strategy and communication policy. Ensure collection and compilation of information of the website and intranet. Provide assistance in editing and proofread content for the departmental print and online publications including annual reports, electronic newsletters, print and online adverts. Coordinate public relations and media relations initiatives: Writing press releases, media advisories, and compile articles for digital newsletter. Conduct media monitoring, liaise with the media (print and electronic) to effectively promote the image of the department. Facilitate media house visits to extend relations and journalists' networking programme. Develop media plan for the key events—to canvass for interview slots for positive coverage. Compile and update media database. Develop media adverts. Promote the departments corporate identity management: Ensure display of the departments branded material at all events. Monitor visible signage to all departmental premises for easy access by clients. Ensure safe-keeping of communication assets. Ensure marketing and advertising of the departmental programmes. Supervise the unit: Training and development of officials. Performance Management. Work allocation. Asset Management. Maintain Discipline. Financial Resources

ENQUIRIES :

Ms. G Moncho-Mfecane Tel No: (053) 830 8228

POST 22/534 :

ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: NCPT/2023/48 (1 POST)

SALARY :

R424 104 – R 496 467 per annum (Level 9)

CENTRE :

Kimberley

REQUIREMENTS :

Diploma/Degree: (NQF6/7) in Computer Science or Information Management or related field. 2-3 years' experience in graphic design, web design, database development and communications. A valid driver's license. Skills & Knowledge: Knowledge of Applicable policies, Legislation, guidelines, standards, procedures and best practices, Public services procedures, Geographical Information Systems (GIS), Communication (written and verbal), Conduct Research, gather and analyse information and draft documents, Planning and organizational, Computer literacy, Interpersonal, Problem solving, Project management skills, Ability to interpret and apply relevant policies and procedures.

DUTIES :

Key Responsibilities: Co-ordinating the information management of knowledge repositories to ensure content is up to date and maintained continuously:

Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision making in government operations, collect, store, and disseminate records of the department, product reports. Facilitating communities of practice of knowledge sharing and exchange. Assist with PAIA requests. Conduct assessments for the development of the Provincial Treasury Knowledge Agenda. Coordinating the implementation activities for the Provincial Treasury Agenda. Coordinating activities for successful implementation of Knowledge Management Strategy: Contribute to the development and implementation of the departmental Knowledge Management policies, strategies, manuals and guides. Engaging internal stakeholders on the importance of knowledge management to influence organisational change. Monitor, evaluating and reviewing of knowledge management policies and frameworks. Facilitating best practice and approaches to knowledge management. Distributing information through different communication channels in line with policy and legal prescript. Coordinating the development of content for treasury and treasury knowledge management systems: Capturing and codifying tacit knowledge to facilitate its reuse. Coordinating the development of a knowledge base in order to support the public sector and departmental programmes. Drive content creation for enhancing Treasury Knowledge Systems and other Knowledge Management Tools. Facilitate content updates of treasury knowledge systems and modules including information sourcing and quality assurance of information. Conducting stakeholders needs assessment and analysis to build treasury knowledge base. Enhance services delivery, support transparency and support integration / collaboration across departments / government spheres. Coordinate the development of graphic material: Design layout of all publications, branding and promotional material of the department. Liaise with stakeholders regarding specifications and artwork before printing or publishing. Maintain database or archival retrieval system of all graphic material produced.

ENQUIRIES

:

Ms. G Moncho-Mfecane Tel No: (053) 830 8228

POST 22/535

:

ASSISTANT DIRECTOR: ASSET AND DISPOSAL MANAGEMENT REF NO: NCPT/2023/49

SALARY CENTRE REQUIREMENTS

:

R424 104 – R496 467 per annum (Level 9)

:

Kimberley

:

NQF level 6/7: Supply Chain Management (SCM) in Accounting/Financial Management or related fields. 2-3 years' related SCM or asset management supervisory experience. Training on LOGIS. A valid driver's license. Skills & Knowledge: Knowledge of SCM Framework and Regulations, Public Finance Management Act (PFMA) and Treasury Regulations, Knowledge of asset management process, compiling specification for purchasing of assets, Knowledge of Basic Accounting System (BAS) will be an added advantage, Reporting procedures, Guide for the preparation of financial statements, Customer care. Interpersonal relationship, Problem solving, Planning and organizing, Ability to interpret relevant directives, Analytical thinking, Routine notes, memos and report writing skills. Facilitation, Communication, Accounting, Computer literacy, Training, Research.

DUTIES

:

Key Responsibilities: Monitor the maintenance of Asset Register: Ensure barcoding of new assets, ensure assigning of assets to asset holders, plan and report on physical verification of assets, ensure room lists are correct and signed by asset holders, monitoring assets for physical condition, utilisation functionality and financial performance, authorise movements and changes, ensure monthly reconciliation of assets between BAS and LOGIS, monitor and update the asset register, compile journals. Coordinate redundant/ obsolete and losses of theft and assets: Identify outdated, unserviceable, redundant and obsolete assets, record missing and disposal of assets, present the list of assets to be disposed to Losses, theft and disposal committee, recommend disposal strategy of all assets, coordinate safekeeping of assets. Perform the duties of the Loss Control Officer, Submit all reported cases of losses to security unit for investigation, present all reports of losses and theft to Losses, theft and disposal committee, ensure that all reported cases of unauthorized, irregular and fruitless and wasteful expenditure are presented to the Losses, theft and disposal committee, perform secretariat duties for the Losses, theft and disposal committee, follow up on reported cases with Security Unit, Compile memo for Accounting Officer's approval. Supervise employees to ensure an effective asset and disposal management: General supervision of

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

ENQUIRIES : Ms. NE Lethuli Tel No: (053) 830 8220

POST 22/536 : **ASSISTANT DIRECTOR: SCM POLICY NORMS & STANDARDS REF NO: NCPT/2023/51 (1 POST)**

SALARY : R424 104 – R496 467 per annum (Level 9)
CENTRE : Kimberley

REQUIREMENTS : NQF 6/7 tertiary qualification in Commerce, SCM or Public Administration or related fields. 2-3 years' experience in a Policy Development environment. Valid Driver's License. Skills & Knowledge: Knowledge and understanding of the relevant prescripts Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement regulations, SCM frameworks, National Treasury Instructions and Guide to accounting officers, Public Service Regulations, Construction Infrastructure Development Board (CIDB) policies and Framework for Infrastructure Delivery and Procurement Management (FIDPM). Knowledge and understanding of the policy development process. Policy Research skills. Knowledge and understanding of SCM governance mechanisms and compliance. Proficient understanding of SCM system, supplier performance and SCM Policy, norms and standards. Computer literacy, Planning and organizational, Interpersonal, Problem solving, Communication (written and verbal), Project management skills. Ability to interpret and apply relevant policies and procedures. Planning and organizational, Interpersonal, Problem solving, Communication (written and verbal) and Project management skills. Computer Literacy (PowerPoint, Excel, Word). Facilitation and Training skills. Ability to interpret and apply relevant policies and procedures.

DUTIES : Key Responsibilities: Implement SCM Policy, Norms and Standards: Research and develop provincial SCM policies, Norms and Standards, Analyse and identify gaps in relation to Instruction Notes, Support the setting of procurement targets for local economic development (LED) in line with inputs from relevant stakeholders. Continuous Improvement of the SCM System: Research, Analyse, review and Improve SCM Policies, Norms and Standards as informed by National and Provincial priorities. Advice, Guide and support on Implementation of SCM Policy, Norms and Standards: Coordinate and conduct training on SCM Policy, Norms and Standards. Implement, guide and support on the developments of SCM Policy, Norms and Standards: Monitor the research process, development of SCM Policy, Norms and Standards

ENQUIRIES : Mr. WG Molelekwa Tel No: (053) 830 8317

POST 22/537 : **ASSISTANT DIRECTOR: BAS SUPPORT AND ADMINISTRATION REF NO: NCPT/2023/57 (2 POSTS)**

SALARY : R424 104 – R496 467 per annum (Level 9)
CENTRE : Kimberley

REQUIREMENTS : NQF6/7 tertiary qualification in Accounting/Financial/Public Administration/ Management or related fields. 2-3 years' relevant experience within a BAS environment. Relevant BAS training will be an added advantage. A valid driver's license. Skills & Knowledge: Knowledge of Access to information Act, Public Finance Management Act, (PFMA) and Treasury Regulations, Basic Accounting System (BAS), Reporting procedures, Knowledge of GAAP and GRAP, Services provided by provincial banker for the purpose of payment interfaces, Vulindlela, LOGIS, PERSAL. Customer care orientation, Interpersonal relations, Problem solving, Planning and organizing, Analytical thinking, Communication and Accounting skills. Ability to interpret and apply relevant directives and routine notes. Memos and report writing skills, Training, Research and Facilitation skills, Computer literacy (PowerPoint Excel Word),

DUTIES : Key Responsibilities: Monitor compliance and enforcement of prescribed legislation, policies and guidelines relating to all BAS processes: Obtain departments proposed Final Closure dates for FYE. Monitoring clearing of

suspense accounts in preparation for month and FYE closure, Logging of calls with LOGIK should a call require their intervention or assistance, Monitoring and examining of Provincial Departments passed opening journals to account for new financial year's budget on BAS, Monitor Provincial Departments performed Final Audit Closure of old financial year, Request and submit ROPs for verification and consolidation of 30 Day Payments, Check BAS Security Verification performed by departments for compliance. Render a support service to all Provincial BAS users: Provide a support service (BAS Helpdesk Function) to all BAS users in the Provincial Administration by resolving all incidents and requests logged in order for them to close on or before the Nationally prescribed month – and FYE force closure dates and to ensure optimal utilization of the system, Logging of calls with LOGIK should a call require their intervention or support, Support departments during the actual month–end and financial year–end process. Capture segment changes as per the budget statement and the Standard Chart of Accounts (SCOA) on BAS.. Perform BAS System Controller function on behalf of Provincial Departments: Create and maintain of BAS User Accounts, e.g. User Profiles, Group Profiles and workflows, Create and maintain SCOA segments on BAS, e.g. Item, Objectives, Asset segments, etc., Maintain Static Data on BAS, e.g. TPRs, parameters, etc. Perform BAS Security Verification of Provincial Departments BAS Users access and activities and update Matrix and Provincial BAS User database, Populate Provincial Departments BAS database with segments, user profiles, static data, etc., with the implementation/ re – implementation of new or new versions of financial system or changes in SCOA. Building capacity of BAS users in the Provincial Departments to enhance effective utilization: Give inputs to the annual training Program. Prepare and update BAS training material. Compile practical exercises and examination papers. Oversee all logistic arrangements for the course. Conduct BAS courses. Mark exam papers, prepare and print certificates and results reports to departments HODs. Update training database. When required, attend the BAS National User Group Meeting and give feedback at the Provincial BAS User Forums. Give inputs, respond to problems, elaborate on new developments, report on departments status of accounts during the Provincial BAS User forums. Give feedback on BAS training.

ENQUIRIES

: Ms. L Jacobs 066 210 4000

POST 22/538

: **ASSISTANT DIRECTOR: CLIENT SUPPORT SERVICES AND CAPACITY BUILDING REF: NCPT/2022/55 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS

: R424 104 – R496 467 per annum (Level 9)
 : Kimberley
 : NQF6/7 tertiary qualification in Commerce, SCM or Public Administration. 2-3 years' experience in Client Support and Capacity Building environment. A valid driver's licence. Skills & Knowledge: Knowledge and understanding of the relevant prescripts Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement regulations, SCM frameworks, National Treasury Instructions and Guide to accounting officers, Public Service Regulations, Construction Infrastructure Development Board (CIDB) policies and Framework for Infrastructure Delivery and Procurement Management (FIDPM). Monitor Compliance of Provincial Service Providers to the requirements of CSD. Facilitate the compliance of Provincial Departments, municipalities and entities with CSD. Facilitate capacity building. Planning and organizational. Computer literacy. Interpersonal Problem solving. Communication (written and verbal). Project management skills. Ability to interpret and apply relevant policies and procedures.

DUTIES

: Key Responsibilities: Monitor compliance service providers to the requirements of the CSD: Assist service providers on CSD. Provide telephonic support to suppliers. Attend to enquiries relating to supplier's registration. Check non-compliance of unspecified service providers on CSD. Facilitate the compliance of Provincial Departments, Municipalities, and Public Entities with the requirements of CSD: Conduct compliance visits to the departments' municipalities and public entities. Assist departments, municipalities and public entities with queries. Provide guidance in terms of strategic sourcing to departments, municipalities and public entities. Facilitate Capacity Building in Provincial Departments, Municipalities, Public Entities and Service Providers: Assist and provide presentations to serve providers regarding CSD. Train officials of Provincial Departments, municipalities, and public entities on CSD.

		Represent Provincial Treasury on the National Treasury Strategic Sourcing Project team: Provide the necessary provincial surveys to determine participation by department / municipalities. Submit surveys for further discussion and strategic decision to participate or not in accordance with the provincial growth and development.
<u>ENQUIRIES</u>	:	Mr. WG Molelekwa Tel No: (053) 830 8317
<u>POST 22/539</u>	:	<u>ASSISTANT DIRECTOR: GOVERNANCE COMPLIANCE, MONITORING AND EVALUATION REF NO: NCPT/2023/52 (1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 – R496 467 per annum (Level 9)
	:	Kimberley
	:	NQF 6/7 tertiary qualification in Commerce, Supply Chain Management, and Public Administration. 3 years' relevant / functional experience in Supply Chain Management. A valid driver's license. Skills & Knowledge: Knowledge and understanding of Supply Chain Management Governance. Monitoring and evaluation skills. Planning and organizational, Interpersonal, Problem solving, Communication (written and verbal) and Project management skills. Computer Literacy (PowerPoint, Excel, Word). Facilitation and Training skills. Ability to interpret and apply relevant policies and procedures.
<u>DUTIES</u>	:	Key Responsibilities: Implement SCM governance mechanisms and enforce compliance: Monitor the development and Implement SCM performance standards and measurement metrics. Monitor the performance of SCM functions in departments and public entities. Monitor the performance of established SCM governance structures. Monitor compliance to 30 days' payments. Monitor and enforce compliance: Develop and implement reporting and review systems. Investigate SCM systems and recommend improvements. Monitor the Implementation of action plans in relation to the recommendations. Monitor provincial supply chain risks as identified through measurement metrics. Monitor, Evaluate and report on SCM system and supplier performance: Investigate complaints/accusations of SCM related malpractices and facilitate interventions. Analyse SCM Data to identify trends, and develop remedial strategies. Monitor achievement of local economic development procurement targets. Implement, advice guide and support on SCM Policy, Norms and Standards: Implement and facilitate the provision of training on SCM Policy, Norms and Standards. Provide advice and guidance to departments and entities on SCM Policy, Norms and Standards.
<u>ENQUIRIES</u>	:	Mr. WG Molelekwa Tel No: (053) 830 8317
<u>POST 22/540</u>	:	<u>ASSISTANT DIRECTOR: LOGIS MANAGEMENT AND SUPPORT REF NO: NCPT/2023/58 (1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 – R496 467 per annum (Level 9)
	:	Kimberley
	:	NQF 6/7 tertiary qualification in Supply Chain Management, Public Administration/Management/Financial Management or related fields. 2-3 year's relevant experience within a LOGIS Management environment. Relevant LOGIS training will be an added advantage A valid Driver's license. Skills & Knowledge: Thorough knowledge of the Logistical Information System (LOGIS). Logis Business Information System. Public Finance Management Act (PFMA). Treasury Regulations. Public Service Act, Public Service Regulations. Basic Conditions of Employment Act. Labour Relations Act. PSCBC Resolutions. Ability to interpret relevant directives and Reporting procedures. Formulating and editing. Interpersonal and Problem solving, Customer Care, Planning and Organizing, Conflict management, Project Management, Analytical thinking and Report writing skills. Computer literacy. Leadership, Mentoring and team building skills. Policy & guidelines development. Training and Facilitating skills. Formal presentations. Communication at both high and low levels. Accounting and auditing skills. Financial Management.
<u>DUTIES</u>	:	Key Responsibilities: Monitor compliance and enforcement of prescribed legislation, policies and guidelines relating to all LOGIS processes: Download & scrutinize reports RR101, RR102 and RR103. Bi-annual verification of LOGIS user account management and download of LOGIS security reports RR121, RR122, RR123, RR124, RR125, RR127 and SITA reports. LOGIS audit responses to be communicated and stream line processes for next financial year. Render transversal support service to all Provincial LOGIS users: Provide a support service to all LOGIS users in the Provincial

Administration. Log calls with National Treasury Logik call centre should a call require their intervention or support. Implement / re-implementation of LOGIS from Provincial Departments. Capacity building in Provincial Departments to enhance the effective utilization of LOGIS system: Give inputs to the annual training program. Prepare and update LOGIS training material. Compile practical exercises and examination papers. Oversee all logistic arrangements for the course. Conduct LOGIS courses. Mark exam papers, prepare and print certificates and result reports to departments HOD's. Update training database. Provide assistance on user testing for National Treasury. When required, attend the LOGIS National User Forums and provide feedback at the Provincial LOGIS User Forums. Manage the resources within the sub-Directorate: Monitor the performance of staff, leave management, Mentoring and coaching, provide input to the operational plan and related processes.

ENQUIRIES

:

Ms. L Jacobs Tel No: 066 210 4000

POST 22/541

:

ASSISTANT DIRECTOR: PERSAL SUPPORT & ADMINISTRATION REF NO: NCPT/2023/56 (1 POST)

SALARY CENTRE REQUIREMENTS

:
:
:

R424 104 – R496 467 per annum (Level 9)
Kimberley
NQF6/7 tertiary qualification in Human Resource Management/Public Management or related fields. 2-3 years' functional experience in a PERSAL support environment. Relevant PERSAL training will be an added advantage. A valid driver's license. Skills & Knowledge: Knowledge of Public Service Act, Educators Act. Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, PSCBC Resolutions, Public Finance Management Act (PFMA), Treasury Regulations, Basic Accounting System (BAS), Reporting procedure, Customer care, Knowledge of all PERSAL system courses, Access to information Act, Service provided by Provincial Banker, for the purpose of payment interfaces, Interpersonal relationships, Problem solving, Planning and Organising, Conflict Management, Project Management, Formulating and editing, Policy Analyst, Analytical thinking, Report writing skills. Ability to interpret and apply directives. Mentoring and Communication at both higher and lower levels, Networking, Financial Management, Accounting and Research skills. Facilitating and Training, Formal presentation and Computer Literacy.

DUTIES

:

Key Responsibilities: Monitor compliance and enforcement with legislation, policies and guidelines relating to all PERSAL processes: Maintain a PERSAL-User database. Monitor the Provincial Departments user access and activities. Examine Provincial Departments use of departmental tables (Table 800 upwards). Monitor PERSAL interfaces and ACB (Automated Clearance Bureau) limits. Analyse PERSAL System data and report to PERSAL Controllers and Accounting Officers. Render transversal support service to all Provincial PERSAL Users: Guide Provincial Departments to amend their establishment on the PERSAL System. Guide Provincial Departments to create/ amend departmental tables. Render PERSAL (HR) Helpdesk function to all PERSAL Users. Register, evaluate and follow-up System Control Changes (SCC) on behalf of Provincial Departments. Log call with LOGIK should a call require their intervention or assistance. Capacity building to Provincial Departments to enhance the effective utilization of the PERSAL System: Perform all administrative functions related to PERSAL training, Give inputs to the annual training program, Prepare and update PERSAL training material, Compile practical exercises and examination papers, Oversee the arrangement made for the course, Train PERSAL Users in various PERSAL courses, Mark examination papers and distribute results to users, Provide feedback on PERSAL training when requested. Co-ordinate PERSAL User Forum: Assist with the arrangements of the PERSAL User Forums, When required, attend National PERSAL User Forums and provide feedback at Provincial PERSAL user forums, Download / and informing users of all new PERSAL messages/ PERSAL notices etc. at Provincial PERSAL Users Forums, Give inputs/ responds to problems, new developments, departments' situational analyses of PERSAL System data during the Provincial PERSAL User Forums.

ENQUIRIES

:

Ms. L Jacobs Tel No: 066 210 4000

POST 22/542 : **ASSISTANT DIRECTOR: STRATEGIC PROCUREMENT REF NO: NCPT/2023/53 (POST)**

SALARY : R424 104 – R 496 467 per annum (Level 9)
CENTRE : Kimberley
REQUIREMENTS : NQF6/7 tertiary qualification in Commerce, Supply Chain Management, Public Administration or Financial Management. 2-3 years Functional Experience in SCM. A valid driver's licence. Skills & Knowledge: Knowledge and understanding of the relevant prescripts Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement regulations, SCM frameworks, National Treasury Instructions and Guide to accounting officers, Public Service Regulations, Construction Infrastructure Development Board (CIDB) policies and Framework for Infrastructure Delivery and Procurement Management (FIDPM). Develop and design Strategic Procurement Framework and strategies, Monitor the Implementation of Strategic Procurement Risks, Monitor Public Private Partnerships (PPP), Infrastructure Procurement and Major Capital Projects. Planning and organisational, Computer literacy, Interpersonal, Problem solving, Communication (written and verbal), Project management skills, Ability to interpret and apply relevant policies and procedures

DUTIES : Key Responsibilities: Implement and design Strategic Procurement Framework and Strategies: Facilitates the research and development the provincial procurement strategy, Implement the provincial procurement strategy identification of strategic procurement opportunities, Develop the Provincial guidelines, processes and standards for strategic procurement, Disseminate the strategic procurement framework to relevant spheres of government (more to policy), Provide inputs into the development of strategic procurement related government policy, norms, standard, framework and guidelines, Liaise with stakeholders to facilitate and co-ordinate the development and implementation of strategic procurement strategies. Monitor the Implementation of Strategic Procurement risks: Facilitates the implementation of strategic procurement project risk, Implement strategic procurement systems, Monitor the progress on strategic procurement systems, Compile a report on strategic procurement trends analysis, Conducts spends analysis of the most commonly procured items in the Province, Implement strategic sourcing, i.t.o quantification of economic benefit, price benchmarking, marketing and industry analysis, Develop business case for commodity identified, Compile management reports and recommendations on strategic sourcing, Update the database for specifications and price indexes, Assist with the distribution of relevant strategic sourcing information to Provincial Departments, Facilitates the assessment of institutional quarterly and annual procurement plans, Compile the Provincial strategic procurement plan, Assist with the identification of areas/ commodities for development of transversal contracts. Monitor Public Private Partnerships, Infrastructure Procurement and Major Capital Projects: Facilitates the compilation of provincial infrastructure procurement plan, Monitor the Implementation of PPP Procurement process and contract management. Assist the Component: Perform strategic and operational planning, manage stakeholder relationship, Oversee the administrative support functions.

ENQUIRIES : Mr. WG Molelekwa Tel No: 053 830 8317

POST 22/543 : **ASSISTANT DIRECTOR: TRANSVERSAL CONTRACT MANAGEMENT REF NO: NCPT/2023/54 (01 POST)**

SALARY : R424 104 – R 496 467 per annum (Level 9)
CENTRE : Kimberley
REQUIREMENTS : NQF6/7 tertiary qualification in SCM/Financial Management or other related fields. 2-3 years' experience in the SCM environment. A valid driver's licence. Skills & Knowledge: Knowledge and understanding of the relevant prescripts Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement regulations, SCM frameworks, National Treasury Instructions and Guide to accounting officers, Public Service Regulations, Construction Infrastructure Development Board (CIDB) policies and Framework for Infrastructure Delivery and Procurement Management (FIDPM). Provide Demand Management Services, Provide Acquisitions Management Services, Facilitates the performance of Transversal Contracts. Planning and organizational, Computer literacy, Interpersonal, Problem

DUTIES

solving, Communication (written and verbal), Project management skills, Ability to interpret and apply relevant policies and procedures.

: Key Responsibilities: Provide Demand Management Services: Facilitates the Identification of common commodities for Provincial departments and entities, Assist with development of a business case for Transversal commodities, Assist with the development of procurement plans for goods and services, Facilitate commodity and industry/market analysis, Facilitates costing and linking of requirements to the budget, Facilitates compilation of Terms of Reference (TORs) specifications for goods and services to develop the provincial sourcing strategy, Facilitates the provision of secretariat services for Bid Specification Committee, Facilitate the maintain internal and external customer relations. Provide Acquisitions Management Services: Assist with the advertising, invitation and closing of bids, Facilitate the evaluation and adjudication of bids, Facilitate, support and advise on bid process, Facilitates the provision of secretariat services for Bid evaluation and adjudication committees, Facilitate the application of Supply Chain Management prescripts. Facilitates the performance of Transversal Contracts: Compilation and maintenance of supplier contracts register, Facilitate the contract life cycle, Facilitates and administer variations and implement price increase as per the SLA, Facilitate the performance of suppliers, Facilitate the performance of departments and public entities, Facilitate the implementation of the contracts by departments and public entities. Assist the Component: Perform strategic and operational planning, manage stakeholder relationships, Oversee the administrative support functions, perform financial management functions, Perform asset management functions.

ENQUIRIES

: Mr. WG Molelekwa Tel No: (053) 830 8317

POST 22/544

: **ASSISTANT DIRECTOR: TRANSVERSAL TECHNICAL SUPPORT REF NO NCPT/2023/59 (X3 POSTS)**

SALARY CENTRE

: R424 104 – R 496 467 per annum (Level 9)

: Kimberley

REQUIREMENTS

: NQF 6/7 tertiary qualification in computer systems, Server+, Security+ MCSD, CNE or appropriate equivalent qualification. 2-3 years' relevant experience in computer networks and transversal systems. Relevant certification(s) in data warehousing or database administration. A valid Drivers' license. Skills & Knowledge: Knowledge of the government networking infrastructure. An understanding of SITA's role in providing and maintaining government networks. Knowledge of the mainframe and IP translation. Routine notes, memo's and report writing skills. Basic Interpersonal skills. Communication skills. Be able to demonstrate a working knowledge of databases and structured query language (SQL). Knowledge in the application of SQL language to manipulate data. Ability to use database management tools to connect to databases. Ability to create tables, load data and query the data. Ability to apply the extract, transform and load (ETL) and extract, load and transform (ELT) approach to convert raw data into analytics-ready data. Planning and organizing skills. Customer Care skills. Analytical problem solving skills. Training skills. Innovative thinking skills. Research skills.

DUTIES

: Key Responsibilities: Coordinate operational strategies for the successful rollout of transversal systems: Facilitate and/or download BAS codes tables for all provincial departments. Follow an established schedule for the efficient release and distribution of codes tables and client files to all sites. Maintain up to date client files on BAS file servers. Implement/execute identified projects. Coordinate technical support on financial systems: Facilitate the installation and configuration of financial systems applications. Log all calls. Attend to technical support queries and problems on financial systems. Add, configure and setup printers for financial systems. Monitor logged, open and closed calls. Manage received complaints. Develop and maintain data warehouse portal: Facilitate and/or download raw auditor reports. Import raw data into Oracle database server/SQL server. Create/maintain queries to manage data, cleansing, transforming, updating & combining data. Export data from Oracle database server/SQL server. Transforming raw data into usable information. Provide access to database tables to business units for management reporting purposes. Develop relevant documentation for the maintenance & support of the data warehouse. Support provincial departments to enhance the effective utilization of transversal systems: Provide assistance on the provincial transversal technical support user forums. Provide oversight assistance on

provincial disaster recovery exercises. Coordinate regional and head offices visits and technical projects on financial systems. Prepare a quarterly site visits schedule and ensure it is followed. Assist departments at regional offices with technical support and maintenance on financial systems computers. Manage the resources within the sub-directorate: Manage the performance, training and development of officials. Manage the budget, financial resources and assets. Ensure the maintenance of discipline.

ENQUIRIES

: Ms. L Jacobs Tel NO: 066 210 4000

POST 22/545

: **ASSISTANT DIRECTOR: INFRASTRUCTURE PERFORMANCE MANAGEMENT REF NO: NCPT/2023/50 (1 POST)**

SALARY CENTRE REQUIREMENTS

: R424 104 – R 496 467 per annum (Level 9)
 : Kimberley
 : NQF 6/7 tertiary qualification; B Com (Hons)/ B Tech; in Project Management and Built Environment. 2-3 years' relevant public sector experience in the monitoring of infrastructure projects/programmes; monitoring of projects in the PPP environment, Budgeting and Financial environment. A valid driver's license. Skills & Knowledge: Knowledge of Policy analysis and development; Monitoring systems and processes; Job analysis; Organisational Design; Work Study Techniques/ procedures; Job evaluation and Job Descriptions; Strategic Planning; EPDMS policy Organisational Development. Experience in undertaking research, analysing information, providing recommendations and preparing detailed reports; experience in the Public Sector, Budgeting and Financial Management. Ability to communicate ideas verbally and in writing, formally and informally. Analysing skills. Effective organisational skills, planning and organising skills, analytical decision making skills, problem solving skills, negotiation skills, facilitation skills and conflict management. Technical Report writing and Public Sector Code of Conduct. Computer literacy (Word, Excel and PowerPoint)

DUTIES

: Key Responsibilities: Infrastructure Performance Management: Oversight Role: Assist to analyse, monitor & report on consistency, credibility and accuracy between relevant legislative requirements including DoRA specific requirements] and submissions to be prepared by allocated Public Institutions. Assist to assess that Service Delivery Agreements signed by allocated Public Institutions & Implementing Agents clearly stating aims, objectives, priorities, roles of the different parties, timeframes, dispute resolution procedures and financial arrangements. Provide inputs to financial & economic analyses to identify the type of policies and systems that should be developed for infrastructure delivery. Provide inputs to infrastructure financial & economic policies and determine related systems required for improved infrastructure delivery. Assist to contribute to the identification of risks & determination of a risk mitigation strategy for the implementation of the Framework for Infrastructure Delivery Management System. Assist in preparing inputs to the design of Standard Operating Procedures and Codes of Practices for financial and budgeting functions in the infrastructure delivery value chain. Infrastructure Financial Management: Monitoring and Oversight Roles: Assist to monitor & report on compliance with relevant DoRA sections and conditional grant frameworks. Extract financial information for different infrastructure forums. Provide data & information for decisions to withhold or stop grant payments. Assist to develop a responsibility matrix to implement actions in order to address the underlying reasons why grants were stopped or withheld & monitor implementation. Assist to assess DoRA Human Resources reports before submission to National Treasury. Assist to review requests for financial roll overs. Assist in the preparation of inputs to National Treasury on the formulation of DoRA. Assist to make inputs to the quality of information on 85 schedules i.e. summary on infrastructure details. Assist to provide inputs pertaining to financial oversight in terms of Public Private Partnerships closed deals. Assist to provide inputs pertaining to financial oversight in terms of Construction Procurement Plans. Infrastructure Planning Portfolio Management: Monitoring, Oversight and Support Roles Assist to assess the affordability of infrastructure implications in the Service Plans, Strategic Plans & Annual Performance Plans. Assist to assess User Asset Management Plans & Improvement Plans. Assist to assess the Custodian Asset Management Plan. Collect information on proposed leases, policies, norms and standards. Assist to undertake economic & financial analysis to determine if proposed leases provide value for money. Assist to monitor on an annual basis

that leases are aligned to available space & space norms. Assist to provide financial inputs at the Infrastructure Medium Term Expenditure Framework hearings and related forums. Assist to provide financial & economic inputs to potential Public Private.

ENQUIRIES : Mr. E Wax Tel No: (053) 830 8277

POST 22/546 : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT (MFMA) REF NO: NCPT/2023/67 (1 POST)**

SALARY : R424 104 – R 496 467 per annum (Level 9)
CENTRE : Cluster 2: Pixley Ka Seme
REQUIREMENTS : NQF6/7 tertiary qualification in Financial Accounting, Financial Management, Economics, Public Administration, Local Government Management/ Finance. 2-3 years' experience in municipal revenue work environment. A valid Driver's License. Skills & Knowledge: Finance Planning and organizing, Analytical skills, Presentations report writing, Norms and standards, Produce directives and procedures, Knowledge of relevant legislation, directions and procedures with public service regulations and related legislation. Project Management, Advance Excel, Planning, Computer literacy, Communication skills, Problem Solving analysis/development, Good planning and organizational skills, dealing with conflict, Routine notes, Memorandums, Reports, articles programs and minutes writing. Analytical skills.

DUTIES : Key Responsibilities: Support the implementation of revenue management by municipalities: Compile consolidated revenue and cash flow management report. Provide inputs and advise on the Revenue Value Chain for the consolidated quarterly performance assessment report of municipalities. Conduct budget bench mark visit to ensure that the municipalities realistically and accurately budget for all revenue sources accordingly. Conduct Mid-year budget visit to evaluate performance of municipalities. Support the implementation of debt management by municipalities: Provide assistance in evaluating and reporting on the collection of government debt owed to municipalities. To provide assistance and support and report on a quarterly basis on municipal debtors age analysis and the implementation of credit and debt collection processes. To provide assistance and support on methodology/approach to improve cash flow and financial sustainability. Assess and assist with monitoring of intergovernmental debt owed by National and Provincial departments in order to reduce government debt. Provide advice and technical guidance on revenue related by laws, polices, and on tariffs setting relating to revenue management cycle: Review and provide technical guidance on revenue related by laws and policies. Provide technical support on the municipal revenue standard operating procedures. Assess and provide advice on tariff setting. Provide advice and technical guidance on revenue and debt management to support a comprehensive framework on fiscal management: Support and assist with the coordination of training to build capacity in the revenue management unit in municipalities. Provide inputs on local government equitable share formula discussions as and when required. Provide inputs for possible new own revenue sources in municipalities.

ENQUIRIES : Ms. B Mgaguli Tel No: (053) 830 8345

POST 22/547 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (MFMA) REF NO: NCPT/2023/64 (1 POST)**

SALARY : R424 104 – R 496 467 per annum (Level 9)
CENTRE : Cluster 2: Pixley Ka Seme (De Aar)
REQUIREMENTS : NQF 6/7 tertiary qualification in Supply chain management/Accounting /Economics/ or related fields. 2-3 years working experience in a Municipal Supply Chain Management environment. A valid driver's licence. Skills & Knowledge: Knowledge of Public Service Act and Regulations, PFMA and Regulations. PPPFA and Regulations, BBBEE Act, CIDB Act and Regulations. Municipal Structures Act and Municipal Systems Act, Provincial SCM Policy, A broad range of Acts and Policies pertaining to the line function and legal mandates of municipalities, NT Instruction Notes, Provincial Treasury, Instruction Notes, CIDB Instructions Notes, CSD Release notes. Communication, Organizing, Computer literacy, Networking, Leadership and team, building, Analytical, Problem solving, Policy Development, Conflict management and Financial Management Presentation.

<u>DUTIES</u>	:	Key Responsibilities: Co-ordinate the Monitoring and full implementation of SCM Policies, Framework and Procedures in Municipalities: Review policies and ensure alignment to legislation. Monitoring compliance of municipalities with annual procurement plans. Conduct compliance visits to municipalities. Analyse audit report and implement audit action plans in municipalities. Issue provincial Instruction Notes to assist with implementation and policy changes in municipalities. Provide support to ensure full compliance of SCM prescripts in municipalities: Assess, evaluate and analyze the level of SCM Compliance per municipality. Compile support plan to assist municipalities to achieve maximum compliance on FMCMM. Ensure implementation and maintenance of CSD and e Tender portal in all municipalities. Survey Participation in RT contracts and in strategic sourcing projects. Provide support on Contract Management to municipalities. Provide support to institutionalize SOP's in municipalities. Assist with capacity building in municipalities: Guide municipalities on how to compile procurement plans and to review the SCM policy. Guidance with implementation of the Revised Regulation 2017. Provide guidance with implementation of new and revised MFMA circulars and instruction notes pertaining to procurement. Provide on request, internal training and mentorship support. Co-facilitate workshops, training and external training sessions. Provide support to municipalities with tenders and general SCM Enquiries: Guide and assist municipalities with evaluation of tenders as per request on advisory capacity.
<u>ENQUIRIES</u>	:	Ms. B Mngaguli Tel No: (053) 830 8345
<u>POST 22/548</u>	:	<u>ASSISTANT DIRECTOR: ACCOUNTING & REPORTING (MFMA) (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R424 104 – R 496 467 per annum (Level 9) Cluster 1 Zf Mgcawu (Upington) Ref: NCPT/2023/62 (2 Posts) Cluster 2 Pixley Ka Seme (De Aar) Ref: NCPT/2023/63 (2 Posts)
<u>REQUIREMENTS</u>	:	NQF6/7 tertiary qualification in Financial Management/ Financial Accounting/Management Accounting or any related fields. 2-3 years' experience accounting environment. A valid driver's license. Skills & Knowledge: Strategic management, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations. Functioning of provincial Financial Management. Report writing and Communication at both high and lower levels. Planning and organizational skills. Computer literacy in MS Office, Networking skills Analytical problem solving skills, Policy development, Financial management. Formal presentation interpersonal skills, Project and change Management. Interpretation of financial information, Client relationship, Teamwork, Quick and accurate performance.
<u>DUTIES</u>	:	Key Responsibilities: Promote the understanding and implementation of accounting standards (GRAP), review and provide feedback on the quality of Annual Financial Statements: Provide support to municipalities on the preparation/compilation of annual financial statements. Provide feedback to the Deputy Director on the assessed draft and in-year financial statements. Advice stakeholders on accounting practice and compile documents/presentations for discussion on various topics related accounting on various sessions/forums. Support the monitoring and compliance with the financial accounting reporting requirements: Train clients on accounting frameworks, standards, guidelines and transversal accounting policies through Forums. Monitor the submissions of audit reports, management letters and audit action plans. Analyse, monitor, support and report on the implementation of the audit action plans. Report on the annual and oversight reports are tabled timeously as required by the MFMA. Support municipalities in resolving audit queries through the attendance of audit steering committee meetings and correspondence. Support on the preparations of the Audit File. Monitor and evaluate AFS preparation action plan. Provide technical support on financial management and accounting: Conduct research on technical GRAP Issues that affect the municipalities to provide clear guidance, application and direction. Participate in Accounting Standards Board, Public Sector Accounting Forums on the new/update on accounting reforms. Support the implementation of financial management support programs where municipalities lack skills and capacity. Analyse audit reports, management letters and audit implementation plans to identify financial management strategies. Analyse and report on progress on the implementation of the AFS/ Accounting queries. Assist in

		Monitoring, supporting and reporting on related modules in the Financial Management Capability Maturity Model. Verification of Annual Financial Statements against the submitted PRAUD and AUDA data strings: Follow up on outstanding data strings (PRAUD and AUDA). Coordinate the process of alignment of AUD data strings and AFS. Communicate to municipalities on the differences. Provide guidance and support as required.
<u>ENQUIRIES</u>	:	Ms. B. Mgaguli Tel No: (053) 830 8234
<u>POST 22/549</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT (MFMA) (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R424 104 – R 496 467 per annum (Level 9) Cluster 2: Pixley Ka Seme District (De Aar) Ref: NCPT/2023/65 (2 Posts) Cluster 3: John Taolo Gaetsewe (Kuruman) Ref: NCPT/2023/75 (1 Post)
<u>REQUIREMENTS</u>	:	NQF 6/7 tertiary qualification in Accounting/ Finance/ Asset Management/ Economics or related fields. 2-3 years' in a municipal environment. A valid driver's license. Skills & Knowledge: Strategic management, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations. Functioning of provincial Financial Management. Report writing and Communication at both high and lower levels. Planning and organizational skills. Computer literacy in MS Office, Networking skills Analytical problem solving skills, Policy development, Financial management. Formal presentation interpersonal skills, Project and change Management. Interpretation of financial information, Client relationship, Teamwork, Quick and accurate performance.
<u>DUTIES</u>	:	Key Responsibilities: Facilitate the development and maintenance of policies, strategies, SOP's and systems for asset and inventory management for compliance: Provide input to the development and review of asset and inventory management policies/ procedures manuals and systems, Facilitate the development of asset and inventory strategies in line with service delivery objectives. Promote, review and report on effective utilization of relevant asset management assessment tools (FMCMM) to improve associated controls and assist in the development. Monitor and support municipalities on safeguarding and disposal of assets: Monitor the safeguarding of assets against destruction, theft and obsolesces. Monitor that all losses of assets are reported, investigated and finalized. Monitor the establishment and functional loss control committees. Monitor disposal process of obsolete, redundant and unserviceable assets for compliance. Provide support to municipalities on financial management and reporting on assets and inventory: Monitor and support municipalities on assets registers, trial balance and expenditure reconciliations. Monitor and support municipalities on development and implementation of audit action plan regarding assets and inventory. Provide support on resolving audit findings on assets of municipalities. Facilitate training interventions on asset and inventory management: Identify asset and inventory management capacity GAPS and coordination strategies to address GAPS. Provide on the job training on assets and inventory management. Conduct workshop on policy framework, TR and Accounting Norms and Standards. Coordinate training interventions on asset and inventory management.
<u>ENQUIRIES</u>	:	Ms. B. Mgaguli Tel No:v(053) 830 8345
<u>POST 22/550</u>	:	<u>ASSISTANT DIRECTOR: BUDGET MANAGEMENT (MFMA) REF NO: NCPT/2023/66 (X1 POSTS)</u>
<u>SALARY CENTRE</u>	:	R424 104 – R496 467 per annum (Level 9) Cluster 2: Pixely Ka Seme (De Aar)
<u>REQUIREMENTS</u>	:	NQF6/7 tertiary qualification in Financial Accounting/ Financial Management/ Economics/ Public administration, Local Government Management/ Finance. 2-3 years experience in a Municipal Finance/budget environment. A valid driver's license. Skills & Knowledge: Finance Planning and organising, Analytical skills, Presentations/ report writing, Norms and standards, Produce directives and procedures, Knowledge of relevant legislation, directions and procedures with public service regulations and related legislation, Project management, Advance Excel, Planning. Computer literacy, Communication skills, Problem Solving, Policy Analysis/ development, Good Planning and organisational skills, Dealing with conflict, Routine notes, memorandums, reports, articles programs and minutes writing, Analytical skills.

<u>DUTIES</u>	:	Key Responsibilities: To provide assistance in monitoring the implementation of the budget framework by municipalities and provide technical support to delegated municipalities: Provide assistance in monitoring the preparation of the budgets for compliance with the MFMA, Municipal Budget Reporting Regulations (MBRR), relevant NT Circulars and on best practices (includes advise to council on its oversight roles over the budget process) Coordinate the facilitation of technical support and training via interactive working sessions/ site visits and report o outcome of the site visits. To provide assistance and support on the provision of guidance on budget planning: Provide assistance in the evaluation of the budgets and budget supporting documents for designated municipalities and coordinate the advice/ written comments to the municipality. Ensure that the designated municipalities receive a copy of the detailed schedules of allocations and transfers (Provincial and National Transfers Gazette). Provide assistance in the budget verification process to validate budgets on the NT database. Provide assistance in monitor the submission and publication (municipal website) of municipalities' budget and other relevant documents. To provide assistance and support in the monitoring, evaluating and reporting on In-Year Budget Performance: Provide assistance to monitor and ensure the submission MFMA returns/ data strings to National Treasury (report from NT confirming the receipt of all returns/ data strings). To provide assistance in the analysis of the monthly outcome of municipalities' budgets and financial performance through the IYM process and provide feedback to designated municipalities. Also provide input into the monthly 'Municipal Finance Consolidated Finance Performance Report (MFCFPR)' in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality report. To provide assistance in the analysis quarterly outcome of municipalities' budgets and financial performance including Section 72 report and provide input into the quarterly 'Municipal Finance Quarterly Review (MFQR)', in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality report. To assistance in the monitoring of grants spending of designated municipalities and submit to the relevant supervisor. To provide assistance and support in the monitoring compliance by delegated municipalities with respect to the MFMA, Dora and other applicable legislations and regulations.: Follow up with the designated municipalities on non-compliance issues and assist to provide technical support. Coordinate the feedback/ report to the relevant supervisor on steps taken by the municipality to address non-compliance.
<u>ENQUIRIES</u>	:	Ms. B Mgaguli Tel No: (053) 830 8345
<u>POST 22/551</u>	:	<u>ASSISTANT DIRECTOR: CASH FLOW MANAGEMENT REF NO :NCPT/2023/60 (1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 – R496 467 per annum (Level 9) Kimberley NQF6/7 tertiary qualification in Accounting/Financial Management/Commerce. 2-3 years' relevant experience in a government accounting environment. Training on BAS will be an added advantage. A valid driver's license. Skills & Knowledge: Knowledge of Basic Accounting System (BAS), knowledge on reporting procedures. Knowledge of Modified Cash Standard (MCS). Ability to interpret and implement relevant directives and policies. Routine notes, memos and report writing skills, knowledge of relevant prescripts, Public Finance Management Act (PFMA), Treasury regulations, Division of Revenue Act (DORA), Computer Literacy (Excel). Report writing, communication, interpersonal, problem solving, planning and organising and analytical thinking skills. Financial reporting, accounting reforms in the public sector. Management accounting. Organisational, Accounting and Auditing skills.
<u>DUTIES</u>	:	Key Responsibilities: Monitoring Provincial Revenue Fund Cash management and reporting system: Review daily cash liquidity requirement. Review analyses of cash flow projections (Annexure A). Review departmental daily cash flow. Compile consolidated daily cash flow analysis report. Compile section 40 cash flow analysis report. Compile monthly funding schedule. Compile departmental disbursement release tool. Review cash flow position analysis report. Monitor compliance of Provincial Revenue Fund policy directive, guidelines and Investment: Resolve cash flow related enquiries. Attend monthly cash flow meetings. Ensure compliance with Provincial Revenue Fund policy directives: Review consolidated daily/monthly cash flows. Compile letter for awarding of investment/ send notification for non-

ENQUIRIES

awarding. Maintain investment register. Facilitate deviation from cash flow management directives. Facilitate amendments to Cash Management Framework & Investment Policy.
Ms. B. Phokojoe Tel No: (053) 830 8264

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF HEALTH**

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

- APPLICATIONS** : Applications quoting relevant reference, should be forwarded as follows:
Provincial Office: Healthjobs@nwpg.gov.za
Klerksdorp/Tshepong Hospital Complex, Private Bag XA14, Klerksdorp 2570,
Mr A Mlambo, Klerksdorp/Tshepong Hospital Complex
- CLOSING DATE** : 14 July 2023
- NOTE** : The Department requests applicants to 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 previous experience). Failure to do so will result in your application being disqualify. 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. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Important: North West Department of Health is an equal opportunity and affirmative action employer. It is our intention to promote representivity in North West Department of Health through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. North West Department of Health will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department.

MANAGEMENT ECHELON

- POST 22/552** : **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1 (UROLOGY, NEPHROLOGY, NEUROLOGY, PSYCHIATRY) REF NO: 01/2023/04**
- SALARY** : R1 887 363.per annum (All inclusive Package)
- CENTRE** : Klerksdorp/ Tshepong Hospital Complex
- REQUIREMENTS** : Appropriate qualification that allows for registration with the Health Professions Council of South Africa as Medical Specialist in a normal speciality or recognised Sub-speciality. Shortlisted candidates are required to submit current proof of registration with the Health Professions Council of South Africa as Medical Specialist in a normal speciality or a recognised sub-speciality. Minimum of 3 years' appropriate experience as Medical Specialist after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal speciality or in a recognised sub-speciality. Computer literacy. A valid driver's license.
- DUTIES** : Function as Head of Unit of the advertised specialty. Lead clinical services in the relevant department. Lead the academic activities of the department including training of Registrars, Medical Officers, Interns and Medical Students.

Liaise with the faculty of Health Sciences, University of Witwatersrand and other academic institutions. Be involved in research. Lead clinical governance in the department. Be available for after hour service NB: The successful candidate is eligible for joint appointment in the Faculty of Health Sciences with the University of Witwatersrand.

ENQUIRIES : MR. T.A Madonsela, Tel 018 406-4755

POST 22/553 : **CHIEF MECHANICAL ENGINEER: ENGINEERING AND TECHNICAL SERVICES REF NO: 02/2023/04**

SALARY : R1 146 540.per annum. (All Inclusive Package)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : Bachelor's Degree in Engineering (Mechanical). Six (6) years' experience post qualification. Shortlisted candidates are required to submit current proof of registration with Engineering Council of South Africa (ECSA). Computer literacy. A valid drivers' license. Main Role: To perform and manage all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications and provide strategic direction in the process.

DUTIES : Undertake engineering designs. Perform final review and approvals of audits on new engineering designs according to design principles or theory. 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 organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Provide effective engineering and project management services. Manage compliance with OHS and related legislation. Undertake research. Manage people and budgets.

ENQUIRIES : MR M Manihvi, Tel. 018 391 4437

POST 22/554 : **DEPUTY MANAGER NURSING REF NO: 03/2023/04**

SALARY : R930 747.per annum (All Inclusive Package)
CENTRE : Klerksdorp/ Tshepong Hospital Complex
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional with SANC in General Nursing. At least four (4) years of the period referred to above must be appropriate/recognisable experience at management level. Shortlisted candidates are required to submit current proof of registration with the South African Nursing Council. Computer literacy. A valid driver's license.

DUTIES : Provide guidance and leadership towards the realization of the strategic goals and objective of the division. Provide professional technical and management support for the provision of quality patient care through proper management of nursing care programmes. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies programs, regulations, practices, procedure and standard pertaining to nursing care. Utilise Health Information Management System to enhance service delivery. Establish, maintain and participate inter-professional and multi-disciplinary teamwork that promotes effective health care. Manage and utilize resources in accordance with relevant directive and legislation. Manage Key Result Areas of employees and budget.

ENQUIRIES : MR H Thaba, Tel 018 406 4000

POST 22/555 : **CHIEF QUANTITY SURVEYOR REF NO: 04/2023/04 (2 POSTS)**

SALARY : R990 747.per annum (All Inclusive Package)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : Bachelor's Degree in Quantity Surveying. Six (6) years' experience post qualification. Shortlisted candidates are required to submit current proof of registration as a Professional Quantity Surveyor with the South African Council for Quantity Surveying Professions (SACQSP). Computer literacy. A valid drivers' license. Main Role: To manage the delivery of the infrastructure built

- environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS).
- DUTIES** : Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages /Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agents). Manage people and budgets.
- ENQUIRIES** : MR M Manihvi, Tel. 018 391 4437
- POST 22/556** : **DEPUTY DIRECTOR: FINANCE REF NO: 05/2023/04**
- SALARY** : R811 560.per annum (All Inclusive MMS Package)
- CENTRE** : Klerksdorp/ Tshepong Hospital Complex
- REQUIREMENTS** : National Diploma/Bachelor's Degree in Commerce/Financial Management/Accounting. Five (5) years' experience in Financial Management of which three (3) years should be at Assistant Director level in Finance with strong technical accounting and management and leadership skills. Knowledge of government Procurement Procedures and Regulations. Knowledge of BAS and Walker Systems, knowledge of PPPFA, PFMA and Treasury Regulations. Knowledge of Policies, Practices and budgeting, Central Supplier Database (CSD). Knowledge and application of delegation of authority, Basic Condition of Employment, Public Service Act and Regulations. Risk Management and Internal Control. Problem solving, organizing, strategic planning, financial management, change/ diversity management, team building, conflict resolution, facilitation and project management. Discipline, innovation, creativity and problem solving. Computer literacy. A valid driver's licence.
- DUTIES** : Manage financial procedures of organizational units including accounts, Financial Planning and budgets. Compile and monitor the budget. Manage creditors' payments. Prepare and audit monthly/ quarterly expenditure reports. Administer financial transactions and documents. Maintain effective and efficient cash flow. Monitor revenue collection on monthly basis against set targets. Develop strategies to prevent unauthorized, irregular, fruitless and wasteful expenditures. Monitor financial performance in relation to the departmental priorities and conditional grants. Develop and maintain effective and efficient internal control system. Ensure the implementation of audit recommendations. Establish sound relations with relevant stakeholders (NGOs). Develop Quality Improvement Plans on Financial management processes. Ensure that BID Committee are established and functional. Participate in Finance Forums meetings.
- ENQUIRIES** : MR. T.A Madonsela, Tel 018 406-4755
- POST 22/557** : **ELECTRICAL ENGINEER (PRODUCTION) REF NO: 06/2023/04**
- SALARY** : R795 147 – R1 197 978.per annum (all inclusive package) Final salary will be determined by appropriate/recognizable years of experience in Electrical Engineering Field post professional registration.
- CENTRE** : Provincial Office (Mahikeng)
- REQUIREMENTS** : Bachelor's Degree in Engineering (Electrical). Three (3) years' experience post qualification. Shortlisted candidates are required to submit current proof of registration as a Professional Engineer with the Engineering Council of South Africa (ECSA). Computer literacy. A valid drivers' license. Main Role: To provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations.
- DUTIES** : Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Undertake research.
- ENQUIRIES** : MR M Manihvi, Tel. 018 391 4437

- POST 22/558** : **MECHANICAL ENGINEER (PRODUCTION) REF NO: 07/2023/04**
- SALARY** : R795 147 - R1 197 978.per annum. (All Inclusive Package) Final salary will be determined by appropriate/recognizable years of experience in Mechanical Engineering post professional registration.
- CENTRE** : Provincial Office (Mahikeng)
- REQUIREMENTS** : Bachelor's Degree in Engineering (Mechanical). Three (3) years' experience post qualification. Shortlisted candidates are required to submit current proof of registration with Engineering Council of South Africa (ECSA). Computer literacy. A valid drivers' license. Main Role: To provide mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations.
- DUTIES** : Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Undertake research.
- ENQUIRIES** : MR M Manihvi, Tel. 018 391 443
- POST 22/559** : **CIVIL/STRUCTURAL ENGINEER (PRODUCTION) REF NO: 08/2023/04**
- SALARY** : R795 147 - R1 197 978.per annum (All Inclusive Package)
- CENTRE** : Provincial Office (Mahikeng)
- REQUIREMENTS** : Bachelor's Degree in Engineering (Civil/Structural). Three (3) years' experience post qualification. Shortlisted candidates are required to submit current proof of registration with Engineering Council of South Africa (ECSA). Computer literacy. A valid drivers' license. Main Role: To provide civil/structural engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects functional /technical norms and standards aligned to the Provincial Infrastructure Delivery Management System. (IDMS)
- DUTIES** : Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile civil/structural engineering briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate civil/structural engineering installations and oversee commissioning of engineering installations. Make inputs to the preparation of the User Asset Management Plan. Undertake research.
- ENQUIRIES** : MR M Manihvi, Tel. 018 391 4437
- POST 22/560** : **PHARMACIST REF NO: 09/2023/04**
- SALARY** : R768 489 – R961 614.per annum (All Inclusive Package) Final salary will be determined by the appropriate/recognizable experience in Pharmacy after registration as Pharmacist with South African Pharmacy Council.
- CENTRE** : Klerksdorp/ Tshepong Hospital Complex
- REQUIREMENTS** : Basic qualification accredited by the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Shortlisted candidates are required to submit current proof of registration with South African Pharmacy Council as a Pharmacist. Appropriate/ recognizable experience in Pharmacy after registration as Pharmacist with South African Pharmacy Council. A valid Work permit for Non-South Africans must be attached. A valid driver's license. Computer literacy.
- DUTIES** : Provide pharmaceutical services which entails ensuring proper surveillance of medicine and consumption. Ensure strict ordering of medicine and controlling budget. Oversee pharmaceutical stock control. Provide expert advice to medical staff on effective and economic usage of drugs. Train Pharmacy Assistance and Interns. Supervise the compounding and pre-packing of pharmaceutical products. Manage resources in pharmacy. Monitor and evaluate pharmaceutical services.

ENQUIRIES : DR. MM Dikhing, Tel 018 406 4750

POST 22/561 : **CANDIDATE CONSTRUCTION PROJECT MANAGER REF NO: 10/2023/04**

SALARY : R687 879.per annum (All Inclusive Package)

CENTRE : Provincial Office (Mahikeng)

REQUIREMENTS : Bachelor`s Degree in the Built Environment. Shortlisted candidates are required to submit current proof of registration with the South African Council for the Project Construction Management Professions as a Candidate Construction Project Manager. Computer Literacy. A Valid Drivers' License. Main Role: To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS].

DUTIES : Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist to prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the implementation of Programmes/Projects. Make inputs to different Project Stage reports & designs. Assist to manage the interface between the end-user/community structures and Implementing Agent[s].

ENQUIRIES : MR M Manihvi, Tel. 018 391 4437

POST 22/562 : **ARCHITECT (PRODUCTION): REF NO: 11/2023/04 (3 POSTS)**

SALARY : R687 879 – R1 035 084.per annum (All Inclusive Package) Final salary will be determined by appropriate/recognizable years of experience in Architect post professional registration.

CENTRE : Provincial Office (Mahikeng)

REQUIREMENTS : Bachelor`s Degree in Architecture. Three (3) years' experience post qualification. Shortlisted candidates are required to submit current proof of registration as a Professional Architect with the South African Council for the Architectural Professions (SACAP). Computer literacy. A valid drivers' license.Main Role: To provide architectural inputs and guidance for the development of infrastructure strategies, policies, systems, functional / technical norms and standards which includes form and space designs in line with Infrastructure Delivery Management System (IDMS).

DUTIES : Determine and customise architectural functional & technical norms and standards. Determine architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Undertake Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Preparation of architectural inputs to the development of User Asset Management Plan and Project List. Assist with health facility planning. Undertake research.

ENQUIRIES : MR M Manihvi, Tel. 018 391 4437

POST 22/563 : **QUANTITY SURVEYOR (PRODUCTION): REF NO: 12/2023/04 (3 POSTS)**

SALARY : R687 879 – R1 035 084.per annum. (All Inclusive Package) Final salary will be determined by appropriate/recognizable years of experience in Quantity Surveyor post professional registration.

CENTRE : Provincial Office (Mahikeng)

REQUIREMENTS : Bachelor`s Degree in Quantity Surveying. Three (3) years' experience post qualification. Shortlisted candidates are required to submit current proof of registration as a Professional Quantity Surveyor with South African Council for the Quantity Surveying Professions (SACQSP). Computer literacy. A valid divers' licence. Main Role: To provide quantity surveying inputs and guidance for the development of infrastructure strategies, policies, functional / technical norms and standards, plans for Health in line with the provincial Infrastructure Delivery Framework for the planning and construction of Health Department projects.

DUTIES : Customise quantity surveying and costs norms / standards for health facilities. Determine quantity surveying policies, plans, procedures and criteria for all infrastructure projects and programmes. Contribute to project briefing documents, costing models and operational narratives. Make inputs to the User Asset Management, Project lists and Budget. Undertake research.

ENQUIRIES : MR M Manihvi, Tel. 018 391 4437

<u>POST 22/564</u>	:	<u>CANDIDATE CIVIL ENGINEER REF NO: 13/2023/04</u>
<u>SALARY</u>	:	R687 879.per annum (All Inclusive Package)
<u>CENTRE</u>	:	Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Engineering (Civil). Shortlisted candidates are required to submit current proof of registration with Engineering Council of South Africa (ECSA) as a Candidate Engineer. Computer literacy. A valid drivers' license. Main Role: To assist to manage the delivery of the infrastructure Built Environment programmes and projects in line with the Provincial IDMS.
<u>DUTIES</u>	:	Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist to prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the implementation of Programmes/Projects. Make inputs to different Project Stage reports & designs. Assist to manage the interface between the end-user/community structures and Implementing Agent[s].
<u>ENQUIRIES</u>	:	MR M Manihvi, Tel. 018 391 443
<u>POST 22/565</u>	:	<u>CANDIDATE ARCHITECT REF NO: 14/2023/04</u>
<u>SALARY</u>	:	R598 062.per annum (All Inclusive Package)
<u>CENTRE</u>	:	Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Architecture. Shortlisted candidates are required to submit current proof of registration as a Candidate Architect with the South African Council for the Architectural Professions (SACAP). Computer literacy. A valid drivers' license. Main Role: To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS].
<u>DUTIES</u>	:	Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist to prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the implementation of Programmes/Projects. Make inputs to different Project Stage reports & designs. Assist to manage the interface between the end-user/community structures and Implementing Agent[s]. Undertake research.
<u>ENQUIRIES</u>	:	MR M Manihvi, Tel. 018 391 4437
<u>POST 22/566</u>	:	<u>CANDIDATE QUANTITY SURVEYOR REF NO: 15/2023/04</u>
<u>SALARY</u>	:	R598 062.pe rannum (All Inclusive Package)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Quantity Surveying. Shortlisted candidates are required to submit current proof of registration with South African Council for the Quantity Surveying Professions (SACQSP) as a Candidate Quantity Surveyor. Computer literacy. A valid divers' license. Main Role: To assist to manage the delivery of the infrastructure Built Environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS].
<u>DUTIES</u>	:	Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist to prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the implementation of Programmes/Projects. Make inputs to different Project Stage reports & designs. Assist to manage the interface between the end-user/community structures and Implementing Agent[s]. Undertake research.
<u>ENQUIRIES</u>	:	MR M Manhivi, Tel. 018 391 4437
<u>POST 22/567</u>	:	<u>CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: 16/2023/04</u>
<u>SALARY</u>	:	R520 785.per annum (plus benefits)
<u>CENTRE</u>	:	Klerksdorp/ Tshepong Hospital Complex
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa in Occupational Therapy. Shortlisted candidates are required to submit current proof of registration with the Health Profession Council of South Africa as an Occupational Therapist. Minimum of 3 years Appropriate / recognizable experience in Occupational Therapy after registration with the Health Professions Council of South Africa as

		Occupational Therapist. A valid driver's license. Computer literacy. Ability to work in a multidisciplinary team.
<u>DUTIES</u>	:	Conceptualize, develop, manage and mentor Occupational Therapy care in the hospital. Render clinical service, develop, manage and mentor provision of a quality Occupational Therapy service of specific clinical areas. Develop and monitor operational standard procedures in line with provincial and national strategies. Implement quality control measures and Health Promotion. Marketing and promotion of the Occupational Therapy services. Render Occupational Therapy assessments and offer treatment to the patients. Render outreach Occupational Therapy care. Render training, both to service providers and users. Participate in Occupational Therapy and related health policy formulation and implementation within the hospital. Manage Key Result Areas of employees and budget. Attend management meetings and report to staff accordingly.
<u>ENQUIRIES</u>	:	DR. IR Mahume, Tel 018 406 4750
<u>POST 22/568</u>	:	<u>CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: 17/2023/04</u>
<u>SALARY</u>	:	R520 785.per annum (plus benefits)
<u>CENTRE</u>	:	Klerksdorp/ Tshepong Hospital Complex
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa in Radiology (Diagnostic Radiography). Shortlisted candidates are required to submit current proof of registration with the Health Profession Council of South Africa as a Diagnostic Radiographer. Minimum of 3 years Appropriate /recognizable experience in Diagnostic Radiography after registration with the Health Professions Council of South Africa. Ability to work in a multidisciplinary team.
<u>DUTIES</u>	:	Monitor the exposure factor with due cognized of all factors. Exposed and process and ensure X-ray are taken and meet high professional standard. Make sure that regulations pertaining to radiation, protection & safety are adhered to and that the budget is controlled. Receive cognized of the traumatic and pathological condition that may be present and acceptable responsibility for the patient. Supervise employees. Ensure regular services of X-ray equipment's. Perform any other duty that may be delegated by the supervisor.
<u>ENQUIRIES</u>	:	DR. IR Mahume, Tel 018 406 4750
<u>POST 22/569</u>	:	<u>CONTROL ENGINEERING TECHNICIAN: ENGINEERING AND TECHNICAL SERVICES REF NO: 18/2023/04</u>
<u>SALARY</u>	:	R499 275.per annum. (plus benefits)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	National Diploma in Engineering. Six (6) years' post qualification of Engineering experience. Shortlisted candidates are required to submit current proof of registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. Computer literacy. A valid drivers' license. Main Role: To render technical services and support in terms of the management of Service Providers responsible for the maintenance of lifts and manage the analysis of information on the use of utilities.
<u>DUTIES</u>	:	Determine and maintain engineering norms and standards for lifts. Undertake inspections of lifts to validate quality of performance of Service Providers in terms of maintenance contracts. Make recommendations related to non-performance in terms of maintenance contracts for lifts. Investigate all new lift installations and equipment to validate compliance with the Occupational Health and Safety Act and the Engineering Regulations issued in terms of the Act. Manage the design and establishment of a system to collect credible data on the use of utilities by Health Facilities. Undertake research. Manage people and budgets.
<u>ENQUIRIES</u>	:	MR M Manihvi, Tel. 018 391 4437
<u>POST 22/570</u>	:	<u>ENGINEERING TECHNICIAN: ENGINEERING AND TECHNICAL SERVICES REF NO: 19/2023/04 (2 POSTS)</u>
<u>SALARY</u>	:	R353 013.per annum (plus benefits)
<u>CENTRE</u>	:	Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	National Diploma in Engineering. Three (3) years' post qualification engineering experience. Shortlisted candidates are required to submit current proof of registration with Engineering Council of South Africa (ECSA) as

DUTIES

Professional Engineering Technician. Computer literacy. A valid drivers' license. Main Role: To render technical services and support in engineering research, design, manufacturing, operations and maintenance.

:

Assist the Engineer with technical activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standard drawings and procedures. Produce technical designs with specifications. Assist to manage the execution of the maintenance strategy. Assist to set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Assist to monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Collect and analyse data on use of utilities by Health Facilities. Undertake research.

ENQUIRIES

:

MR M Manihvi, Tel. 018 391 4437

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

CLOSING DATE : 17 July 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 22/571 : **PROFESSIONAL CIVIL ENGINEER (PRODUCTION LEVEL);
AGRICULTURAL ENGINEERING SERVICES (2 POSTS BASED IN
VREDENDAL AND ELSENBURG), REF NO. AGR 39/2023**

SALARY : Grade A: R795 147 - R847 221 per annum
 Grade B: R894 042 - R962 292 per annum
 Grade C: R1 020 087 - R1 197 978 per annum (OSD as prescribed).

CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Engineering Degree (B Eng/ BSC (Eng)) in Civil Engineering; A minimum of 3 years post qualification engineering experience in Agricultural water use and irrigation; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Recommendation: None Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making skills; Customer focus and responsiveness; Financial management; Planning and organising skills; Ability to work under pressure; Written and verbal communication skills.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan, design, operate and maintain engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures

ENQUIRIES : Mr P Keuck at Tel No: (021) 808 5340
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>

POST 22/572 : **STATE VETERINARIAN: VETERINARY SERVICES (OUDTSHOORN), REF
NO. AGR 32/2022 R1**

SALARY : R811 560 per annum (level 11). (All-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year relevant post qualification experience; A valid code B driving licence. Recommendation: None Competencies: Knowledge of the following: Meat Safety Act, 2000 (Act 40 of 2000) and the regulations and policy pertaining to this act; Antemortem and post-mortem examinations of animals/birds, with special reference to zoonotic or other conditions that may

effect humans; International requirements regarding meat safety, in particular requirements of the Codex Alimentarius Commission; Animal Disease Act, 1984 (Act 35 of 1984); Auditing of food establishment; Pathology; Asset management; Personnel management; Proven Communication (written and verbal) skills; Ability to work: Independently in a team; Accurately and precisely; Under stressful conditions.

DUTIES : Monitoring of the procedures and processes at the abattoirs, food processing and animal by-product processing establishments to ensure compliance with national and international requirements for export; Certification of exports of live animals, meat, meat products and animal products; Implementation of remedial and control actions if export requirements are not met; Assessment of hygiene management systems at the abattoir; Record keeping and reporting of activities and export data as required; Participation in provincial export product safety programmes; Auditing of export establishments in the province.

ENQUIRIES : Dr V Henwood at Tel No:(021) 808 5377.
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>

POST 22/573 : **SENIOR AGRICULTURAL ADVISOR: CENTRAL KAROO (BEAUFORT WEST), REF NO. AGR 04/2023 R1**

SALARY : R424 104 per annum (Level 9)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year tertiary qualification/Honours (BSc Agric/BAgric Management or equivalent qualification); Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 year's experience in agricultural extension; A valid code B driving licence. Recommendation: Experience in agricultural production; Knowledge of the following: Production of small livestock (sheep and goats), Production of crops produced in the specific areas, also markets and value adding; Conduct practical research. Competencies: Knowledge of the following: Production of livestock, alternative crops produced in the specific area; Project management practices; Land reform programme and project implementation; Following skills: Research; Excellent written and verbal communication; Report writing; Organisational, leadership and supervisory; Conflict management.

DUTIES : Compilation of project submissions and the management of project implementation; Conduct relevant development of farmers across all functions which include land reform, infrastructure development project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers especially extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production system; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC's) in the delivery and implementation of projects.

ENQUIRIES : Ms V Erasmus at Tel No: (023) 414 9202
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>

POST 22/574 : **AGRICULTURAL ADVISOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (KHAYELITSHA), REF NO. AGR 33/2023**

SALARY : R359 517 per annum (Level 8).
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year qualification in Agriculture or equivalent qualification within Agricultural field as recognised by SAQA; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A valid code B driving licence. Recommendation: None Competencies: Knowledge of the

following: Mixed farming systems; Production of crops and/or livestock produced in the specific area, also markets and value adding; Practical research; Good understanding of land reform programme and project implementation; Skills needed: Communication (written and verbal); Proven computer literacy in MS Office (Excel, Word, PowerPoint); Problem solving ability; Research skills; Time management; Ability to work under pressure; Work in a team; Prepare and deliver presentations.

DUTIES : Compilation of project submissions and project implementation; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials under supervision; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production systems; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC's) in the delivery and implementation of projects

ENQUIRIES : Mr P Keuck at Tel No: (021) 808 5340
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>

POST 22/575 : **LABORATORY CLEANER: HISTOPATHOLOGY AND BIOCHEMISTRY (STELLENBOSCH), REF NO. AGR 37/2023**

SALARY : R147 036 per annum (level 3).
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 10 or equivalent qualification. Recommendation: Relevant laboratory experience in handling basic laboratory apparatus. Competencies: A good understanding of Good Laboratory Practice (GLP) principles; Skills needed: Computer literacy; Written and verbal communication skills; Interpersonal; Listening; Record keeping; Reliable; Diligent; Ability to work under pressure; Self-motivated.

DUTIES : Cleaning and disinfection of surfaces and floors; Specialised cleaning of laboratory glassware and other laboratory equipment instruments and items; Removal of refuse and biological waste, used glassware and other instruments; Perform basic maintenance on selected equipment and instrumentation; Maintain tidiness of designated laboratory sections (s); Perform administrative and related functions.

ENQUIRIES : Dr M Seutloali at Tel No: (021) 808 7529.
APPLICATIONS : To submit your application, there are three methods in which you can apply, please only use one of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or 3. Email your application to, westerncape@immploy.com. 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. 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. NB: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE : 24 July 2023

POST 22/576 : **FARM AID: FARM SERVICES (NORTIER RESEARCH FARM) REF NO. AGR 65/2022 R1**

SALARY : R125 373 per annum (level 2).
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET Level 2/Grade 5). Recommendation: 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. Practical experience in the following: Soil cultivation, preparation for different pastures with tractors and various equipment; Handling of livestock; General farm work; Maintenance of infrastructure. Competencies: Good knowledge of the following: Plant science and research; Animal science and research; Handling of machinery and power tools regarding maintenance of infrastructure; Handling of livestock Written and verbal communication skills; Ability to work independently as well as part of a team.

DUTIES : Perform the following: Routine activities in respect of crop production; Routine activities in respect of livestock; General routine activities; General routine activities in respect of infrastructure.

ENQUIRIES : Mr C Rheeder at (021) 808 7789.
APPLICATIONS : To submit your application, there are three methods in which you can apply, please only use one of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or 3. Email your application to, westerncape@immploy.com. 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 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. NB: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE : 24 July 2023

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 17 July 2023

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 22/577 : **ASSISTANT DIRECTOR: MOD PROGRAMME, REF NO. CAS 30/2023**

SALARY : R424 104 per annum (level 9).
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. Recommendation: A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: The Mass participation; Opportunity and access; Development and growth (MOD) Programme;

Recreation-based activities, and relevant next-level activities, e.g. sports, arts and cultural activities; Relevant recreation, school sport, sport, arts and cultural affairs policies, rules and regulations; The National Sport and Recreation Plan; Statutory prescripts surrounding the Public Service, e.g. Public Service Act and Regulations on a Public Finance Management Act (PFMA); Managing activities, events and people. Skills needed: Computer literacy (MS Word, Excel, Power Point, Outlook and Internet); Research and inter-sectoral collaboration; Numeracy; Literacy; Typing; Language skills; Project Management; Accounting; Finance; Auditing; Information Technology; Formal Training; Economic financial analysis; Legal Administration; Strategic Planning; Communication (Written and verbal); Problem solving; Presentation; Decision-making; Mediation; Performance management. Ability to: Handle conflict; Work under pressure; Function as a team member; Liaise with personnel at all levels.

DUTIES : Manage the following: The planning, identification and confirmation of MOD Centres within the Western Cape; Explanation of Service Level Agreements (SLAs) to each relevant institution (school) and ensure that they comply with them; The establishment and implementation of MOD Centres in line with the correct processes and procedures with regards to recruitment, lesson plans, equipment and procurement; The development and maintenance of Information and Knowledge Management System; Ensure monitoring and evaluation and Human Resource Management.

ENQUIRIES APPLICATIONS : Ms M Roberts at Tel No: (021) 483 9712
 : 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>

POST 22/578 : **SPORT PROMOTION OFFICER: INFRASTRUCTURE SUPPORT, REF NO. CAS 29/2023**

SALARY CENTRE REQUIREMENTS : R294 494 per annum (Level 7)
 : Department of Cultural Affairs and Sport, Western Cape Government
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Sports 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. Recommendation: Relevant experience in client liaison, project management and report writing. Competencies: Knowledge of the following: National Sport and Recreation plan, White paper on Sport and Recreation; Public Finance Management Act; MIG Framework and Norms and Standard for Sport and Recreation Infrastructure Provision and Management; Skills in the following: Verbal and written communication; Proven computer literacy; Good presentation and organising skills; Ability to work with teams and perform under pressure.

DUTIES : Coordinate the establishment and provide support to municipalities, sport federations and local areas in conjunction with the stakeholders; Facilitate sustainable capacity development programmes in sport with municipal official local areas and districts; Implement sport and recreation programmers in municipalities, wards and local areas for the development of sport and recreation; Monitor and evaluate compliance with sport and recreation transformational policies; Render administrative functions in relation to programmes that are implemented.

ENQUIRIES APPLICATIONS : Mr K Mkalipi at Tel No: (021) 483 9506
 : 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>

POST 22/579 : **DRIVER WITH SECONDARY FUNCTIONS: WORCESTER, REF NO. CAS 28/2023**

SALARY CENTRE REQUIREMENTS : R171 537 per annum (level 4).
 : Department of Cultural Affairs and Sport, Western Cape Government
 : Junior Certificate (Grade 10) or equivalent qualification; A minimum of 1 year relevant experience; A valid (Code C1 or higher) driving license and A valid professional Driving Permit (PrDP). Recommendation: None. Competencies: A good understanding of the following: City(ies) in which the functions will be performed; Procedures to perform messenger duties; Routine office support functions (e.g., registry functions, Making of photocopies); Skills in the

- following: Basic Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Communication skills (written and verbal); Maintenance of a vehicle engine.
- DUTIES** : Driving light and medium motor vehicles; Transport passengers and collect and deliver items; Do routine maintenance on the allocated vehicles; Complete all the required and prescript records and logbooks; Render a clerical/support/messenger service in the relevant office; Copy and fax documents; Assist in the registry.
- ENQUIRIES** : Ms J Pieterse at Tel No: (023) 347 5054
- 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>

**DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM
WESTERN CAPE GOVERNMENT**

- CLOSING DATE** : 17 July 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 22/580** : **DEPUTY DIRECTOR: AGRI-PROCESSING, REF NO. DEDAT 14/2023**
- SALARY** : R811 560 per annum (Level 11). (All-inclusive salary package)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in Economics or related field; A minimum of 3 years management level experience in either the public or private sector. Recommendation: Export and Investment development experience; Research related qualifications and or experience; Experience relating to stakeholder management and partnerships for programmes relating to economic development, investment and or trade; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Economic Research and economic modelling; Strategy development; Agri-processing sector; Trade and sector development; Investment Development; Skills needed: Computer literacy in MS Office Package; Written and verbal communication; Intermediate research and report writing; Presentation Skills (Presentation development and workshop facilitation); Economic research and modelling (Quantec and HIS); Data analysis; Ability to work independently and as part of a team.
- DUTIES** : Programme and Project Management; Research; Stakeholder relation management; Presentation development; Project proposal writing; Financial management as it relates to projects; Human Resource Management.
- ENQUIRIES** : Mr G Dinga at Tel No: (021) 483 9315
- 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>
- POST 22/581** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING, REF NO. DEDAT 12/2023**
- SALARY** : R424 104 per annum (level 9).
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory experience within Management Accounting or

related field; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Working knowledge of the following: Medium Term Expenditure Framework (MTEF) budget process and procedures; Basic Accounting System (BAS) and its structures. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions); Financial techniques; Compiling submissions to the Accounting Officer, Ministers, Cabinet, Treasury. Computer literacy (MS Office); Written, verbal and presentation communication skills; Ability to work under pressure; Ability to work independently and as part of a team.

DUTIES : Co-ordination the revenue and expenditure portfolio; Co-ordinate the compilation and completion of the IYM; Co-ordination of the adjustment estimate process; Participate in committees, forums or working groups.

ENQUIRIES : Mr R Le Breton at Tel No: 021 484 9158.

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>

POST 22/582 : **SUPPLY CHAIN MANAGEMENT OFFICER: SUPPLY CHAIN MANAGEMENT, REF NO. DEDAT 13/2023**

SALARY : R294 321 per annum (level 7).

CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (equivalent qualification or higher qualification). Recommendation: Administrative experience in a Supply Chain Management environment. Competencies: Knowledge of the following: Public Finance Management Act; Supply Chain Management; Procurement prescripts; LOGIS system; Skills needed: Computer literacy in MS Office Package; Communication skill (written and verbal); Report writing; Problem solving; Analytical; Organising and planning; Ability to work independently and as part of a team.

DUTIES : Assist with: The development, revising and implementation of asset management policies and procedures; Monitoring, evaluating and reporting on compliance with asset management policies and procedures; Execution and implementation of asset acquisition, maintenance and disposal plans; Maintaining, monitoring and reviewing the capturing of all movable assets in the asset register; Receipting and capturing of all movable assets in the asset register; Developing, implementing and managing mechanisms to safeguard assets; Implementing of a system of movement of assets between locations; Planning and executing the asset verification process; Investigating and reporting on variances (shortages or surpluses); Ensuring that the disposal of departmental assets occurs within the regulated framework; Initiating the disposal of redundant or obsolete assets; Preparation of monthly reconciliations with supporting schedules of the asset register to the relevant accounting records.

ENQUIRIES : Mr M Hartman at Tel No: (021) 483 9148.

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>

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. The applicants are advised to read the foreword available on the WCED website before applying for the post/s. 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.
21 July 2023

CLOSING DATE

:

MANAGEMENT ECHELON

POST 22/583

:

**DEPUTY DIRECTOR- GENERAL: CURRICULUM AND ASSESSMET
MANAGEMENT REF NO: 201**

Branch: Curriculum and Assessmet Management

SALARY

:

R1 663 581 per annum. (Level 15) An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

**CENTRE
REQUIREMENTS**

:

Head Office, Cape Town.

:

An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA; 8 years of experience at senior managerial level; Successful completion of the Certificate for entry into the Senior Management Service (SMS); Valid Driver's license. Additional Requirements: Note: An appropriate Master's degree will be a recommendation.

DUTIES

:

Strategic management, guidance and advice in respect of the rendering of effective and efficient assessment and examinations as well as curriculum management and development. This includes the following broad areas of service delivery: 1. Assessment: Develop provincial assessment systems and see to application of national assessment systems. Build skills and capacity in respect of the application of assessment systems. Review assessment systems based on feedback and feed into provincial intervention programmes and national review. processes. 2. Examinations: Plan the system of examinations for all phases of curriculum delivery. Administer examination and certification processes. 3. GET Curriculum Development: Coordinate curriculum research and development within learning areas. Coordinate curriculum development initiatives within the learning area context according to provincial needs in ECD, GET and ABET. Contribute to national curriculum policy development with respect to learning areas. Monitor, support and evaluate all provincial interventions within the learning area context. Develop policy documents, guidelines and training materials in support of learning areas. 4. FET Curriculum Development: Coordinate curriculum research and development within subjects. Coordinate curriculum development initiatives within the subject context according to provincial needs in FET. Contribute to national curriculum policy. development with respect to subjects. Monitor, support and evaluate all provincial interventions within the subject context. Develop policy documents, guidelines and training materials in support of subjects. 5. e-Learning: Plan the roll out of e-learning initiatives. 6. Ongoing professional Development of all Teachers.

ENQUIRIES

:

Mr B Walters, Tel: 021- 467 2478

POST 22/584

:

DIRECTOR: RESEARCH REF NO: 202

SALARY

:

R1 162 200 per annum. (level 13) An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

**CENTRE
REQUIREMENTS**

:

Cape Town

:

An undergraduate qualification (NQF level 7) as recognised by SAQA; 6 years' experience at a middle/senior managerial level within a research environment. Successful completion of the Certificate for entry into the Senior Management Service (SMS); Valid driver's licence. Additional Requirements: Note: An appropriate Master's degree (NQF 9 as recognised by SAQA will be a recommendation.

DUTIES

:

Strategic guidance and advice with respect to the following broad areas of service delivery: 1. Research services and analysis - Academic knowledge of both quantitative and qualitative research methodologies - Plan required researched activities, undertake research activities, Manage, and coordinate research activities, Publish, and report on research findings. 2. Manage all aspects of the research function to ensure that the team delivers high-quality outputs - Ability to use and manipulate data, 3. Provide capacity building and support to the department in education research and analysis. - Excellent networking and collaboration skills 4. Administer the Systemics Testing

- Programme for the department annually - Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent written and verbal communications skills; Outstanding planning, organising and people management skills.
- ENQUIRIES** : Mr IE De Vega, Tel: 021- 467 9323
- POST 22/585** : **DIRECTOR: INCLUSIVE AND SPECIALISED EDUCATION SUPPORT REF NO: 203**
- SALARY** : R1 162 200 per annum. (level 13) An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.
- CENTRE REQUIREMENTS** : Cape Town
: An undergraduate qualification (NQF level 7) as recognised by SAQA; 6 years' experience at a middle/senior managerial level. Valid driver's licence. Successful completion of the Certificate for entry into the Senior Management Service (SMS)
- DUTIES** : Develop policy in respect of inclusive education support services. Plan the delivery of special education in line with inclusive education policy framework. Manage the establishment and development of special school resource centres and full- service schools. Manage the deployment and development of district- based support services. Develop the pillars of inclusive education as it relates to Education White Paper 6. Implement the CSTL framework. Create the conditions for learning support as it relates to literacy and numeracy challenges. Co-ordinate the work of district-based support teams in line with Education White Paper 6.
- ENQUIRIES** : Dr S Naicker, Tel: 021- 467 2545

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING
WESTERN CAPE GOVERNMENT**

- CLOSING DATE** : 17 July 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 22/586** : **CONTROL ENVIRONMENTAL OFFICER: DEVELOPMENT PLANNING RESEARCH, REF NO. EADP 24/2023**
- SALARY** : Grade A - R 554 490 per annum (OSD as prescribed).
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government.
- REQUIREMENTS** : An appropriate 4-year Degree (or equivalent qualification) in Environmental Management, Natural or Environmental Sciences or related field; A minimum of 6 years relevant post-qualification experience after obtaining first qualification in the relevant field; A valid (Code B or higher) driving license; Registered as a Candidate Environmental Assessment Practitioner (EAP) or Registered as an EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA): Or meets the requirements for registration and has either already applied for registration or will by a certain date apply for registration (appointment will be conditional to actual registration with EAPASA by a specified date).. Recommendation: Supervisory experience in the following: Maintaining quality and productivity with regard to the evaluation of applications in terms of the relevant environmental legislation; Integrated Environmental Management, including applicable legislation and

policies; Review of environmental impact assessments (EIA) applications; Methodologies for the evaluation of environmental management plans, as well as environmental monitoring, ECO and auditing; Post-decision requirements; Practical implementation of environmental policies, guidelines, norms and standards and other instruments Competencies: Knowledge of the following: Methodologies and techniques for evaluation of environmental impact assessments; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies for the evaluation of environmental management programme reports, as well as environmental monitoring, audit and ECO reports; Environmental management systems; Integrated Environmental Management; EIA process applicable in the Western Cape; Leadership and relevant knowledge of assigned projects; Skills needed: Proven computer literacy (MS Office suite); Written and verbal communication; Sound interpersonal; Project management; Strong report writing skills as well as the ability to work with people and a team; Problem solving; Ability to meet strict deadlines; Ability to perform under pressure.

DUTIES : Maintaining quality and productivity with regard to the evaluation of applications in terms of the relevant environmental legislation; Maintain quality and productivity with regard to provision of comment on assigned non-applications.

ENQUIRIES : Mr Z Toefy Tel No: (021) 483 2700 or Zaahir.Toefy@westerncape.gov.za.

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>

POST 22/587 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION); ENVIRONMENTAL IMPACT MANAGEMENT SERVICES - VARIOUS POST AVAILABLE, REF NO. EADP 26/2023**

SALARY : R451 587 per annum (OSD as prescribed).

CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government.

REQUIREMENTS : An appropriate 4-year tertiary qualification in Environmental Management, Natural or Environmental Sciences or related field; Registered as a Candidate Environmental Assessment Practitioner (EAP) or Registered as an EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA); or already registered; or meets the requirements for registration and have either already applied for registration or will by a certain date apply for registration (appointment will be conditional to actual registration with EAPASA by a specified date); A valid driving license (Code B or higher). Recommendation: Relevant working knowledge and experience in the following: Review of EIA applications; Integrated Environmental Management, including applicable legislation and policies; Post decision requirements, for example, amendment applications, Environmental Audit reports and ECO reports. Competencies: Knowledge in the following: Integrated Environmental Management; Environmental Impact Assessment process; Biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies and techniques for evaluation of environmental impact assessments, management plans and environmental monitoring and auditing; Methodologies for the evaluation of environmental management programme reports, as well as environmental monitoring, audit and ECO reports; Practical implementation of environmental legislation, policies, guidelines, norms and standards; Environmental management systems. Skills needed: Report writing; Communication (written and verbal); Computer literacy (MS-Office suite); Interpersonal; Problem Solving; Project management; Ability to: Meet strict deadlines; Perform under pressure; Work well within a team.

DUTIES : Maintain quality and productivity with regard to evaluation of applications in terms of the relevant environmental legislation; Implementation of the compliance monitoring and auditing strategy for environmental authorisations; Maintain quality and productivity with regard to provision of comment on assigned non-applications; Leadership in assigned projects.

ENQUIRIES : Eldon van Boom at Tel No: (021) 483 2877

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>

POST 22/588 : **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): WASTE MANAGEMENT PLANNING, REF NO. EADP 25/2023**

SALARY CENTRE : R310 767 per annum (OSD as prescribed).
: Department of Environmental Affairs and Development Planning, Western Cape Government.

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Environmental Management, Natural or Environmental Sciences or related field; Registered as a Candidate Environmental Assessment Practitioner (EAP) or Registered as an EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA): o already registered; or meets the requirements for registration and have either already applied for registration or will by a certain date apply for registration (appointment will be conditional to actual registration with EAPASA by a specified date); A valid driving license (Code B or higher) Recommendation: Working knowledge and experience in the following: Review of EIA applications; Integrated Environmental Management, including applicable legislation and policies; Post-decision requirements. Competencies: Knowledge in the following: Integrated Environmental Management; Environmental Impact Assessment process; Biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies and techniques for evaluation of environmental impact assessments, management plans and environmental monitoring and auditing; Methodologies for the evaluation of environmental management programme reports, as well as environmental monitoring, audit and ECO reports; Practical implementation of environmental legislation, policies, guidelines, norms and standards; Environmental management systems. Skills needed: Report writing; Communication (written and verbal); Computer literacy (MS-Office suite); Interpersonal; Problem Solving; Project management; Ability to: Meet strict deadlines; Perform under pressure; Work well within a team.

DUTIES : Maintain quality and productivity with regard to evaluation of applications in terms of the relevant environmental legislation; Implementation of the compliance monitoring and auditing strategy for environmental authorisations; Maintain quality and productivity with regard to provision of comment on assigned non-applications; Leadership in assigned projects.

ENQUIRIES APPLICATIONS : Mr E van Boom at Tel No: (021) 483 2877
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or

POST 22/589 : **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): WASTE MANAGEMENT PLANNING, REF NO. EADP 25/2023**

SALARY CENTRE : R 310 767 per annum (OSD as prescribed).
: Department of Environmental Affairs and Development Planning, Western Cape Government.

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree in Natural or Physical Sciences, Environmental Sciences or Engineering or equivalent qualification; A valid driving license (Code B or higher). Recommendation: Willing to travel when required; Experience in planning, organising and report writing. Competencies: Knowledge in the following: Information and / or waste or pollution management field; Statistical analysis (basic); Environmental Management; Environmental, general and hazardous waste management; Environmental legislation; Skills needed: Proven computer literacy; Basic knowledge in using word processing and spreadsheet packages through Windows applications and electronic mail (Microsoft Office Suite); Written and verbal communication; Ability to communicate effectively via a wide range of media to a diverse range of stakeholders, including handling queries; Ability to interpret and analyse waste information documents/reports; Conduct and interpret environmental monitoring and audits.

DUTIES : Provide advice on technical reports that includes basic impact assessment, scoping and Environmental Impact Assessment reports with respect to waste management; Provide environmental advice to organs of state and other stakeholders regarding Integrated Waste Management; Assist the department and implementation of projects regarding Waste Information Management; Liaise extensively with the public via telephone and e-mail regarding waste information queries; Assist with the consultative capacity building

engagements; Monitor compliance and support the enforcement of our statutory obligations (NEMA, NEM:WA & NEM: WIR).
ENQUIRIES : Mr A Hoon at Tel No: (021) 483 2712
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>

DEPARTMENT OF HEALTH: WESTERN CAPE, PROVINCIAL GOVERNMENT

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

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

OTHER POSTS

POST 22/590 : **MANAGER: MEDICAL SERVICES GRADE 1**
Chief Directorate: Rural Health Services

SALARY : R1 288 095 per annum (A portion of the package can be structured according to the individual's personal needs.) (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime in a clinical area).

CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (independent practice). Experience: A minimum of 3 years of appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Excellent communication in at least two of the three official languages of the Western Cape (written, verbal) and conflict management skills. Valid (Code B/EB) driver's licence. Willingness and skills to do work after hours in a clinical area. Ability and willingness to be available for emergencies / mass incidents. Competencies (knowledge/skills): Appropriate and proven managerial experience in a Health Care environment, showing strong leadership, strategic and operational skills. Knowledge of Clinical Governance, Healthcare legislation, and related legal and ethical healthcare practices. Proven skills in the planning and implementation of quality improvement projects. Proven computer literacy with proficiency in MS Word, Excel, and PowerPoint with the ability to understand and analyze statistical and financial information.

DUTIES : (key result areas/outputs): Provide strategic clinical management and leadership for Worcester Hospital, aligned with Provincial and National directives. Strategic, operational, and financial management of all clinical services. Coordination of clinical governance activities to maintain and continuously improve the quality of care. Effective, efficient human resource management and planning. Ensure teaching, training, and development programs for all categories of clinical staff. Participate in strategies to strengthen the district health care system in Overberg and Cape Winelands East districts and coordinate Worcester Hospital's outreach program.

ENQUIRIES : Ms S Jaftha, tel. no. (023) 348-6496
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be required to complete a practical test.

CLOSING DATE : 14 July 2023

POST 22/591 : **PHARMACIST GRADE 1 TO 3**
Chief Directorate: Emergency Clinical Services Support

SALARY : Grade 1: R768 489 per annum
Grade 2: R830 751 per annum
Grade 3: R906 540 per annum (A portion of the package can be structured according to the individual's personal needs.)

<u>CENTRE REQUIREMENTS</u>	: Directorate: Pharmacy Services, Cape Medical Depot : Minimum educational qualification: Qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current active registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Inherent requirement of the job: Good written and communication skills in 2 of the 3 official languages of the Western Cape. Valid Drivers license. Experience: Grade 1: None after registration as a pharmacist with the SAPC in respect of SA qualified employees. One year relevant experience after registration as a Pharmacist with the a recognised foreign health profession council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 2: A minimum of 5 years relevant experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years relevant experience after registration as a Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South African. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 14 years relevant experience after registration as a Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South African. Competencies (knowledge/skills): Knowledge of all aspects of good Pharmacy Practice (GPP) and Good Warehouse Practice. (GWP). Computer literacy skills in MS Office. Sound knowledge of laws relating to all aspects of pharmacy and pharmaceutical warehousing.
<u>DUTIES</u>	: (key result areas/outputs): Implementation and monitoring of adherence to all Standard Operating Procedures (SOP'S) and guidelines in line with legislative requirements and National and Provincial policies. Applying Drug Supply Management (DSM) practices by ensuring implementation, monitoring and control of DSM principles within the Cape Medical Depot. Ensure storage, control and distribution in accordance with GPP and GWP, including the necessary upkeep of records. Supervision of stores personnel (Pharmacist's Assistant and General Workers) including development and personnel evaluations. Act as Tutor of Pharmacist's Assistants. Must be prepared to work overtime when required.
<u>ENQUIRIES APPLICATIONS</u>	: Ms C Buthelezi, tel no. (021) 483- 8804 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE CLOSING DATE</u>	: No payment of any kind is required when applying for this post. : 14 July 2023
<u>POST 22/592</u>	: <u>MEDICAL SUB-SPECIALIST GRADE 1 TO 3 (PAEDIATRIC NEPHROLOGY) (5/8TH POST)</u>
<u>SALARY</u>	: R879 102 per annum (All-inclusive Package) (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	: Tygerberg Hospital, Parow Valley : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in Paediatric Nephrology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Paediatric Nephrology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatric Nephrology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council Inherent requirement of the job: Proficiency in at least two of the three official languages of the Western Cape. A valid driver's licence. Ability to commute between Tygerberg Hospital and Red Cross Children's Hospital. Competencies (knowledge/skills): Should be skilled in nephrology procedures such as renal biopsies and insertion of dialysis catheters (peritoneal dialysis catheter insertion as minimum). Ability to work in a team.
<u>DUTIES</u>	: (key result areas/outputs): Service delivery will be in Paediatric Nephrology Unit in the Department of Paediatrics and Child Health at Tygerberg Hospital. Daily management of children with paediatric nephrological disorders in

		Tygerberg Hospital. Work in the Paediatric Nephrology OPD. Active participation in Paediatric Nephrology research activities. Take part in undergraduate and postgraduate training. Attend and arrange the paediatric nephrology to be discussed at combined meetings. Participate in ward and clinic administration and management as required.
<u>ENQUIRIES</u>	:	Prof R Solomons, tel. no. (021) 938-9506.
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	14 July 2023
<u>POST 22/593</u>	:	<u>REGISTERED COUNSELLOR: GRADE 1 TO 3</u> West Coast District
<u>SALARY</u>	:	Grade 1: R645 129 per annum Grade 2: R734 811 per annum Grade 3: R829 668 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Bergriver Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the health professions Council of South Africa as a Registered Counsellor. Registration with a professional council: Registration with the HPCSA as a registered counsellor. Experience: Grade 1: None after registration with the Health Professions Council of South Africa as a Registered Counsellor. Grade 2: A minimum of 8 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. Grade 3: A minimum of 16 years appropriate experience as a Councillor after registration with Health Professional Council (HPCSA) as Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/ district to consult clients, attend and conduct meetings and training sessions. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies' (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments and identification of mental health challenges. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Computer literacy (i.e. MS Word, PowerPoint and Excel). Knowledge and application of regulations, policies and procedures relevant to health programs. Able to work independently and in a team. Good presentation skills and the ability to conduct meetings and training. Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment. Conceptualization skills as appropriate for individual and group evidence-based intervention identification and application. Ability to work in a diverse, multi-cultural and inclusive environment.
<u>DUTIES</u>	:	(key result areas/outputs): Providing preventative and developmental counselling services and interventions on all systems levels; Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level; Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Provide psycho-education and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers. Attend regular clinical supervision. Form part of the sub-district and district mental health teams.
<u>ENQUIRIES</u>	:	Ms ME Ramokgadi, tel no. (022)-9133062
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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

: 14 July 2023

POST 22/594

: **CHIEF RADIOGRAPHER GRADE 1 (DIAGNOSTIC)**

Chief Directorate: Metro Health Services

SALARY

: Grade 1: R 520 785 per annum

CENTRE

: Oral Health Centre, Tygerberg/Mitchell's Plain Platform

REQUIREMENTS

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Radiography (Diagnostic). Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiography (Independent Practitioner). Experience: A minimum of 3 years appropriate experience as a Diagnostic Radiography (Independent Practitioner) after registration with the HPCSA. Inherent requirement of the job: The ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Competencies (knowledge/skills): Appropriate knowledge of Department of Radiology techniques and protocols. Thorough knowledge of radiation protection, quality assurance and equipment safety pertaining to CR, DR and CBCT and general radiography protocols. Excellent Computer literacy (MS Word, Excel, PowerPoint, and Clinicom). Good interpersonal and supervisory skills and knowledge of the Staff Performance Management Systems. Ability to manage and supervise the department. Appropriate experience of the Picture Archiving and Communications System (PACS).

DUTIES

: (key result areas/outputs): Responsible for the control, supervision, delegation and co-ordination of activities in the department and the delivery of a professional service to patients. Produce diagnostic images of high quality and be responsible for staff and student training in your area. Participate in the management of the radiography cost centre. Participate in research, related to the clinical areas. Manage radiography and support personnel, this includes doing their performance appraisals. Ensure quality assurance and the purchase, use and care of suitable radiation protection equipment. Engage with vendors with regards to the maintenance and tender procedures of equipment. Participate in middle management and delegated management task, including statistic collation and give administration support to the Head of Department.

ENQUIRIES

: Prof M Chetty, tel. no. (021) 937-3109

APPLICATIONS

: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE

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

CLOSING DATE

: 14 July 2023

POST 22/595

: **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)**

Garden Route District

SALARY

: Grade 1: R431 265 (PN-B1) per annum

Grade 2: R528 696 (PN-B2) per annum (Plus, an 8% non-pensionable rural allowance of your annum basic salary)

CENTRE

: Albertinia Clinic, (Hessequa Sub-district)

REQUIREMENTS

: Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to

- travel. Communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): NIMART training or experience. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).
- DUTIES** : (key result areas/outputs): Management of the Burden of Disease according to the Comprehensive Health programme Quality of service Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Manage human resources under supervision. Financial, SCM, Strategy & Health Support, Infrastructure & Equipment Management.
- ENQUIRIES** : Ms E Braaf, tel. no. (028) 713-644
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.
- CLOSING DATE** : 14 July 2023
- POST 22/596** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
- CENTRE** : Bothasig CDC
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i. e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1year post-basic qualification as mentioned above. Inherent requirements of the job: Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and experience of Community Mental Health at PHC level. Good interpersonal, planning, and organisational skills. Computer literacy (MS Word). Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation.
- DUTIES** : (key result areas/outputs): Render and effective and comprehensive nursing treatment and care to patients. Provide continuous and comprehensive nursing care, manage financial and administration duties, and manage human resources. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility.
- ENQUIRIES** : Ms I Van Heerden, tel. no. (021) 812-1890
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such

candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council.

- CLOSING DATE** : 14 July 2023
- POST 22/597** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (STORES) (INVENTORY AND WAREHOUSE MANAGEMENT)**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum
: Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in the full spectrum of Stores/warehousing (and Supply Chain Management). Inherent requirement of the job: Written and verbal communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good management and supervisory skills. PFMA, Finance instructions, Treasury regulations and institutional SOPs and processes. Good knowledge of inventory management procedures, warehouse management and electronic materials management system. Knowledge of SYSPRO or any other warehouse enterprise software. Knowledge and ability to apply the Disciplinary code. Computer literacy. Experience in a large warehouse environment in a hospital and or medical environment.
- DUTIES** : (Key Result Areas/Outputs): Render an effective, efficient and economic service in all aspects of Inventory and Warehouse Management. Liaise with Chief users with regards to any queries which may arise. Manage Inventory and Consumable stock levels and manage the quarterly stock take process. Perform all warehouse management functions to ensure the availability of inventory and consumables. Perform Disposal Management functions with regards to inventory and expired/redundant Inventory and consumables. Liaise with end users, service providers and other Governmental departments regarding Supply Chain matters. Assist in developing and training staff in Supply Chain Management. Manage the performance and development of own staff.
- ENQUIRIES APPLICATIONS** : Mr N Martin, tel. no. (021) 938-5607.
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.
: 14 July 2023
- POST 22/598** : **PROJECT MANAGER: ICT GOVERNANCE**
Directorate: Information Management
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum
: Head Office, Cape Town
: Minimum educational qualification: An appropriate three-year tertiary qualification National Diploma/B-Degree in Finance Management. Experience: Appropriate experience in Finance Management. Appropriate experience in Contract Management. Appropriate experience in Project Management. Inherent requirement of the job: Good communication and inter-personal skills in at least two of the three official languages of the Western Cape. A valid (Code B/EB) driver's licence. Willingness to travel and/or be on standby. Competencies (knowledge/skills): A high level of computer literacy (Advanced MS Office). Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to manage vendor contracts and SLA's.
- DUTIES** : (key result areas/outputs): Provide finance management support services. Co-ordinate and implement ICT Governance. Manage vendor performance against contracts and Service Level Agreements. Manage allocated projects.
- ENQUIRIES APPLICATIONS** : Ms N Roodt, tel. no. (021) 938-6209
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. It may be expected of shortlisted candidates to do a presentation and undergo a competency assessment.

<u>CLOSING DATE</u>	:	23 July 2023
<u>POST 22/599</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN</u> Chief Directorate: Emergency and Clinical Service Support
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Forensic Pathology Services, Observatory Forensic Pathology Institute
<u>REQUIREMENTS</u>	:	Minimum educational qualification National Diploma in Mechanical or Mechatronics Engineering (T-stream) or (equivalent qualification). Experience: Appropriate experience in refrigeration, air conditioning and heavy current electrical systems. Appropriate experience of the repair and maintenance of electrical and mechanical equipment. Appropriate experience in automation and automated guided systems. Appropriate experience in managing, planning and organising maintenance schedules on equipment. Appropriate experience in building, maintenance and management systems. Inherent requirements of the job Valid (Code B/EB) driver's licence. Do standby duties and handle after-hour callouts. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability and experience to fault-find and repair equipment, compile technical specifications for equipment and adhere to all legal requirements, protocols, and procedures. Computer literate (Excel, MS Word and Outlook). Computer and software skills with smart tech, such as automated guided systems comprising maintenance management systems.
<u>DUTIES</u>	:	(key result areas/outputs): Render a quality electrical, mechanical and building service to the institution. Administrative duties in a structured manner. Control of scheduled services to the institution. Provide and maintain technical backup and support to the institution. Involved in procurement, supply chain and contract management. Responsible for diagnosing, troubleshooting, repairing, and maintaining mechanical and electrical systems.
<u>ENQUIRIES</u>	:	Mr K R Jones, tel. no. (021) 836-0968.
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	14 July 2023
<u>POST 22/600</u>	:	<u>SENIOR STATE ACCOUNTANT: PATIENT FEES ASSESSMENT (BILLING SYSTEMS SUPPORT)</u> Directorate: Management Accounting
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Head Office, (Based at Stikland Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree in finance or related field. Experience: Appropriate working experience in a healthcare finance related field. Inherent requirement of the job: Valid Code B/EB driver's licence. Willingness to travel between Health institutions. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Supervisory and motivation skills, leadership and organisational skills. The ability to interpret and apply financial policies, procedures and prescripts including report writing. Advanced knowledge of software packages required for report generation, including advanced computer literacy skills in MS Excel, Word, Access. Skills in Research and analytical thinking, the ability to analyse information, solve problems and to prepare reports. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions and ability to liaise with Top Management. Working knowledge in CLINiCOM and Accounts Receivable Systems, PFMA (Public Finance Management Act), BAS, Public Hospital Patient Fees. The ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised.
<u>DUTIES</u>	:	(key result areas/outputs): To perform an effective and efficient Compliance Assessment service in the field of Hospital Fees policies in respect of Admission and Reception, handling of State Money and Face Value Forms and Hospital Fees Debt. Evaluate compliance to financial legislative framework and reporting on evaluation (Findings and Recommendations) and liaise with management to address areas of non-compliance. Provide recommendations

nd assist institutions with the implementation of controls to remedy problem areas (improve compliance) including follow up with management that recommendations in respect of findings have been implemented. Effective and efficient supervision, planning and co-ordination of the Assessment Officials and strategic planning and preparations. To provide support to hospitals with the finalizing of monthly BAS and Billing Reconciliation processes. Professionally communicate both telephonically and in writing with all role players. General office and ad-hoc duties.

ENQUIRIES : Ms S Daniels, tel. no. (021) 940-4456
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 July 2023

POST 22/601 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)**
 Chief Directorate: Metro Health Services

SALARY : R202 233 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain, that focuses on the Key Performance Areas (KRA's) of the post. Inherent requirement of the job: Good communication and writing skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer Literacy (MS Word and Excel). Knowledge of SCM processes and Accounting Officer system. Knowledge of LOGIS or Syspro or any other provisioning systems

DUTIES : (key result areas/outputs): Receive and issue goods and distribute items to end-users. Constant spot check and assist with stock take for the annual financial statements. Capture Log 1's, issue voucher and close all receipts on the LOGIS system. Maintain 0-9 files and follow up deliveries. Manage and maintain inventory control and the disposal of store items. Day to day administrative duties, audit compliance and handling of enquiries written and telephonically. Adhere to and implement Occupational and Health and Safety standards. Ensure that all transactions comply with legislative requirements and SCM prescriptions.

ENQUIRIES : Mr S Mouton, tel. no. (021) 360-4254
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 July 2023

POST 22/302 : **ADMINISTRATION CLERK: SUPPORT SERVICES**
 Central Karoo District

SALARY : R202 233 per annum
CENTRE : Nelspoort Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience that focuses on the Key Performance Areas (KPA's) of the post. Inherent requirements of the job: A valid (Code B/EB) drivers' licence. Good communication skills (read, speak, and write) in at least two of the three official languages of the Western Cape. Competencies (knowledge and skills): Computer literacy (MS Office. Word. Excel, PowerPoint). Basic understanding of Human Resource Management. Knowledge of receptionist services and Transport Services.

DUTIES : (key result areas/outputs): Render receptionist services. Performing of administration duties. Support Services to Personnel. Render support to HRM. Ensure and effective Transport Services is rendered within the Hospital.

ENQUIRIES : Ms SC James, tel. no. (023) 416-1688
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 July 2023

POST 22/603 : **ADMINISTRATION CLERK: SUPPORT (ADMISSIONS)**
Garden Route District

SALARY : R202 233 per annum
CENTRE : Thembalethu CDC, George Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with experience / competences that focusses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate practical experience of Health Information Systems (PHCIS, Sinjani, Tier.Net/ETR and Ideal clinic capturing). Inherent requirements of the job: Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy in Microsoft Package (MS Windows, Word and Excel, Outlook). (Proof must be attached). Knowledge of record keeping procedures, Registry and Archive policy. Knowledge and experience in Departmental systems, (PHCIS, Sinjani, Tier .net/ETR and Ideal clinic capturing). The ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES : (key result areas/outputs): Perform effective administrative role as a member of the Health Management Team. Record keeping, filing and retrieving of folders, tracing of old folders and compiling of new folders, destruction of folders. Maintenance of effective Registry functions. Completion of registration and updating of patient information. Effective data management and administer quality monitoring. Effective data capturing, interpret and analyses data trends. Present data for monthly Facility meeting. Effective support to the Supervisor and other Stakeholders in line with the Departmental Leadership Behavior Charter.

ENQUIRIES : Ms MJF Marthinus, tel. no. (044) 814-1100
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Shortlisted candidates may be required to do a practical test. No payment of any kind is required when applying for this post.

CLOSING DATE : 14 July 2023

POST 22/604 : **DRIVER (LIGHT DUTY VEHICLE)**
Garden Route District

SALARY : R125 373 per annum
CENTRE : PHC Support and Outreach, George Sub-district (Stationed at Harry Comay Hospital)
REQUIREMENTS : Minimum educational qualification: Basic literacy (ability to read, write and basic numeracy skills). Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid code (B/EB) (Code 8) driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Government Motor Transport Handbook 1 of 2019 and good knowledge of road networks in the Garden Route District Region.

DUTIES : (key result areas/outputs): Responsible for the driving of light duty vehicles to and from places where needed. Daily transporting of official passengers, patients, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.

ENQUIRIES : Mr E Thom, tel. no. (044) 814-1099
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

CLOSING DATE : 14 July 2023

POST 22/605 : **HOUSEHOLD AID**
Chief Directorate: Metro Health Services

SALARY : R125 373 per annum
CENTRE : False Bay Hospital
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate general hospital cleaning experience. Inherent requirements of the job: Excellent verbal communication skills in at least two of the three official languages of the Western Cape. The ability to do physical tasks and operate heavy duty cleaning and household equipment. Competencies: Good communication and interpersonal skills.

DUTIES : (key result areas/outputs): Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care of linen and serving of patients. Render a shift service on weekends and public holidays, on day and night duty when required. Rotate in different departments according to operational needs and requirements. Attend in-service training appropriate to service delivery.

ENQUIRIES : Ms B Tyutu, tel. no. (021) 832-5206
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 July 2023

POST 22/606 : **GENERAL WORKER STORES**
Chief Directorate: Rural Health Services

SALARY : R125 373 per annum
CENTRE : Worcester Hospital
REQUIREMENTS : Minimum educational qualification: Basic numeric and literacy skills. Experience: Appropriate experience. Inherent requirements of the job: Physically fit to handle heavy boxes and equipment. Competencies (knowledge/skills): Good communication and interpersonal skills. Knowledge of Basic SCM rules and regulations according to stock control. High level of e

DUTIES : (key result areas/outputs): Keep Bin Cards Up to date. Cleaning of shelves and general Stores Area as well as yard round stores. Distribution and delivery of stock, equipment to all Departments of Worcester Hospital. Maintain stock levels on shelves. Responsible for the safe keeping of all stock in the stores and on shelves according to SCM prescripts and regulations. Assist store clerk with packing and unpacking of store stock. Assist with unloading of delivery vehicles when necessary. Provide effective support to supervisor and colleagues.

ENQUIRIES : Mr PW Ruiters, tel. no. (023) 348-1106
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.
CLOSING DATE : 14 July 2023

POST 22/607 : **ADMIN INTERNSHIP (4 POSTS)**
(7 Month Contract)
Chief Directorate: Metro Health Services

SALARY : R60 039 per annum
CENTRE : Oral Health Centre, Tygerberg / Mitchells Plain
REQUIREMENTS : Minimum educational qualification: Senior Certificate (Grade 12) or equivalent. Inherent requirement of the job: Good reading and writing skills in at least two of the three official languages of the Western Cape. Between the ages of 18 – 35. Competencies (knowledge/skills): Good interpersonal and numerical skills. Ability to work in a team environment and independently. Computer literacy in Ms Word and Excel.

DUTIES : (key result areas/outputs): Admit and discharge patients on Clinicom. Dispose patients on Clinicom. Ensure patients details are accurate. Control and manage reception areas. Ensure data is correct, accurate and reliable. Support Supervisor with relieve duties. Relieve switchboard operator.

ENQUIRIES : Ms N Jooste, tel. no. (021) 937 3144

- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical assessment. Candidates who has completed a 24-month internship or is currently in an internship will not be considered.
- CLOSING DATE** : 14 July 2023

**DEPARTMENT OF INFRASTRUCTURE
WESTERN CAPE GOVERNMENT**

- CLOSING DATE** : 17 July 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 22/608** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL) MECHANICAL: HEALTH INFRASTRUCTURE (IPSS), REF NO. DOI 09/2023 R1**
- SALARY** : Grade A: R795 147 - R847 221 per annum
Grade B: R894 042 - R962 292 per annum
Grade C: R1 020 087- R1 197 978 per annum (Salary will be determined based on post registration experience as per OSD prescript).
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government.
An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Recommendation: None. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.
- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous

		professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Mr I Haupt Tel No: 021 483 6453.
<u>APPLICATIONS</u>	:	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
<u>POST 22/609</u>	:	<u>PROFESSIONAL CIVIL ENGINEER (PRODUCTION LEVEL): CONSTRUCTION AND MAINTENANCE CONTRACTS (REGION 2), REF NO. DOI 43/2023</u>
<u>SALARY</u>	:	Grade A: R795 147- R847 221 per annum Grade B: R894 042 - R962 292 per annum Grade C: R1 020 087 - R1 197 978 per annum (OSD as prescribed).
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government.
<u>REQUIREMENTS</u>	:	Civil Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification civil engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Recommendation:None. Competencies: Working knowledge of Road infrastructure maintenance and construction; Engineering design and analysis knowledge; Proven computer literacy (MS Office) as well as computer aided engineering applications; Programme and Project Management; Contract administration; Tender conditions and evaluation; Conditions of contract (GCC 2015); Standard Specifications (Colto); Compilation of contract documentation; Contract law and Contract adjudication; Willingness to travel away from headquarters on a regular basis. Skills: Technical report writing; Sound engineering and professional judgement; Problem solving and analysis; Decision making, Team work, Creativity; Communication (written and verbal) and People Management.
<u>DUTIES</u>	:	Manage professional project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Identify and extract data and information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisation; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management and payment processes.
<u>ENQUIRIES</u>	:	Mr A Nell at Tel No: (021) 483 2013.
<u>APPLICATIONS</u>	:	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
<u>POST 22/610</u>	:	<u>ARCHITECT (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE, REF NO. DOI 42/2023</u>
<u>SALARY</u>	:	Grade A: R687 879 - R739 509 per annum Grade B: R783 693 - R834 993 per annum Grade C: R881 121 - R1 035 084 per annum (OSD salary determined as prescribed).
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government.
<u>REQUIREMENTS</u>	:	B-Degree in Architecture or relevant qualification; Compulsory registration with SACAP as professional Architect; A minimum of 3 years post qualification architectural experience; A valid code B driving licence. Recommendation: Experience in the following: Contract documentation and administration; Project management. Competencies: Knowledge in the following: Act/regulations of Occupation Health and Safety (OHS Act); National Building Regulations; SANS and all relevant built environment legislation; Programme and project management; Research and planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment; Skills needed: Leadership and organising; Written and verbal communication; Conflict management; Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Manage professional project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects;

Monitor, control and report on project/programme implementation; Identify and extract data and information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisation; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management and payment processes.

ENQUIRIES APPLICATIONS : Mr E du Plooy at (021) 483 8261.
: 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>

POST 22/611 : **ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (FITTER AND TURNER)- BELLVILLE, REF NO. DOI 34/2023**

SALARY : Grade A: R220 533 - R244 737 per annum
Grade B: R258 753 - R285 396 per annum
Grade C: R299 361 -R368 070 per annum (Salary will be determined as per OSD prescripts).

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government.
: Appropriate Trade Test Certificate (Fitter and Turner); A valid (Code B or higher) driving licence.. Recommendation: Experience in repair and maintenance of road construction plant and vehicles spare parts or similar lathe experience Competencies: Knowledge of the following: Technical analysis; Legal compliance; Technical report writing; Team leadership; Problem solving and analysis; The following skills: Decision making; Team work; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Written and verbal communication skills.

DUTIES : Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognise standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative and related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES APPLICATIONS : Mr E Louw at Tel No: (021) 959 7700.
: 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>

POST 22/612 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT, REF NO. DOI 26/2023**

SALARY : R424 104 per annum (Level 9).
CENTRE : Department of Infrastructure, Western Cape Government.
REQUIREMENTS : Advanced Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience in finance, supply chain management, accounting or auditing. Recommendation: Accounting experience; Working knowledge of Standard Charts of Accounts; 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 relevant legislative and regulatory requirements; Project management skills; Proven computer literacy; Written and verbal communication skills.

DUTIES : Assist in the compilation of the procurement plan that clearly defines the preferential procurement goals, aligned to the strategic plan and budget, compliant with the applicable legislative requirements, and taking cognisance of: The needs assessment, the availability of funds and the market assessment and industry analysis; Execute the process for reviewing expenditures, setting and approving forecasting assumptions and for providing direction for developing demand forecasts across strategic sourcing and nonstrategic sourcing items; Develop and implement a strategic sourcing strategy per strategic commodity; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals.

ENQUIRIES : Ms P Van Der Merwe at Tel No: (021) 483 6915.

- 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>
- POST 22/613** : **ASSISTANT DIRECTOR: CAPACITY BUILDING, REF NO. DOI 27/2023**
- SALARY** : R424 104 per annum (Level 9).
CENTRE : Department of Infrastructure, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory experience in supply chain management. Recommendation: 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: Supply Chain Management; Stakeholder relation; Diversity citizen; Self-management; Written and verbal communication skills.
- DUTIES** : Develop, implement and support capacity building programmes; Facilitate capacity building in supply chain management; Implements and reviews a capacity building and support framework for supply chain management; Manage, coordinate, monitor and facilitate the successful implementation of capacity building initiatives in supply chain management; Implement the supply chain management system; Draft and implement departmental policies and standard operating procedures with reference to capacity building in supply chain management.
- ENQUIRIES** : Ms P Van Der Merwe at Tel No: (021) 483 6915.
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>
- POST 22/614** : **PLANNER: PROVINCIAL HUMAN SETTLEMENT PLANNING, REF NO. DOI 41/2023**
- SALARY** : R359 517 per annum (evel 8).
CENTRE : Department of Infrastructure, Western Cape Government.
REQUIREMENTS : An appropriate 3-year B-Degree in Town and Regional Planning, Development Planning, Built environment, Statistics or related field; A minimum of 1 year relevant experience in a human settlement working environment; 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: None. Competencies: Knowledge and understanding of the following: Relevant public service legislation, prescripts, policies, codes, guidelines, standards, procedures, best practices, etc. with focuses on human settlements, local government or related; Project management and design in the built environment; Project coordination, integration, communication and control of project activities; Built environment related to human settlements; Monitor and development processes; Financial management, financial prescripts and the ability to set up and monitor budgets; Data analysis; Proven computer literacy (MS Office); Planning and organising skills; Ability to work effectively both as part of a team and independently.
- DUTIES** : Render support towards the development and implementation of the Human Settlement Multiyear Human Settlement Development Plan (Business Plan); Provide forward planning support; Facilitate the Provincial Planning Committee; Research and development.
- ENQUIRIES** : Ms CM Johnston Tel No: (021) 483 5298.
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>
- POST 22/615** : **ADMINISTRATION CLERK: WORKSHOP (HR AND GENERAL OFFICE SUPPORT SERVICES REGION2) - OUDTSHOORN, REF NO. DOI 38/2023**
- SALARY** : R202 233 per annum (level 5).
CENTRE : Department of Infrastructure, Western Cape Government.
REQUIREMENTS : Senior Certificate (Grade 12 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 experience in a workshop or similar environment. Competencies: A good understanding of the following: Vehicle wall charts;

- Identification of vehicles; Supply chain management; National, provincial and departmental policies; Types of vehicles and plant; Written and verbal communication skills.
- DUTIES** : Responsible for all administration pertaining to the workshop; Liaison with finance component and external service providers in ensuring the timeous delivery of parts required by workshop; Responsible for reception and switchboard; Supports supply chain in execution of certain supply chain functions.
- ENQUIRIES APPLICATIONS** : Mr L Arnold at Tel No: (044) 272 2992.
: 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>
- POST 22/616** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT AND FLEET ADMINISTRATION (BELLVILLE), REF NO. DOI 40/2023**
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (level 5).
: Department of Infrastructure, 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 working experience in administration and supply chain 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 APPLICATIONS** : Ms H Kleinhans at Tel No: (021) 959 7700.
: 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>
- POST 22/617** : **SUPPLY CHAIN MANAGEMENT CLERK: SCM AND FLEET ADMINISTRATION, REF NO. DOI 44/2023**
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (level 5).
: Department of Infrastructure, Western Cape Government.
: Grade 12 (Senior Certificate or equivalent qualification); A valid code B driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant experience in Supply Chain Management. Competencies: Good understanding of the following: Appropriate in-service training courses in LOGIS and provisioning procedures; Asset Control, store procedures and stocktaking procedures; Obtaining quotations, telephonically or via the Integrate Purchasing System (IPS); Applicable Treasury and purchasing delegations; Proven computer literacy skills; Planning and organising skills; Interpersonal relations; Ability to work under pressure and independently as well as in a team.
- DUTIES** : Performing procurement specific functions; The identification, making and recording of assets (Asset Control); Obtaining of quotations telephonically or via the Integrated purchasing system (IPS); Placing and follow ups of orders by communicating with suppliers and contractors; Payment and administering of various accounts for goods and services rendered; The reconciliation of accounts and accounts statements; The receipt, issuing and control of stocks; Rendering of a general office administration function; Assist with stocktaking, inventory, control, stores issues and a general administrative (help) function to users and chief users.
- ENQUIRIES APPLICATIONS** : Ms H Kleinhans at Tel No: (021) 959 7700.
: 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>

POST 22/618 : **DATA CAPTURER: MANAGEMENT AND FINANCIAL ACCOUNTING (BELVILLE), REF NO. DOI 39/2023**

SALARY CENTRE REQUIREMENTS : R171 537 per annum (level 4).
: Department of Infrastructure, Western Cape Government.
: Grade 12 (Senior Certificate or equivalent qualification. Recommendation:None. Competencies: A good understanding of appropriate computerised systems and packages; A basic knowledge of spreadsheets and databases; Proven computer literacy (MS Office). Skills in the following: Communication (verbal and written); Numeracy and literacy; Planning and organising; Flexibility; Ability to work part of a team and independently.

DUTIES : Capture data from available records into the required formats e.g. databases, table, spreadsheet; Verify query missing data and errors observed during data entry; Review and validate all data from the records; Submit data; Make regular backups of data; Update registers and statistics; Keep and maintain records and files; Ensure records and files are properly sorted and secured; Provide information to components.

ENQUIRIES APPLICATIONS : Ms H Kleinhans at Tel No: (021) 959 7700
: 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>

POST 22/619 : **ROAD WORKER: CONSTRUCTION MAINTENANCE AND SPECIALISED MAINTENANCE (REGION 2) ROUTINE MAINTENANCE (9 POSTS AVAILABLE IN MOSSEL BAY), REF NO. DOI 33/2023**

SALARY CENTRE REQUIREMENTS : R147 036 per annum (level 3)
: Department of Infrastructure, Western Cape Government.
: Ability to read and write/Adult Basic Education and Training (ABET 2/ Grade 5). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machine and operating hand tools; Civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.

DUTIES : Support road specialists in the maintenance and building of road and all related infrastructure; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

ENQUIRIES APPLICATIONS : Mr. P Gers at (044) 272 6071
: To submit your application, there are three methods in which you can apply, please only use one of the following:_1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or 3. Email your application to, westerncape@immploy.com. 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. 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. NB: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE : 24 July 2023

POST 22/620 : **STORES ASSISTANT: SCM REGION 1 (2 POSTS ARE AVAILABLE AT PAARL), REF NO. DOI 45/2023**

SALARY CENTRE : R125 373 per annum (level 2)
: Department of Infrastructure, Western Cape Government.

- REQUIREMENTS** : ABET Level 4 (Grade 9 or equivalent qualification). Recommendation: Experience in a store environment; Ability to carry heavy tools. Competencies: Computer literacy; Verbal and written communication skills; Ability to work under pressure; Ability to work independently and part as a team.
- DUTIES** : Responsible to assist the Store Clerk in receiving goods and packing neatly on the shelves; Issuing of stock; Assist with stock inspections; Assist with other administrative tasks on request from supervisor; Effective File management.
- ENQUIRIES** : Ms M Louw at Tel No: (021) 863 2020
- APPLICATIONS** : To submit your application, there are three methods in which you can apply, please only use one of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or 3. Email your application to, westerncape@immploy.com. 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. 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. NB: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.
- CLOSING DATE** : 24 July 2023

**DEPARTMENT OF LOCAL GOVERNMENT
WESTERN CAPE GOVERNMENT**

- CLOSING DATE** : 17 July 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 22/621** : **ASSISTANT DIRECTOR: COMMUNICATIONS (12-MONTH CONTRACT POSITION), REF NO. LG 26/2023**
- SALARY** : R 424 104 per annum (level 9).plus 37% in lieu of benefits
- 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 supervisory level experience. Recommendation: Qualification in Communication, Media, Public Relations, Marketing or Advertising; 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: Benchmarking; Mentoring and coaching practices; Staff performance management systems; Disciplinary and grievance procedures; Human resource management; Financial management prescripts; Latest trends in communication products; Communication policy and strategies; Skills needed; Proven computer literacy (MS Office); Written and verbal communication; Ability to work independently and as part of a team.
- DUTIES** : Draft and consult on departmental communication plan(s) and protocols; Render departmental media liaison and public relations service in liaison with strategic communication unit; Draft speeches and content of communication products in conjunction with line functionaries; Facilitate/coordinate

departmental functions, workshops, conferences, exhibitions, road shows and other events; Liaise with line function managers to ensure that the departments intranet and internet web pages reflect factually correct and up to date information; Render a departmental language service; Operationally manage the departmental communications service level agreement with the Department of the Premier (Corporate services); Conceptualisation and development of internal and external communications and all online platforms.

ENQUIRIES : Ms R Van Wyk at Tel No: (021) 483 4443
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>

MOBILITY DEPARTMENT WESTERN CAPE GOVERNMENT

CLOSING DATE : 17 July 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 22/622 : **DEPUTY DIRECTOR: FLEET RISK MANAGEMENT, REF NO. MD 12/2023**

SALARY : R811 560 per annum (Level 11). (All-inclusive salary package)
CENTRE : Mobility Department, Western Cape Government.
REQUIREMENTS : An appropriate 3-year tertiary qualification (B-Degree/equivalent or higher); A minimum of 5 years management level experience; A minimum of 5 years relevant Fleet Management or Loss Control Management or Risk/Insurance Management experience. A valid code B (or higher) driving licence. Recommendation: None. Competencies: Knowledge of the following: Public Finance Management Act (act 1 of 1999); National Treasury Regulations; Provincial Treasury Instructions; Handbook for Government Motor Transport (Circular 2 of 2019). Skills needed: Communication (written and verbal); Planning and organising; Problem solving and decision making; Research; Presentation; Computer literacy (MS office package); Analytical mindset. Ability to interpret relevant directives and policies.

DUTIES : Manage GMT self-insure risk strategy; Manage crashes, 3rd party claims and recoveries; Manage vehicle related losses and fraud investigations; Manage traffic offence redirections and misuse reporting; Manage the driver database, and review and approve driver sanction requests and cross border letters as fleet proxy; Human resource management; Manage budget for Fleet Risk Management; Prepare input for statutory reporting..

ENQUIRIES : Mr Y Ahmed at Tel No: (021) 483 5152
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>

DEPARTMENT OF COMMUNITY SAFETY WESTERN CAPE GOVERNMENT

CLOSING DATE : 17 July 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties

with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 22/623** : **DEPUTY DIRECTOR: PHYSICAL PROTECTION, REF NO. POC5 05/2023**
- SALARY** : R811 560 per annum (level 11).
- CENTRE** : Department of Police Oversight Community Safety, Western Cape Government.
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant management level experience in security 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. Recommendation: None. Competencies: Knowledge of the following: Legislative and regulatory requirements, policies and standards; Public Service Act, 1994; The Control of Access to Public Premises and Vehicles Act, Act 53 of 1985; Occupational Health and Safety Act, Act 85 of 1993; Private Security Industry Regulator Act, 1994; Criminal Procedure Act 51/1977; Protection of Information Act 84 1982; Protection of Personal Information Act; WCG Access control directive; Various SOP's; Various service level agreements with outsourced security service providers; Public management and administration; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership, production methods and coordination of people and resources; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; People Management; Project management; Conflict management; Analytical skills.
- DUTIES** : Facilitate the provisioning of security to safeguard the assets of the provincial government; Facilitate the provisioning of outsources security service providers to departments; Manage the operational and processes for the sub-directorate; Financial management; People management.
- ENQUIRIES** : Mr F Watkins at Tel No: (021) 483 8461
- 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>

**DEPARTMENT OF THE PREMIER
WESTERN CAPE GOVERNMENT**

- CLOSING DATE** : 17 July 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 22/624** : **STATE LAW ADVISOR: CORPORATE LEGAL ADVISORY SERVICES REF NO. DOTP 55/2023**
- SALARY** : R844 572 per annum LP 7: (All-inclusive salary package) (OSD as prescribed).LP 8: All-inclusive salary package of R 991 223 per annum (OSD as prescribed).
- CENTRE** : Department of the Premier, Western Cape Government.

- REQUIREMENTS** : LLB-Degree (Law or equivalent legal qualification) with admission as an Advocate or Attorney; LP 7: A minimum of 5 years' appropriate practical post qualification legal experience in a legal practice or legal department in the public or private sector; LP 8: A minimum of 9 years' appropriate practical post qualification legal experience in a legal practice or legal department in the public or private sector. Recommendation: Experience in forensic investigations at manager level or criminal prosecutions or a related field; Experience in at least two of the following fields of specialisation, with a demonstrable interest in remaining fields: Criminal Law and Procedure; Law of Evidence; Constitutional Law; Labour Law; Administrative Law. Legal drafting experience. Experience in presenting evidence and admissibility requirements; and a keen interest in forensic investigations and fact-finding. A valid code B drivers' license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, is encouraged to apply. Competencies: A firm understanding of the legislation relating to Public Service, Public Finance and supply chain, Protected Disclosures and Protection of Personal Information. Skills needed: Communication (Written and verbal); Ethical Research and legal; Innovative problem-solving; Analytical; Presentation; Conflict resolution; Negotiation; Organising; Planning; Interpersonal; Computer literacy.
- DUTIES** : Forensic Services Methodology and Strategy: develop the legal risk, quality assurance and improvement programme to enhance knowledge of legislation, prescripts and legal precedents applicable to investigations. Legal advisory: Provide legal advice on legal issues or risks identified during forensic investigations. Quality assurance: quality assure forensic investigation reports from a factual, evidentiary and legal perspective. Institutional knowledge management: keep abreast of the law and precedents and capacity building of broader team.
- ENQUIRIES APPLICATIONS** : Mr R Janse van Rensburg at Tel No: (021) 483 0901
: 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>
- POST 22/625** : **DEPUTY DIRECTOR: SUPPORT SERVICES, REF NO. DOTP 04/2023 R1**
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (level 11) (All-inclusive salary package)
: Department of the Premier, Western Cape Government.
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 year's management level experience in an institutional environment. Recommendation: Experience in financial management, facilities management, supply chain management in the Public Sector. Competencies: Knowledge of the following: Project management; Benchmarking; Mentoring and coaching practices; Staff performance management system (SPMS); Disciplinary and grievance procedure; Human resource management; Financial management prescripts; National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations, Employment Equity Act; Labour Relations Act.
- DUTIES** : Finance: Handle budget matters; Ensure the financial management of the Chief Directorate; Handle provision and procurement; Perform contract administration; Manage the cost recovery processes; Manage the annual procurement plan for the Chief Directorate and report on progress to the Sub-Program Manager; Manage asset management on behalf of the Chief Directorate. Facilities: Maintain the buildings and terrain; Perform housekeeping duties; Booking of facilities and related tasks; General Support: Perform course administration; Handle registry and transport matters; Perform personnel and office administration; Render a reception service; Facilitate support for ICT services.
- ENQUIRIES APPLICATIONS** : Mr NS Miti at Tel No: (021) 865 8046/ 483 2929
: 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>
- POST 22/626** : **CHIEF NETWORK TECHNOLOGIST: SECURITY AND COLLABORATION SERVICES (IT SECURITY) REF NO. DOTP 05/2022 R2**
- SALARY** : R424 104 per annum (level 9).

<u>CENTRE REQUIREMENTS</u>	: Department of the Premier, Western Cape Government. : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in IT or related; A Minimum of 3 years experience in the IT environment; A valid (Code B or higher) driving license. Recommendation: Experience in: The support and maintenance of information security on a large network with multiple Local Area Networks (LANs) and Wide Area Networks (WANs); The implementation of security controls; The management of security risks. Training and applicable courses in security technologies, products and solutions. Competencies: Knowledge of the following: Information Security; Cloud solutions and services; Microsoft products, solutions and services; Cisco Edge products, solution and service. Skills needed: Planning and co-ordination; Problem solving; Conflict management; Analytical thinking; Networking; Good writing; Research; Project Management; Computer utilization; Financial Management; Communication (written and verbal). Ability to: Identify security gaps, evaluate and implement enhancements; Implement and support secure access solution and security mobility toolsets; Take initiative and be pro-active.
<u>DUTIES</u>	: Plans, organises and controls activities of staff and contractors who are responsible for the support and maintenance of network security infrastructure and security software systems and the implementation of the information security management system; Maintenance and operational support of Cisco and Microsoft security products and solutions; Perform software updates and patch management; Apply security controls to mitigating threats and vulnerabilities on the network; Management of security incidents and vulnerabilities; Liaising with client departments; Provide status reports on security risks, policy reviews and advance malware.
<u>ENQUIRIES APPLICATIONS</u>	: Mr A. Coleman at Tel No: (021) 483 4178. : 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
<u>POST 22/627</u>	: <u>CHIEF ANALYST DEVELOPER (2 POSTS AVAILABLE), REF NO. DOTP 54/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R424 104 per annum (level 9). : Department of the Premier, Western Cape Government. : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 year's experience in software development and analysis. Recommendation: Experience in the following: Software Development (SDLC) – Oracle PL/SQL, Oracle Forms, Oracle APEX and Oracle Reports; Microsoft .NET, Microsoft Power BI; JavaScript; Systems Analysis and Design principles (SDLC); Web Development experience; A valid (Code B or higher) driving license.. Competencies. Knowledge of the following: Information technology systems; Technical standards/procedures; Managerial functions; Needs and priorities of stakeholders; Service level agreements; National and Internal IT policies and trends; Financial Management; Project Management; Skills needed: Planning and organising; Full spectrum of development; Communication (written and verbal); Good decision making.
<u>DUTIES</u>	: Plans, organises and controls activities of staff responsible for the development of program application and the analysis of systems; Ensure competency of subordinates through training; Systems analysis: Develops functional and technical specifications to meet the business needs of the client; Software development: Constructs and implements application programs; Quality control: Ensures technical and functional standards are observed; Prepares system documentation including training manuals; Liaison with clients.
<u>ENQUIRIES APPLICATIONS</u>	: Ms F Mhlongo at Tel No: (021) 467 2905 : 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
<u>POST 22/628</u>	: <u>ADMINISTRATIVE OFFICER: PTE FINANCE, REF NO. DOTP 52/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R294 321 per annum (level 7). : Department of the Premier, Western Cape Government. : An appropriate 3-year National Diploma/ B-degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Recommendation: None. Competencies: Knowledge of the following: Benchmarking; Mentoring

and coaching practices; Staff performance management system (SPMS); Disciplinary and grievance procedure; Human resource management; Financial management prescripts; Office administration; Financial and SCM procedures and prescripts; Treasury Regulations; Basic Accounting System (BAS); Logistical Information System (LOGIS); Human resource Management; Public Service regulation; Skills needed: Financial Management; Computer literacy; Written and verbal communication; Mentoring and coaching; Leadership; Motivation; Research; Analytical; Conceptual, interpretive and formulation; Networking; Planning and organising; Project management; Innovative problem solving; Team building and strong inter-personal; Conflict resolution; Presentation; Negotiation; Influencing; Listening; Interviewing; Facilitation and process consultation skills.

DUTIES : Assist with the handling of budget matters in line with the Public Finance Management Act; Ensure the financial administration of the Chief Directorate; Handle provision and procurement; Perform contract administration; Administer the cost recovery processes; Administer the annual procurement plan for the Chief Directorate and report on progress to the ASD: Finance; Facilitate monthly, quarterly and annual reporting on supply chain management related matters; Control over safekeeping, utilisation and maintenance of all assets..

ENQUIRIES APPLICATIONS : Mr E Plaatjies at Tel No: (021) 865 8051
: 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>

POST 22/629 : **HR CLERK: SERVICE BENEFITS, REF NO. DOTP 56/2023**

SALARY CENTRE REQUIREMENTS : R202 233 per annum (level 5).
: Department of the Premier, Western Cape Government.
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Personnel Salary and Administration (PERSAL) certificate; Relevant experience working in an administrative environment. Competencies: Understanding and knowledge of the following: Legislative framework that governs Human Resource; Service Conditions; Proven computer literacy in MS Office (Word and Excel); Planning and organising skills; Verbal and written communication skills; Ability to work well under pressure with strict confidentiality requirements and meet deadlines.

DUTIES : Administer various service conditions and service benefits i.e allowance payments, long service recognition, Housing Allowance, Injured on Duty (IOD) and Pension Administration; Responsible for updating of databases; Liaise with CRU managers/other departments; Drafting of formal correspondence, letters, i.e. memorandums and e-mails.

ENQUIRIES APPLICATIONS : Ms F Solomons at Tel No: (021) 483 3307
: 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>

**PROVINCIAL TREASURY
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 17 July 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS

Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 22/630 : **DEPUTY DIRECTOR-GENERAL: FISCAL AND ECONOMIC SERVICES (PT 05/2023 R1)**

SALARY CENTRE REQUIREMENTS :

- : R1, 663, 581per annum (level 15). (All-inclusive salary package)
- : Provincial Treasury, Western Cape Government
- : An appropriate undergraduate qualification (NQF 7) and a postgraduate qualification (NQF 8) or higher qualification as recognised by SAQA; A minimum of 8 years Senior Management level experience; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Recommendation: An appropriate Master's degree; Prior experience in leadership and management in or related to the public sector in South Africa or globally; Prior experience in public financial management systems in South Africa; and demonstrated ability to design and lead public budgeting and financial management reform programmes. Competencies: Demonstrate expertise, knowledge and experience of the following: Public Financial management systems; Budget systems; Building Partnerships; and ability to communicate with a wide variety of external and internal clients; Financial norms and standards; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management.

DUTIES :

- : Line Management, advice and guidance in respect of the following functional areas will entail the following: Play a top leadership role in the Departmental strategic planning process; Define and review on a continual basis the purpose, objectives, priorities and activities of the Branch; Lead the development and management of the strategic and business plans for the Branch; Evaluate the performance of the Branch on a continuing basis against pre-determined key measurable objectives and standards; Report to the Head Official on a regular basis on the activities of the Branch; Ensure effective budget management for the provincial government; Manage the provincial fiscal resources effectively for provincial government and secure sound and sustainable budgets and economic analysis for local government; Change Management; Provide strategic management, guidance and advice with regard to provincial government and local government public finance and public policy. Financial Management will entail leading the budgeting process at Branch level; Leading the Annual and Adjustment Budgets for the Branch; Assuming direct responsibility for the efficient, economic and effective control and management of the Branch's budget and expenditure and all other Financial Management related responsibilities; Assuming direct responsibility for ensuring that the correct supply chain management procedures are adhered to in respect of purchases for the Branch. Oversee and actively participate in all People Management functions of the Branch.

ENQUIRIES APPLICATIONS :

- : Head of Treasury, Mr. David Savage Tel No: (021)483-6267.
- : 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>

DEPARTMENT OF SOCIAL DEVELOPMENT WESTERN CAPE GOVERNMENT

CLOSING DATE : 17 July 2023

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

OTHER POSTS

POST 22/631 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (WYNBERG), REF NO. DSD 85/2023**

SALARY : R432 348 - R500 715 per annum (OSD as prescribed).
CENTRE : Department of Social Development, Western Cape Government.
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; 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 care, 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 at Tel No: (021) 829 0120
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>

POST 22/632 : **SOCIAL WORKER: SOCIAL WORK SERVICES (2 POSTS AVAILABLE IN MILNERTON), REF NO. DSD 84/2023**

SALARY : Grade 1: R294 411 – R338 712 per annum
Grade 2: R359 520 – R410 289 per annum
Grade 3: R432 348 – R500 715 per annum
Grade 4: R530 010 – R 647 325 per annum (OSD as prescribed).
CENTRE : Department of Social Development, Western Cape Government.
REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. Competencies:

Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES APPLICATIONS : Ms C Engel at Tel No: (021) 483 7675.
: 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>

POST 22/633 : **COMMUNITY DEVELOPMENT PRACTITIONER (KHAYELITSHA), REF. NO. DSD 81/2023**

SALARY : Grade 1: R251 283 - R288 726 per annum
Grade 2: R302 757 - R349 560 per annum
Grade 3: R366 495 - R484 431 per annum, (OSD as prescribed).

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government.
: **Grade 1:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. **Grade 2:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. **Grade 3:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Recommendation: None. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; Human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Presentation skills; Proven computer literacy; Written and verbal communication skills; Facilitation skills; Research skills; Knowledge and understanding of basic Financial Management.

DUTIES : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES : Mr FM Gezwind at Tel No: (021) 812 0925

- 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>
- POST 22/634** : **ADMINISTRATIVE OFFICER (FUNDING): VULNERABLE GROUPS, REF NO. DSD 80/2023**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 7).
: Department of Social Development, Western Cape Government.
: An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1 year administrative experience. Recommendation: None. Competencies: Knowledge of the following: Public Finance Management Act (PFMA, No 1 of 1999); Treasury Prescripts; Financial Delegations; NPO Act; Policy on Financial Awards; Guidelines for the Implementation of the Policy on Financial Awards; Ability to do the following: Motivate own ideas and approaches; Break down problems into manageable parts and identify solutions; Listen well and be receptive to the ideas of others; Manage conflict; Speak in public and make presentation to large or small groups; Proven computer literacy; Supervision/Management of staff; The following skills: Budgeting, leadership, liaising and decision making; Written and verbal communication skills.
- DUTIES** : Verification of prescribed documents for payment; Check Transfer Payment Agreements (TPA's) for correctness against approved funding submission; Verify and monitor compliance (TPA and business plan) and identify non-compliance with prescribed policy/ legislation and funding conditions; Receive and distribute activation sheet and confirm receipt of any outstanding documents with the programmes/NPO's; Business Plans: Verify the verification of the contents of the business plan and supporting documents attached to NPO business plans (In accordance with the call for proposals); Render a support function to Programme Offices; Alert programmes in terms of non-compliance issues; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery.
- ENQUIRIES APPLICATIONS** : Mr M Cottee at Tel No: (021) 483 3587
: 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>
- POST 22/635** : **EDUCATION OFFICER: FACILITY MANAGEMENT (13 POSTS AVAILABLE IN VARIOUS LOCATIONS), REF NO. DSD 82/2023**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 7).
: Department of Social Development, Western Cape Government.
: An appropriate 3-year teaching qualification; Registration with SACE as a professional educator; A minimum of 1 year experience as an Educationalist/Educator; A valid (Code B or higher) driving licence. Recommendation: None. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures; Skills needed: Problem solving, sound budgeting, planning, facilitation, influencing and interpersonal relations; Written and verbal communication; Planning and organising; Learning and researching; Relating and networking; Adapting and responding to change; Adhering to principles and values; Analysing.
- DUTIES** : Implement educational programmes at secure child and youth care facilities in accordance to curriculum requirements and departmental legislation; Implement facility policies and procedures to enhance safe care, custody and development of residents; Perform administrative functions; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields.
- ENQUIRIES APPLICATIONS** : Mr M Benting at Tel No: (021) 931 0236
: 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>
- POST 22/636** : **INFORMATION MANAGEMENT OFFICER: INFORMATION MANAGEMENT (WYNBERG), REF NO. DSD 83/2023**

<u>SALARY</u>	:	R294 321 per annum (Level 7).
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Recommendation: None. Competencies: Knowledge of the following: Department of Social Development systems; Policy development; Project coordination; Departmental policies and procedures; Communication strategy and procedures; Interpretation of prescripts; Skills needed: Report writing; Communication (written and verbal); Organising and planning; Proven computer literacy; Numerical; Innovative; Analytical thinking.
<u>DUTIES</u>	:	Collate all data for the region; Maintain management information systems at the region; Report on region information; Support regional planning and management processes; Liaise with internal/external stakeholders.
<u>ENQUIRIES</u>	:	Ms M Swart at Tel No: (021) 763 6212
<u>APPLICATIONS</u>	:	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
<u>POST 22/637</u>	:	<u>ADMINISTRATIVE SUPPORT OFFICER: VULNERABLE GROUPS, REF NO. DSD 86/2023</u>
<u>SALARY</u>	:	R294 321 per annum (Level 7).
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate 1-2 years post school qualification; A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence. Recommendation: None. Competencies: Knowledge of the following: Provincial and national strategies to address sector development; Micro Economic Development Strategy; Relevant software packages and sound application of relevant computer programmes. (i.e. BAS); Relevant legislation, policies, prescripts and procedures; Basic financial administration; Skills needed: Draft documentation like submissions, letters; Sound organising, planning and time management skills; Diary management, travel itineraries, document flow in the office; Properly record minutes and decisions at meetings; Communication (written and verbal) skills; Run and maintain a record management system; Procure goods and services; Computer literacy; Work under pressure; Make sound judgments; Basic Research Skills; Analyse documents and situations; Ability to access research sources; Function as a team member
<u>DUTIES</u>	:	Collate all data for the region; Maintain management information systems at the region; Report on region information; Support regional planning and management processes; Liaise with internal/external stakeholders.
<u>ENQUIRIES</u>	:	Ms P Momoza at Tel No: (021) 483 6296
<u>APPLICATIONS</u>	:	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
<u>POST 22/638</u>	:	<u>CUSTOMER CARE ASSISTANT: CUSTOMER CARE (3 POSTS AVAILABLE IN MITCHELLS PLAIN, RETREAT AND FISHOEK), REF NO. DSD 79/2023</u>
<u>SALARY</u>	:	R202 233 per annum (Level 5).
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government.
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 months customer care experience. Recommendation: None. Competencies: A good understanding of the following: Customer care; Customer care surveys; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Communication (written and verbal) skills; Proven computer literacy in MS Office packages; Sound organising and planning skills; Conflict resolution skills; Ability to work under pressure and meet deadlines; Negotiation skills.
<u>DUTIES</u>	:	Perform front desk services by receiving and referring clients; Provide dispatch call service; Ensure register is signed and accurately completed; Facilitate all complaints and escalate accordingly; Compile a monthly local office report regarding enquiries or complaints as well as walk-in statistics; Provide information to clients regarding available services; Assist clients on how to

ENQUIRIES
APPLICATIONS

access services from the department; Render general administrative support services and maintain a record system.

: Ms I April at Tel No: (021) 763 6217

: 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>