



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 35 OF 2022

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### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

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## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

**CLOSING DATE**

: 30 September 2022 at 16:00

**NOTE**

: The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, 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 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 SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the 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. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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

<b><u>POST 35/01</u></b>	:	<b><u>ADMINISTRATIVE SUPPORT AND COORDINATION REF NO:</u></b> <b><u>3/2/1/2022/571</u></b> Office of the Minister
<b><u>SALARY</u></b>	:	R1 073 187 per annum (Level 13), (all-inclusive package), the package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and a Undergraduate qualification in Secretariat / Management Assistant / Office Management and Technology / Public Administration / Public Management (NQF level 7). 5 years relevant experience at middle / senior managerial level. Job related knowledge: Knowledge of ministerial operations. Knowledge of the political and parliamentary processes in South Africa. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. Job related skills: Computer literacy, Good grooming and presentation skills, Good telephone etiquette, Good organisational skills, Good people skills, High level of reliability, Communication skills (verbal and written) and Language skills. Ability to act with tact and discretion. Ability to communicate well with people.
<b><u>DUTIES</u></b>	:	Manage the administrative activities within the office of the Executive Authority. Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the Executive Authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the Executive Authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the Executive Authority. Manage logistical support in the office of the Executive Authority. Develop, implement and maintain a filing system for the office of the Executive Authority. Manage the registry of the Executive Authority. Ensure that documents are classified in accordance with the Minimum Information Security Standards (MISS) prescripts and are handled in accordance with their classification. Liaise with internal and external role-players with regard to matters relating to the portfolio of the Executive Authority. Brief the Chief of Staff on matters with regard to the Executive Authority's portfolio on the agenda of Cabinet / executive council. Liaise with senior managers in the institutions within the Executive Authority's portfolio. Co-ordinate the activities of the Executive Authority's office. Render a cabinet / executive council support service to the Executive Authority. Manage the distribution of memoranda to Cabinet / Executive Council Members. Manage the distribution of documents and submissions to the relevant legislature and standing / portfolio committees. Keep record of decisions of Cabinet / executive council and alert the Chief of Staff and Executive Authority of actions to be taken and due dates. Supervise employees. General supervision of employees in the office of the Executive Authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees and ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
<b><u>ENQUIRIES</u></b>	:	Mr LM Phosa Tel No: (012) 319 7374
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

## OTHER POSTS

<b><u>POST 35/02</u></b>	:	<b><u>DEPUTY DIRECTOR: LAND DEVELOPMENT SUPPORT REF NO: 3/2/1/2022/489</u></b> Directorate: Land Development Support
<b><u>SALARY</u></b>	:	R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	Mpumalanga (Mbombela)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agricultural Studies / Agricultural Economics / Development Studies. Minimum of 3 years' experience at a junior management level within Land Development environment. Job related knowledge: Knowledge of the Land Reform Provision and Assistance Act, Land Reform (Labour Tenants) Act, Knowledge of Agrarian transformation as well as key priorities of government, Knowledge of Comprehensive Rural Development Programmes, Recapitalisation and Development Programmes, Relevant prescripts pertaining to land reform and redistribution. Job related skills: Communication skills, People management skills, Strategic thinking skills, Facilitation skills and Presentation skills, Financial management skills, Computer literacy (Microsoft Word, Excel, PowerPoint, Project). A valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage the identification and implementation of potential Land Development Support (LDS) projects. Prioritise selected projects within the Province in accordance with policy and implementation framework of the province. Facilitate the identification of projects with Restitution and Project Management Unit (PMU) in the province. Identify projects that require de-commitment. Coordinate planning, implementation, monitoring and reporting mechanism of LDS implementing agents in line with government priorities systems. Oversee the identification of farms in distress acquired since 1994 across all land reform programmes. Oversee the recruitment and appointment of relevant strategic partners. Oversee the provision of funding for implementation of projects. Development of project registers. Facilitate the appraisal of business plans for Land Development Support. Ensure effective promotion and practice of good corporate governance and compliance with financial policies, legislations, and regulations in the implementation of LDS. Ensure application of the LDS manual in implementing of projects. Oversee appropriate application of LDS systems and procedures. Coordinate workshops with relevant stakeholders to familiarise them with the program, circulars and implementation manual and related prescripts. Oversee the population of reporting templates for information gathering. Facilitate the cooperation / collaboration with the development partners, e.g. commodity organisations, financial institutions. Manage relevant stakeholders to advance Commodity Value Chain Cluster priorities. Coordinate provincial steering committee meetings and generate necessary reports. Oversee the development of Cluster Value Chain Integrated Model.
<b><u>ENQUIRIES</u></b>	:	Mr TD Mahori Tel No: (013) 754 8084
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	African Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 35/03</u></b>	:	<b><u>PARLIAMENTARY AND CABINET SUPPORT REF NO: 3/2/1/2022/573</u></b> Office of the Minister
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with rules for MMS)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Public Administration / Public Management / Political Science / Business Administration (NQF level 6). Minimum of 3 years experiences in relevant working environment. Job related knowledge: Knowledge of ministerial operations. Knowledge of the political and parliamentary processes in South Africa. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. Job related skills: Computer literacy, Communication skills (verbal and written),

	Report writing skills, Negotiating skills and Interpersonal skills. A valid driver's licence. Ability to work within a team.
<b><u>DUTIES</u></b>	: Monitor events in Parliament to identify matters that have bearing on the Executive Authority. Peruse document like Hansard speeches, minutes of standing committees and monitor meetings of legislative structures to identify matters that have a bearing on the Executive Authority. Liaise with structures like standing committee, etc. on matters that have a bearing on the Executive Authority and brief Departments on decisions taken. Monitor events in cabinet to identify matters that have a bearing on the Executive Authority. Peruse documents like minutes of Cabinet and Cluster Committees and monitor meetings of the executive structures to identify matters that have a bearing on the Executive Authority. Liaise with structures, by attending meetings, like Cluster and Cabinet Committees. Render an efficient and effective Parliamentary and Cabinet services. Facilitate timeous and appropriate responses to parliamentary questions in the format prescribed by Parliament / the legislature and ensure departmental representation in parliamentary events. Compile cabinet memoranda, speeches, submissions, briefing notes and other documents as required. Provide advice and support in terms of policy and procedure to the Department in respect of key parliamentary events, like the tabling of the budget vote of the Executive Authority. Co-ordinate and control movements between the Pretoria and Cape Town Offices for parliamentary and cabinet sessions. Manage and oversee the packing, dispatching and unpacking of official documents and equipment in Pretoria and Cape Town. Manage the movement of households to and from Cape Town. Study the relevant Public Service and departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain up to date with regard to the applicable prescripts / policies and procedures that apply to his / her work terrain. Remain abreast with the procedures and processes applicable to the Executive Authority.
<b><u>ENQUIRIES</u></b>	: Mr LM Phosa Tel No: (012) 319 7374
<b><u>APPLICATIONS</u></b>	: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<b><u>NOTE</u></b>	: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 35/04</u></b>	: <b><u>CHANGE CONTROL MANAGER REF NO: 3/2/1/2022/572</u></b> Directorate: Information And Communication Technology (ICT) Planning and Governance
<b><u>SALARY</u></b>	: R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	: Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Computer Science / Information Technology (IT). Minimum of 3 years' experience in relevant working environment. Job related knowledge: Knowledge of Information Systems. Knowledge of hardware and software. Knowledge of Business Information. Understanding of Information Technology Infrastructure. Knowledge of Information Technology Infrastructure Library / Control Objectives for Information and Related Technologies (CoBIT). Job related skills: Management skills, Planning skills, Organising skills, Analysing skills, Interpersonal skills, Leadership skills, Report writing skills and Communication skills (verbal and written).
<b><u>DUTIES</u></b>	: Develop, review and implement change policies, processes and procedures. Ensure governance documents and structure are in place. Defining the change request management process. Leading the change management activities within a structured process framework. Ensure compliance of change policies, processes and procedures. Communicate policies, processes and procedures. Monitor and report on compliance. Coordinate, facilitate and chair change advisory board. Oversee the change control process. Preside at change advisory board meetings. Monitor, advise and report on changes affecting service level agreements with both clients and service providers. Evaluating the change impact and organisational readiness to limit potential risk. Evaluating and improving the change management process. Initiating process

		improvements. Manage life cycle of IT system change. Leading the change management activities within a structured process framework.
<b><u>ENQUIRIES</u></b>	:	Ms N Jonas Tel No: (012) 407 4524
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<b><u>NOTE</u></b>	:	Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 35/05</u></b>	:	<b><u>ICT REGIONAL SERVICE MANAGER REF NO: 3/2/1/2022/574</u></b> Directorate: Information and Communication Technology (ICT) Service Management
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Computer Science / Information Technology (IT) (NQF 6). Minimum of 3 years' experience in relevant working environment. Job related knowledge: Relevant ICT security legislation, regulations and directives. Sound knowledge of Control Objectives for Information and Related Technologies (CoBIT) and Information Technology Infrastructure Library (ITIL) standards. Client's relationship management. Ability to work with diverse group of people is required. Job related skills: Project management skills, Business process analysis skills, Computer literacy (Microsoft Word, Excel, Power Point), Communication skills (verbal and written), Facilitation skills, Report skills, Analytical skills and Problem solving skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Communicate all ICT developments to the Branches. Have good understanding of client's business drivers and operations to best advice and guide stakeholders concerned (Office of the Chief Information Officer (OCIO) and business) on ICT requirements. Participate in strategic planning for the Branches. Attend and participate in Branch Management Meeting and relevant forums. Communicate all existing IT projects and those that are on pipeline. Represent the need / requirements of Branches within the OCIO. Align the business requirements to IT priorities. Present the Branch requirements to OCIO management team. Formulate the service delivery plan within OCIO based on the Branch's requirements to attain Branch's strategic goals. Maintain awareness of business needs and changing requirements and make recommendations to ICT management. Report on IT service status within the Department. Attain the reports from service desk and service owners, analyse it and present it to the Branches. Provide a status report on availability of IT service. Deliver and maintain IT services within Branches. Develop, implement, review and manage relevant business Service Level Agreements, Operation Level Agreements and other related contracts. Review Service Level Agreements and service scope against business requirements and make recommendations for improvements (instigate and review Service Improvement Plan). Convene and minute monthly Service Level Agreement review meetings with the Branches. Develop and maintain the relationship between OCIO and Branches. Establish, manage and maintain good client relations between OCIO and the business. Conduct regular client satisfaction surveys, analyse results and make recommendations for improvements. Manage business (client) expectations.
<b><u>ENQUIRIES</u></b>	:	Mr R Naidoo Tel No: (012) 407 4169
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<b><u>NOTE</u></b>	:	White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

<b><u>POST 35/06</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2022/570 (X4 POSTS)</u></b> Directorate: Legal Support
<b><u>SALARY</u></b>	:	R480 927 – R1 157 940 per annum, (Salary will be in accordance with the OSD requirements)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and LLB Degree or as otherwise determined by the Minister of Justice and Correctional Services. 8 years appropriate post qualification legal experience according to legal OSD. Experience in drafting and vetting of contracts. Experience in drafting of legal opinions. Job related knowledge: Knowledge of the various pieces of legislation administered by the Department. Knowledge of South African Law. Knowledge of Departmental Policies and Procedures. Ability to apply the law to a set of facts. Knowledge of performance management. Job related skills: Ability to research the law. Law interpretation skills. Communication skills (verbal and written). Excellent drafting and writing skills. Presentation skills. Client relations skills. Conflict management skills. Problem solving skills. Computer skills. Interpersonal and leadership skills. A valid driver's licence. Preparedness to travel.
<b><u>DUTIES</u></b>	:	Draft and vet legal documents, such as agreements, affidavits, delegations, reports and correspondence of a legal nature. Conduct research, draft, vet and / or amend legal documents. Manage the performance of the external legal team (where applicable) i.e. State Attorney, State Law Advisers and / or counsel. Provide legal opinions and general legal advice. Conduct research and provide legal opinions or provide legal advice. Manage the performance of the external Legal Team (where applicable) i.e. the State Attorney, State Law Advisers, Legal Counsel. Provide legal and administrative support in respect of Promotion of Access to Information Act (PAIA). Assess requests for access to records held by the Department. Redirect the request to the relevant Deputy Information Officer / line function. Advise the relevant Deputy Information Officer / line function on the processing of the request. Compile and submit annual Section 32 report to the Information Regulator. Manage subordinates. Manage staff. Compile and sign performance agreements with employees. Review performance of all staff according to regulations. Develop and implement employee development plans. Address grievances within 30 days. Address misconduct of staff in terms of the Disciplinary Code and Departmental policies and procedures. Provide support and guidance to subordinates. Obtain monthly, quarterly and annual statistics on the subordinates' performance against the Operational Plan for reporting purposes.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr A Mokoena Tel No: (012) 312 8404 Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<b><u>NOTE</u></b>	:	Coloured and Indian Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 35/07</u></b>	:	<b><u>PRINCIPAL GEOMATICS OFFICER REF NO: 3/2/1/2022/575</u></b> Directorate: Mapping Services
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Western Cape (Mowbray)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Minimum of 6 years geomatics post qualification experience in geomatics, geospatial or cadastral environment. Job related knowledge: Knowledge of surveying, photogrammetry, cartography, geo-spatial information science. Good Geographical Information Science (GIS) knowledge regarding data capture, structuring and manipulation. Knowledge of aerial photo interpretation for topographic mapping. Knowledge in feature identification and data representation. Knowledge of Geographical Information Systems software. Performance Management and Monitoring. Theory, principles, and practices of standards. Job related skills: Problem solving and analysis skills, Decision-making skills, Team leadership skills, Creativity skills, Customer focus and



## **DUTIES**

responsiveness skills, Communication skills, Computer skills, Planning and organising skills, Conflict Management skills and Negotiation skills.

Capture different geospatial data into the integrated Topographic system. Interpret imagery and map the topographical features. Ensure topological rules are applied in accordance with the topographic standard. Document the processes for application of topographical rules. Ensure all topographic features metadata is captured. Map the land cover classes in accordance with the defined standard. Perform geospatial data analysis according to the requirements. Quality check the accuracy of mapped land cover classes in accordance with requirements. Ensure compliance to the standards in maintaining geospatial in the database. Monitor availability of archive tapes. Contribute / participate in the development of procedure and standard documents. Provide reports on the monitoring of the Tape Library equipments and software. Ensure random checks on readability of archive tapes. Extract and provide geospatial data from the database. Process the aerial imagery spatial flight plan data (photo, flightlines and boundary) in the database and provide a report. Provide report on all completed and published vector data to Integrated Topographic Information System (ITIS) for aerial Imagery. All aerial imagery ground position system data files must be stored in the database according to the defined structure. Acquire, process and produce geospatial information for all mapping purposes. Source, edit and manipulate geospatial data for creating maps. Prepare, validate and import geospatial data for map spatial environment. Validate the processed geographic names and ancillary data. Ensure application of defined cartographic generalization principles to enhance geospatial data during map production. Ensure compliance to standards and specifications at all times. Undertake photogrammetric absolute orientation of aerial imagery in accordance with standards and specifications. Validate the captured elevation data in accordance with standards and specifications. Perform quality check and verify accuracy of processed data as required. Archive the final maps and geospatial data in accordance with the standard. Disseminate, promote and assure quality of geospatial information and services to clients. Provide and ensure correctness of geospatial information to clients in accordance with service delivery standards. Create awareness to internal and external clients. Report on quality related issues and participate in processes to assure quality. Assist with the renewal of service level agreements with vendors and district municipalities. Assist with the revision of datasets of products and services for established vendors and district municipalities. Assist with stock management and stock reconciliations. Maintain copyright of geospatial information. Ensure correctness of invoices and quotations. Perform administrative and related functions. Provide advice to clients on the use of products and services including the Geoportal. Acquire, validate and process ancillary data for topographic mapping purposes. Verify and ensure all geospatial data and materials for field annotation are accurate for each map. Use the different ancillary geospatial data and verify all the changes detected on previous edition map are recorded. Prepare a report with all the queries classified from digital field annotation for each map. Source ancillary data and authenticate the geographic names and their geographic position in a map. Ensure all captured and processed ancillary data meets the requirements and available in the database (Integrated Topographic Data).

## **ENQUIRIES APPLICATIONS**

Mr Y Rasonti Tel No: (021) 658 4461  
Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 1st Floor, Cape Town, 8001.

## **NOTE**

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

## **POST 35/08**

**SENIOR PROJECT OFFICER: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/576**  
Directorate: Operational Management

## **SALARY CENTRE REQUIREMENTS**

R321 543 per annum (Level 08)  
Western Cape (Cape Town)  
Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in the field of Law / Agriculture / Development Studies / Social Science. Minimum of 2 years' experience in Land Restitution environment. Job related knowledge: Knowledge of Restitution of Land Rights

Act, Knowledge of Land Reform, Knowledge of Rural Development and Knowledge of African languages spoken in the Province. Job related skills: Sound communication skills, Negotiation skills, Excellent report writing skills, Computer literacy, Project management skills and Good networking skills. Initiative, ability to take responsibility and meet deadlines. Ability to produce report on a word processor. Ability to facilitate community meetings. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. Ability to work under pressure. A valid driver's licence.

**DUTIES**

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

**ENQUIRIES**

**APPLICATIONS**

: Mr D Smit Tel No: (021) 409 0300  
: Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 1st Floor, Cape Town, 8001.

**NOTE**

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

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 07 October 2022, (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. Certified documents which should not be older than six months on or before the day of the interview. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. 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, qualification and employment verification including social media profiles). Successful candidates will also be subjected to security clearance processes. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The incumbent must be able to obtain a Top Secret clearance within a year after being appointed subject to positive results of the security clearance process. 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.

## OTHER POSTS

- POST 35/09** : **PRIVATE AND APPOINTMENT SECRETARY REF NO: MOD/54/35/22**
- SALARY** : R882 042 per annum (Level 12), all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Defence Head Quarters (Pretoria)
- REQUIREMENTS** : Grade 12 and a recognised three (3) years' Bachelor degree or National Diploma in Office Management/Public Administration or related qualification (NQF level 6 as recognised by SAQA). Minimum of four (4) years' experience which two (2) years should be involve in administration. A valid driver's license. Skills and Competencies: Well- developed communication (written and verbal skills. Problem solving skills. Financial Administration and Networking skills. Organisational skills. Good inter-personal relation skills. Stakeholder Liaison skills. Digital Space Literacy. Computer Literacy. Presentation Communication (written and verbal). Client Orientation. Customer Focus. Functional requirement: Knowledge and good understanding of Labour Relation Act, Public Service Act 1994, Public Service Regulations 2016, Employment Equity

		Act 1998, Basic Conditions of Employment Act 1997, Defence Act 2002, Treasury Regulations, Public Financial Management Act.
<b><u>DUTIES</u></b>	:	Provide secretarial and frontline service to the Deputy Minister. Manage and coordinate the diary of the Deputy Minister. Receive stakeholder to the Office of the Deputy Minister. Direct enquiries to the relevant institution. Coordinate support staff in the Office of the Deputy Minister. Remain abreast with the procedures and processes applicable to the Office of the Deputy Minister.
<b><u>ENQUIRIES</u></b>	:	Ms J. Maubane Tel No: 012 355 6126
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Office of the Deputy Minister, Private Bag X159, Pretoria, 0001 or you may hand delivered to Armscor Building C/o Nossob & Delmas Ave, Erasmuskloof Ext 4, Pretoria, 0001.
<b><u>NOTE</u></b>	:	The post is linked to the political term of the Office of the Deputy Minister.
<b><u>POST 35/10</u></b>	:	<b><u>SENIOR FOOD SERVICE SUPERVISOR REF NO: SG 04/22/01</u></b>
<b><u>SALARY</u></b>	:	R147 459 per annum (Level 04)
<b><u>CENTRE</u></b>	:	2 Military Hospital, Western Cape, Wynberg
<b><u>REQUIREMENTS</u></b>	:	NQF Level 2 – 4. Special requirements (skills needed): Ability to stand long hours. Ability to work independently. Organizing and writing skills. Must be able and prepared to work under pressure. Must be committed to sign a document to comply with medical confidentiality in the hospital.
<b><u>DUTIES</u></b>	:	Function as supervisor under command of Caterer and Chief Chef. Work out a shift roster with shift leaders. Do leave planning with members. Complete PMDS booklets for sub-ordinates. Compile duty sheets for sub-ordinates. Assist when supplies are delivered. Assist with stock taking. Ensure that all damages and losses of equipment are reported. Operate kitchen appliances. Prepare meals and snacks according to rations scale and dietetics guidelines. Assist with food preparation. Assist with dishing up of meals. Supervise the neatness and hygiene of the food preparation area. Control the food before leaving the kitchen for special diet and the correct amount for the patients. Calculate the preparation time of menus. Supervise and train sub-ordinates. In post training sessions to be attended when necessary.
<b><u>ENQUIRIES</u></b>	:	Major F.C. Richards Tel No: (021) 799 6577 / 6911/Captain L.M. Thebe Tel No: (021) 799 6202
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SAMHS, 2 Military Hospital Private Bag X4, Wynberg, 7824, or may be hand delivered to 2 Military Hospital, Hospital Road, Wynberg, Cape Town.
<b><u>POST 35/11</u></b>	:	<b><u>FOOD SERVICE AID REF NO: SG 04/22/02 (X37 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 per annum (Level 02)
<b><u>CENTRE</u></b>	:	2 Military Hospital, Western Cape, Wynberg
<b><u>REQUIREMENTS</u></b>	:	NQF Level 2 – 4. Special requirements (skills needed): Ability to stand long hours. Ability to work independently. Organizing and writing skills. Duties includes kneeling, picking up boxes, bending, walking up and down the stairs, walking and pushing trolleys. Must be able and prepared to work under pressure. Must be committed to sign a document to comply with medical confidentiality in the hospital.
<b><u>DUTIES</u></b>	:	Cleaning of kitchen utensils and equipment, Provide catering support services, Keep stock of kitchen utensils and equipment, Apply hygiene and safety measures, Maintain quality control measures of all food provided, Removal of garbage disposal, Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks), Setup and convey crockery, cutlery and equipment to dining areas, Serve food and beverages, Responsible for food supplies and report waste and losses, Removing of refuse and Assisting with food preparation for Hospital and other occasions.
<b><u>ENQUIRIES</u></b>	:	Major F.C. Richards Tel No: (021) 799 6577 / 6911/Captain L.M. Thebe Tel No: (021) 799 6202
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SAMHS, 2 Military Hospital Private Bag X4, Wynberg, 7824, or may be hand delivered to 2 Military Hospital, Hospital Road, Wynberg, Cape Town.
<b><u>POST 35/12</u></b>	:	<b><u>CLEANER REF NO: SG 04/22/03 (X12 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R104 073 per annum (Level 02)
<b><u>CENTRE</u></b>	:	2 Military Hospital, Western Cape, Wynberg

- REQUIREMENTS** : NQF Level 2 – 4. Special requirements (skills needed): Ability to stand long hours. Ability to work independently. Organizing and writing skills. Duties includes kneeling, picking up boxes, bending, walking up and down the stairs, walking and pushing trolleys. Must be able and prepared to work under pressure. Must be committed to sign a document to comply with medical confidentiality in the hospital.
- DUTIES** : The cleaning of kitchens, accommodation rooms and ration stores. Dishwashing tasks. Preparing and serving of food, tea, ect. Removing of refuse. Assisting with food preparation for Hospital and other occasions.
- ENQUIRIES** : Major F.C. Richards Tel No: (021) 799 6577 / 6911/Captain L.M. Thebe Tel No: (021) 799 6202
- APPLICATIONS** : Department of Defence, SAMHS, 2 Military Hospital Private Bag X4, Wynberg, 7824, or may be hand delivered to 2 Military Hospital, Hospital Road, Wynberg, Cape Town.

## 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** : 30 September 2022 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](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

## OTHER POSTS

**POST 35/13** : **PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR4/4/11/09**

**SALARY** : R477 090 per annum

**CENTRE** : Provincial Office Mmabatho

**REQUIREMENTS** : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Labour Relations Management/ BCOM Law/ LLB/ Labour Law. Valid driver's license. Four (4) years relevant functional experience in compliance/ legal or EE inspections. Knowledge: Public Financial Management, Public Service Regulations, Departmental Policies and procedures, Batho Pele Principles, Employment Equity Act, COIDA. Skills: Communication, Presentation, Problem solving, Computer literacy, Interviewing listening and observation, Research, Project management, Analytical, innovative, Planning and organising.

<b><u>DUTIES</u></b>	:	Monitor the implementation of programmes, work plans and policies for Employment Equity Act and regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Employment Equity Act and Regulations. Monitor, evaluate and report on the impact of Employment Equity Act programmes. Provide technical advice on the sector specific to Employment Equity Act matters. Manage the resources in the unit.
<b><u>ENQUIRIES</u></b>	:	Mr. UT Qambata Tel No: 018 387 8100
<b><u>APPLICATIONS</u></b>	:	Applications: Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2 <sup>nd</sup> Floor, Provident House, University Drive, Mmabatho
<b><u>POST 35/14</u></b>	:	<b><u>ASSISTANT DIRECTOR: COIDA REF NO: HR4/4/08/12</u></b>
<b><u>SALARY</u></b>	:	R477 090 per annum
<b><u>CENTRE</u></b>	:	Randburg Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Three year tertiary qualification in Public Management/ Business Management/ Operations Management/ Nursing Diploma/ HRM. 2 years functional experience in a disability claims and or medical insurance processing. 2 years supervisory experience in a disability claims and or medical insurance processing environment. Knowledge: Public Service Act, Basic Condition of Employment Act (BCEA), Employment Equity (EE), Public Service Regulation, Compensation Fund business strategies and goals, PFMA and Treasury Regulations, Guidelines on application of COID (for government departments), Customer Service (Batho Pele Principles), Risk Management. Skills: Leadership, Service Delivery Innovation (SDI), Planning and Organizing, Problem Solving and Analysis, Decision Making, People Management and Empowerment (including developing others), Communication (written and verbal), Computer literacy.
<b><u>DUTIES</u></b>	:	Facilitate the processing on Compensation aims benefits within COID Processing Office. Coordinate the resolution of all COID and Employer Services. Conduct quality assurance on all COID claims and employer services. Liaise with internal and external stakeholders in respect of COID legislation and services. Manage human, financial and physical resources of the section.
<b><u>ENQUIRIES</u></b>	:	Ms NM Tyebooi Tel No: (011) 781 8144.
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<b><u>POST 35/15</u></b>	:	<b><u>ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR 4/4/11/10</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Mmabatho
<b><u>REQUIREMENTS</u></b>	:	BPROC/ LLB. Admission as an Attorney or Advocate. A valid driving licence. Two (2) year functional experience in compliance or legal services environment. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate Governance, Skills Development Act, Public service Regulations, SDLA. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Presentation, Innovative, Analytical, Verbal and written communication.
<b><u>DUTIES</u></b>	:	Appear in court for enforcement of COIDA and OHS. Manage the implementation of the COIDA and OHS enforcement processes. Manage the advocacy strategy for COIDA and OHS in IES. Manage and facilitate the implementation of capacity development programme for inspectors in the Province. Co-ordinate information to provide legal advice and proceeding for COID and OHS enforcement.
<b><u>ENQUIRIES</u></b>	:	Mr. UT Qambata Tel No: 018 387 8100
<b><u>APPLICATIONS</u></b>	:	Applications: Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2 <sup>nd</sup> Floor, Provident House, University Drive, Mmabatho
<b><u>POST 35/16</u></b>	:	<b><u>BCEA INSPECTOR (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum

<b><u>CENTRE</u></b>	:	Labour Centre: Rustenburg Ref No HR 4/4/11/11 (X1 Post) Labour Centre: Mafikeng Ref No HR 4/4/11/12 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three (3) year tertiary qualification in Labour Relations/ BCOM Law/ LLB. Two (2) years functional experience in inspection and enforcement services. Valid driving license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Labour Relations Act, UI Contributions Act, Compensation for Occupational Injuries and Diseases Act, Employment Equity Act. Immigration Act, Basic Conditions of Employment Act, Skills: Planning organizing, Compute literacy, Leading, Facilitation, Interpersonal, Problem solving, Interviewing, Presentation, Innovation, Analytical, Written and verbal communication.
<b><u>DUTIES</u></b>	:	To plan and independently conduct substantive inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA), Sectoral Determination and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently, and analyse impact thereof consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans execution.
<b><u>ENQUIRIES</u></b>	:	Mr. UT Qambata Tel No: (018) 387 8100
<b><u>APPLICATIONS</u></b>	:	Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2 <sup>nd</sup> Floor, Provident House, University Drive, Mmabatho
<b><u>POST 35/17</u></b>	:	<b><u>SENIOR EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/11/13 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	Provincial Office, Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Three-year tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. Valid driver's licence. Two (2) years functional experience in Auditing and/ Financial Management. Knowledge: Public Service Act and Regulations, Departmental policies and procedures, Batho Pele Principles, OHS Act and Regulations, COIDA. Skills: Problem solving, Computer literacy, Communication written and verbal Analytical, Facilitation, Planning and Organising, Interpersonal, Interviewing skills, Innovative, Analytical, Research, Project management.
<b><u>DUTIES</u></b>	:	Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the systems that provide expert advice on sector specific UIA and COIDA matters. Coordinate the process that monitor and evaluate impact of UIA and COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Supervise resources within the unit.
<b><u>ENQUIRIES</u></b>	:	Mr UT Qambata Tel No: (018) 387 8100
<b><u>APPLICATIONS</u></b>	:	Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2 <sup>nd</sup> Floor, Provident House, University Drive, Mmabatho.
<b><u>POST 35/18</u></b>	:	<b><u>SUPERVISOR: REGISTRATION SERVICES (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Gqeberha Ref No. HR 4/4/1/110 (X1 Post) Labour Centre: Qonce Ref No. HR 4/4/1/112 (X1 Post) Labour Centre: Kempton Park Ref No. HR 4/4/4/08/09 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three (3) year National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF 7) in Business Administration/Management; Public Administration/Management; Operations Management. Two (2) years functional experience in registration services. Valid driver's licence. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem-solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.
<b><u>DUTIES</u></b>	:	Monitor and oversee the help desk at the first port of the entry within Registration Service. Oversee the employment service rendered to all clients.



	Monitor the processes of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints. Manage the resources of the section.
<b><u>ENQUIRIES</u></b>	: Mr MP Ngqolowa Tel No: 041 506 5000 Mr LB Mduduma Tel No: 043 643 3343 Ms P Ralane Tel No: 011 975 9301
<b><u>APPLICATIONS</u></b>	: Deputy Director: Labour Centre Operations: Private Bag X 6045, Port Elizabeth, 6000. Or hand deliver at VSN Building 116-134, Govan Mbeki Avenue, Gqeberha Deputy Director: Labour Centre Operations: P.O. Box 260, King Williams Town, 5600 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hands deliver at 77 de Korte Street, Braamfontein
<b><u>FOR ATTENTION</u></b>	: Sub-directorate: Human Resources Management, Gqeberha Sub-directorate: Human Resources Management, Qonce Labour Centre Sub-directorate: Human Resource Management, Provincial Office: Gauteng
<b><u>POST 35/19</u></b>	: <b><u>SENIOR CLAIM ASSESSOR REF NO: HR4/4/08/08</u></b>
<b><u>SALARY</u></b>	: R321 543 per annum
<b><u>CENTRE</u></b>	: Labour Centre: Johannesburg
<b><u>REQUIREMENTS</u></b>	: Grade 12 certificate and three years (3) tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 3-5 years' experience in a claims processing environment of compensation and medical claims is highly desirable plus supervisory experience. Knowledge: Compensation Fund policies, procedures and processes, Relevant Stakeholders, Human Anatomy/ Biology and Medical terminology, Customer Service (Batho Pele Principles), COID Tariffs, Public Service Charter, Approved COID Delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skills, Communication (written and verbal), Data Capturing, Data and records management, Telephone Skills and Etiquette.
<b><u>DUTIES</u></b>	: Administer claim registration process. Adjudicate registered customer claims. Prepare for payment of claim. Quality Assurance for Medical / accounts payments. Serve as a Team Leader / Supervisor.
<b><u>ENQUIRIES</u></b>	: Mr SS Mdluli / Dr V Mabudusha Tel No: (012) 319 1933
<b><u>APPLICATIONS</u></b>	: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein
<b><u>FOR ATTENTION</u></b>	: Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<b><u>POST 35/20</u></b>	: <b><u>SENIOR PRACTITIONER: EMPLOYER SERVICES REF NO: HR4/4/5/71</u></b>
<b><u>SALARY</u></b>	: R321 543 per annum
<b><u>CENTRE</u></b>	: Provincial Office: KZN
<b><u>REQUIREMENTS</u></b>	: Three (3) years tertiary qualification or equivalent. Two (2) years functional experience. Knowledge: Unemployment Insurance Contributions Act, Unemployment Insurance Act, Public Financial Management Act, Treasury Regulations, Operations system and Batho Pele Principles. Skills: Communication, Computer literacy, Listening, Interpersonal and Presentation.
<b><u>DUTIES</u></b>	: Verify registration of employer declaration. Verify maintenance of employer and employee database. Supervise resources (Human, Finance, Equipment/Assets) in the section.
<b><u>ENQUIRIES</u></b>	: Mrs NTG Khomo Tel No: (031) 366 2331
<b><u>APPLICATIONS</u></b>	: Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.
<b><u>FOR ATTENTION</u></b>	: Sub-directorate: Human Resources Operations, Provincial Office: KZN
<b><u>POST 35/21</u></b>	: <b><u>SENIOR STATE ACCOUNTANT REF NO: HR 4/4/8/809</u></b>
<b><u>SALARY</u></b>	: R321 543 per annum
<b><u>CENTRE</u></b>	: Provincial Office: Free State
<b><u>REQUIREMENTS</u></b>	: Three (3) years relevant tertiary qualification in Finance/ Accounting Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Financial prescripts and manuals, Batho Pele Principles, Departmental

		Policies and Procedures, Conflict Skills: Planning and Organizing skills, Computer Literacy Communication, Problem Solving, Supervisory, Accounting, Presentation, Analysis.
<b><u>DUTIES</u></b>	:	Authorize all financial transactions for the whole Province on financial transversal system (e.g. BAS, LOGIS, PERSAL and safety-net). (Daily), Verify information to ensure proper financial documents management (Daily). Monitor budget processes for the Province, Proper control of Petty cash. (Daily), Clear suspense accounts and unallocated accounts before month closure. (Monthly)
<b><u>ENQUIRIES</u></b>	:	Ms N Tokwe Tel No: (051) 505 6204
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Free State
<b><u>POST 35/22</u></b>	:	<b><u>SENIOR CLAIM ASSESSOR REF NO: HR4/4/4/08/08</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate and three years (3) tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 3-5 years' experience in a claims processing environment of compensation and medical claims is highly desirable plus supervisory experience. Knowledge: Compensation Fund policies, procedures and processes, Relevant Stakeholders, Human Anatomy/ Biology and Medical terminology, Customer Service (Batho Pele Principles), COID Tariffs, Public Service Charter, Approved COID Delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skills, Communication (written and verbal), Data Capturing, Data and records management, Telephone Skills and Etiquette.
<b><u>DUTIES</u></b>	:	Administer claim registration process. Adjudicate registered customer claims. Prepare for payment of claim. Quality Assurance for Medical / accounts payments. Serve as a Team Leader / Supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr SS Mdluli / Dr V Mabudusha Tel No: (012) 319 1933
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<b><u>POST 35/23</u></b>	:	<b><u>CLAIMS ASSESSOR: COID SERVICES (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum
<b><u>CENTRE</u></b>	:	Johannesburg Labour Centre Ref No HR 4/4/4/08/13 (X1 Post) Kempton Park Labour Centre Ref No HR 4/4/4/08/14 (X1 Post) Pretoria Labour Centre Ref No HR 4/4/4/08/15 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three (3) year tertiary qualification in Public Management/ Public Administrations/ Social Science/ OHS/ Finance/ HRM. 1-year functional experience in compensation and medical claims processing environment. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Customer Service (Batho Pele Principles), Risk Awareness, COID Tariffs. Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette, Planning and organising, Analytical thinking, Problem solving and decision making.
<b><u>DUTIES</u></b>	:	Administer of claims registration process. Adjudicate registered customer claims. Quality Assurance for medical accounts payments. Render administrative duties. Serve as a Team Leader/ Supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms F Tshabalala Tel No: 011 492 0664 (Johannesburg Labour Centre) J Ralane Tel: (011) 975 9301 (Kempton Park Labour Centre) MA Phasha Tel No: 012 309 5253 (Pretoria Labour Centre)
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, Hand deliver at 77 De Korte Street, Braamfontein
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<b><u>POST 35/24</u></b>	:	<b><u>INSPECTOR REF NO: HR 4/4/8/807</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum

<b><u>CENTRE</u></b>	:	Zastron Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Three (3) year relevant tertiary qualification Labour Relations/BCOM Law/ LLB. One (1) year functional experience in Inspection and enforcement Services. Knowledge Departmental policies and procedures. Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills. Planning and Organizing (Mainly for own) Computer literacy. Interpersonal skills. Conflict handling skills. Negotiation skills. Problem Solving Skills Interviewing, Listening and observation skills.
<b><u>DUTIES</u></b>	:	Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
<b><u>ENQUIRIES</u></b>	:	Mr. C Van Niekerk Tel No: (051) 673 1491
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Free State
<b><u>POST 35/25</u></b>	:	<b><u>MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/8/60</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R260 760 – R302 292 per annum, (OSD) Grade 2: R320 703 – R368 307 per annum, (OSD) Grade 3: R388 974 - R492 756 per annum, (OSD)
<b><u>REQUIREMENTS</u></b>	:	Four (4) years nursing degree/three years diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage. Valid drivers licence. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public or private hospital is required. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. <b>Grade 1:</b> 2 to 9 years' experience gained after registration. <b>Grade 2:</b> 10-19 years' experience gained after registration. <b>Grade 3:</b> 20 years' experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, nursing legislations and or related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.
<b><u>DUTIES</u></b>	:	Provide medical advice and recommendation in the acceptations of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.
<b><u>ENQUIRIES</u></b>	:	Dr Jood-Molaolwe Tel No: (053) 838 1589
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road
<b><u>FOR ATTENTION</u></b>	:	Human Resources Operations, Provincial Office Kimberley
<b><u>POST 35/26</u></b>	:	<b><u>INSPECTOR (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R211 713 per annum
<b><u>CENTRE</u></b>	:	Bloemfontein Labour Centre Ref No: HR 4/4/8/808 (X1 Post) Pinetown Labour Centre Ref No: HR4/4/5/68 (X1 Post) Vryheid Labour Centre Ref No: HR4/4/5/69 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. A valid drivers licence. Zero experience. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own

		work), Computing (Spread sheet, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
<b><u>DUTIES</u></b>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<b><u>ENQUIRIES</u></b>	:	Mr M Ndlela Tel No: (051) 411 6403 Mr B Gwala Tel No: (031) 701 7740 Mr F Dladla Tel No: (034) 980 8820
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Office: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Deputy Director: Pinetown Labour Centre, PO Box 1025, Pinetown 3610 or hand deliver at 49 Kings Road, Pinetown Deputy Director: PO Box 430, Vryheid 3100 or hand deliver at 99 Landrose Street, Vryheid.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Free State Sub-directorate: Human Resources Operations, KwaZulu-Natal Sub-directorate: Human Resources Operations, KwaZulu-Natal
<b><u>POST 35/27</u></b>	:	<b><u>CLIENT SERVICE OFFICER: COID SERVICES REF NO: HR 4/4/11/14</u></b>
<b><u>SALARY</u></b>	:	R211 713 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Mafikeng
<b><u>REQUIREMENTS</u></b>	:	Matriculation/Grade 12. No experience. Knowledge: Public Service Act, Public Service Regulation, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer service. Skills: Computer literacy, Telephone etiquette, Business writing skills, Computer literacy, Listening skills, Basic interpersonal skills.
<b><u>DUTIES</u></b>	:	Receive and verify documents for registration. Register the claims on the operational system. Assist employer services at the kiosk, online system and service centres. Handle all service related queries and complaints.
<b><u>ENQUIRIES</u></b>	:	Mr. UT Qambata Tel No: (018) 387 8100
<b><u>APPLICATIONS</u></b>	:	Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2 <sup>nd</sup> Floor, Provident House, University Drive, Mmabatho.
<b><u>POST 35/28</u></b>	:	<b><u>CLIENT SERVICE OFFICER: UIF REF NO: HR 4/4/11/15</u></b>
<b><u>SALARY</u></b>	:	R211 713 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Christiana
<b><u>REQUIREMENTS</u></b>	:	Matriculation/Grade 12. No experience. Knowledge: Unemployment Insurance Act and Regulation, Unemployment Insurance Contribution Act, Public Finance Management Act, Treasury Regulations, Batho Pele principles, Department of Labour and UIF Policies and Procedures, UIF's vision, mission and values, Customer care principles, Departmental principles, Departmental policies, Procedure and guidelines. Skills: Computer literacy, Telephone etiquette, Listening skills, Interviewing, Communication, Conflict management, Time Management, Customer relations, Analytical, Interpersonal.
<b><u>DUTIES</u></b>	:	Provide screening services. Provide capturing services for applications to UIF benefits. Register payment continuation forms. Provide administrative functions.
<b><u>ENQUIRIES</u></b>	:	Mr UT Qambata Tel No: (018) 387 8100
<b><u>APPLICATIONS</u></b>	:	Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2 <sup>nd</sup> Floor, Provident House, University Drive, Mmabatho.
<b><u>POST 35/29</u></b>	:	<b><u>CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X 3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R211 713 per annum
<b><u>CENTRE</u></b>	:	Vryheid Labour Centre Ref No: HR4/4/5/30 (X1 Post), (re-advertisement) Labour Centre Gqeberha Ref No: HR 4/4/1/111 (X1 Post)

		Richards Bay Labour Centre- (Eshowe Satellite Office) Ref No: HR4/4/5/65 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Matriculation/ Grade 12 Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.
<b><u>DUTIES</u></b>	:	Render services at help desk as the first point of entry within the Registration Services, Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislation received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations, Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
<b><u>ENQUIRIES</u></b>	:	Mr F Diadla Tel No: (034) 980 8820 Mr MP Ngqolowa Tel No: 041 506 5000 Mr I Ximba Tel No: (035) 780 8706
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Vryheid Labour Centre, PO Box 430, Vryheid 3100 or hand deliver at 99 Landrose Street, Vryheid Deputy Director: Labour Centre Operations: Private Bag X 6045, Port Elizabeth, 6000. Or Hand deliver at VSN Building 116-134, Govan Mbeki Avenue, Gqeberha Deputy Director: Richards Bay Labour Centre, P/Bag X20033 Empangeni 3880 or hand deliver at 11 Lira Rink Road, Richards Bay
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal Sub-directorate: Human Resources Management, Gqeberha Sub-directorate: Human Resources Operations, KwaZulu-Natal
<b><u>POST 35/30</u></b>	:	<b><u>UI CLAIMS OFFICER REF NO: HR4/4/1/302 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R211 713 per annum Gqeberha Labour Centre Eastern Cape
	:	Grade 12/ Senior Certificate. Knowledge: Public Service Regulation, Public Service Act, Departmental Policies and Procedures, Batho Pele Principles, Customer care, Unemployment Insurance Contributions Act, Unemployment Insurance Act. Skills: Computer Literacy, Communication verbal & written, Listening, Customer Relations, Problem solving.
<b><u>DUTIES</u></b>	:	Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all Employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquires relating to all processed claims or any other matter relating to the processing of claims. Perform Administrative duties within the section.
<b><u>ENQUIRIES</u></b>	:	Mr MP Ngqolowa Tel No: 041 506 5002
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Labour Centre Operations Private Bag X 6045, Gqeberha 6000. Hand Deliver: VSN Centre 116-134 Govan Mbeki Avenue.
<b><u>FOR ATTENTION</u></b>	:	Deputy Director: Labour Centre Operations
<b><u>POST 35/31</u></b>	:	<b><u>CLAIMS PROCESSOR REF NO: HR4/4/8/62</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R211 713 per annum Kimberley Labour Centre: Northern Cape
	:	Grade 12 Certificate. Three (3) year tertiary qualification in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM will be added advantage. Knowledge: Public Service Act, Compensation Fund business strategies and goals, Compensation Fund Value Chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Services (Batho Pele Principles), and Technical Knowledge. Skills: Required Technical Proficiency, Business Writing Skills, Data Capturing, Data and records management, Telephone Skills and Etiquette.
<b><u>DUTIES</u></b>	:	Adjudicate the registered claims. Preparation of compensation benefits. Handle claim enquiries. Render administration activities.
<b><u>ENQUIRIES</u></b>	:	Mr R Geswint, Tel No: (053) 838 1582
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road.
<b><u>FOR ATTENTION</u></b>	:	Human Resources Operations, Provincial Office Kimberley.

<b><u>POST 35/32</u></b>	:	<b><u>SENIOR ADMIN CLERK: CLAIMS PROCESSING (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R211 713 per annum Pretoria Labour Centre Ref No: HR 4/4/06/04 (X1 Post) Soshanguve Labour Centre Ref No: HR 4/4/06/05 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three -year tertiary qualification in degree / diploma in Public Management / Administration / Social Science / OHS / Finance / HRM is required plus 1-2 years' experience in a compensation or medical claims environment. Knowledge: PFMA and Treasury Regulations, Approved COID Delegation, Human anatomy / Biology and medical terminology, Relevant stakeholders, COID tariffs, Customer Service (Batho Pele principles), COIDA, Occupational Health and Safety, Road Accident Fund, (RAF) Compensation fund policies, procedures and processes. Skills: Communication (written and verbal) Data and record management, Capturing, Business Writing, Numeracy, Required Technical proficiency and Telephone etiquette.
<b><u>DUTIES</u></b>	:	Handle claims registration documentation. Prepare for adjudication. Prepare for medical claims processing and Render administrative duties.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr SS Mdluli Tel No: 012 319 9112
<b><u>FOR ATTENTION</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<b><u>POST 35/33</u></b>	:	<b><u>MSS ADMINISTRATION CLERK (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R176 310 per annum Klerksdorp Labour Centre- Ref No: HR 4/4/11/16 (X1 Post) Mafikeng Labour Centre- Ref No: HR 4/4/11/17 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Matriculation/Grade 12/Senior Certificate. No experience required. Knowledge: Batho Pele Principles. Departmental Policies and Procedures. Treasury Regulations. Skills: Verbal and written communication. Interpersonal Relations. Problem Solving. Computer Literacy. Analytical. Planning and Organising.
<b><u>DUTIES</u></b>	:	To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and Office Management service to the Labour Centre Daily. Render a Human Resource Management service. Responsible for Training and Performance activities in a Labour Centre Daily. Responsible for the records management in a Labour Centre Daily.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr UT Qambata Tel No: (018) 387 8100 Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2 <sup>nd</sup> Floor, Provident House, University Drive, Mmabatho.
<b><u>POST 35/34</u></b>	:	<b><u>ADMINSTRATON CLERK: EMPLOYMENT SERVICE REF NO: HR4/4/11/18</u></b>
<b><u>SALARY CENTRE</u></b>	:	R176 310 per annum Provincial Office, Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ Matriculation Senior Certificate. Knowledge: Office Administration, Computer literacy, Secretariat. Skills: Telephone etiquette, Computer, Communication skills (written and verbal), Administration, Interpersonal relations.
<b><u>DUTIES</u></b>	:	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. Render secretariat support in the Sub-Directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. UT Qambata Tel No: 018 387 8100 Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, hand delivery to 2 <sup>nd</sup> Floor, Provident House, University Drive, Mmabatho.
<b><u>POST 35/35</u></b>	:	<b><u>DRIVER REF NO: HR 4/22/09/07</u></b>
<b><u>SALARY CENTRE</u></b>	:	R176 310 per annum SEE: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12, driver's licence and PDP, Experience in this field will be added as an advantage. Knowledge: Courier service, Transportation Services, Departmental policies and procedures. Skills: Computer literacy, Interpersonal

	relationship, Communication, Driving, Planning and organizing, Time Management, Problem Solving.
<b><u>DUTIES</u></b>	: Render mail, documents and parcels support services at SEE. Maintain messenger and fleet movement registers. Provide administrative support. Render transport and driving services within SEE.
<b><u>ENQUIRIES</u></b>	: Ms ME Msiza Tel No: 012 843 7409
<b><u>APPLICATIONS</u></b>	: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<b><u>FOR ATTENTION</u></b>	: Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 35/36</u></b>	: <b><u>MESSANGER REF NO: HR4/4/11/19</u></b>
<b><u>SALARY</u></b>	: R124 434 per annum
<b><u>CENTRE</u></b>	: Provincial Office Mmabatho
<b><u>REQUIREMENTS</u></b>	: Grade 10. No work experience. Knowledge: Department policies and procedures, Public Service Act, All legislations relevant to the post. Skills: Planning and Organising, Computer Literacy, Interpersonal relationship, Verbal and written communication, Time management, Conflict management.
<b><u>DUTIES</u></b>	: Provide messenger services within the Provincial Office (Daily). Handle administration of log sheets, fuel cards and fuel vouchers of subsidized vehicles.
<b><u>ENQUIRIES</u></b>	: Mr UT Qambata Tel No: 018 387 8100
<b><u>APPLICATIONS</u></b>	: Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, hand delivery to 2 <sup>nd</sup> Floor, Provident House, University Drive, Mmabatho.

## DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

**APPLICATIONS**

: May be forwarded to the Director-General, Department of Forestry, Fisheries and the **Pretoria** 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, marked for the attention: Human Resources Management.

**Cape Town:** May be forwarded to the Director-General, 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, marked for the attention: Human Resources Management.

**Pietermaritzburg:** May be forwarded to the Director-General, Department of Forestry, Fisheries & the Environment: Private Bag X 9029, Pietermaritzburg, 3200 or hand-delivered to 185 Langalibalele Street, Old Mutual Building, 5th floor, Pietermaritzburg, marked for the attention: Human Resources Management

**Eastern Cape:** May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town

**CLOSING DATE**

: 10 October 2022

**NOTE**

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

**ERRATUM:** Kindly note that the post of Provincial Programme Support Officer: Youth Community Outreach Programme POST 34/41 that was advertised in Public Service Vacancy Circular 34 dated 09 September 2022 with the closing date of 03 October 2022 has no reference number, the reference number is PPSO1/2022



## MANAGEMENT ECHELON

**POST 35/37** : **DIRECTOR: INTEGRATED HUMAN RESOURCE MANAGEMENT REF NO: CMS32/2022**

**SALARY** : R1 073 187 per annum, (an all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs

**CENTRE REQUIREMENTS** : Cape Town  
: An Undergraduate (NQF 7) qualification in Human Resource Management or relevant equivalent qualification recognized by SAQA. A minimum of five (5) years' experience In Human Resource Management at a middle managerial level. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge of and understanding of the Human Resource Development Legislation and regulatory framework, Public Finance Management Act and Treasury Regulations. Knowledge of HR practice & procedures, administrative procedures, Project management, Personnel management, Strategic Planning Management, Leadership Management, People Management and Change Management. Experience and knowledge of policy development and implementation, Financial Management, Sound Research, Analytical, Organising, Planning and Presentation. Good communication skills (both verbal and report writing) interpersonal, Coordination and stakeholder liaison. Knowledge and experience in Human Resource Management, Learning development and Performance Management.

**DUTIES** : The successful incumbent will be responsible for ensuring the implementation of performance management for Coastal regions. Manage and conduct performance appraisals, Ensure the Implementation of PMDS Framework, Conduct performance training to managers and employees. Conduct and manage adhoc and appeals. Ensure the provision of support in reducing the vacancy and turnover rate. Manage recruitment, selection and appointment of staff, manage pre-employment verifications (reference check, verification of qualifications, etc.) of recommended candidates, manage competency assessments for recommended SMS members, Facilitate the implementation of the Retention Policy. Compliance with regulatory framework in respect of Management of Service Benefits and condition. Provide advice on service benefits and conditions, Review Service Benefits and conditions related policies. Ensure the implementation of HRD strategy. For Coastal regions. Facilitate and manage the implementation of internship, bursary, orientation, and induction programmes, Oversee leadership (SMS) training/development interventions.

**ENQUIRIES** : Ms P Luphondo Tel No: 012 399 8623

**POST 35/38** : **DIRECTOR: FRAUD AND ETHICS MANAGEMENT REF NO: ODG08/2022**

**SALARY** : R1 073 187 per annum, (an all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs

**CENTRE REQUIREMENTS** : Pretoria  
: An Undergraduate (NQF 7) in risk management or relevant qualification as recognized by SAQA. Five years of experience at a middle/senior managerial level in the relevant field, Affiliation with relevant bodies (IRMSA, IIA, Ethics), Successful completion of Public Service Senior Management Leadership Programme. Knowledge of the Public Service Act, Public service Act, Professional Standard of the Associations of Certified Fraud Examiners, Criminal Law, Criminal Procedures and Law of Evidence, Knowledge of Prevention and Combating of Corrupt Activities, The Protected Disclosure Act, Promotion of Access to Information Act, Minimum Information Security Standard. Understanding of risk management practices, PFMA and treasury regulations, Government priorities, policies and legislations, Departmental policies and strategies, Project Management, Strategic Management and Personnel Management. Ability to work long hours, gather and analyze information, Develop, and apply Policies, work individually, work under extreme

		pressure, ability to work with difficult persons and to resolve conflict. Sound organizing and planning skills, good communication, computer literate, leadership, facilitation and creativity skills. Honest, Articulate, sense of responsibility, loyalty, character beyond reproach, initiative, and creativity.
<b><u>DUTIES</u></b>	:	Manage Investigations of fraud and corruption Allegations Manage Fraud Risks. Provide governance oversight on ethics and fraud prevention processes: Manage Ethics functions in terms of the Public Service Regulations. Ensure organizational awareness on fraud, corruption and ethics Processes: Manage awareness on fraud processes, manage awareness on ethics processes, manage awareness on corruption and whistle blowing processes and ethics training.
<b><u>ENQUIRIES</u></b>	:	Ms K Gutshwa Tel No: 012 399 9387

#### **OTHER POSTS**

<b><u>POST 35/39</u></b>	:	<b><u>DEPUTY DIRECTOR: FRAUD AND ETHICS PREVENTION REF NO: ODG09/2022</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF 6) / Bachelor's Degree in Risk / Forensic Investigation or relevant qualification. 3-5 years' experience in Forensic of which three (3) of them should be at entry/junior managerial level (Assistant Director Level or equivalent). Technical knowledge in the application of risk management concepts and principles, Knowledge and Understanding of the concepts of Control and Corporate Governance, Risk management standards and procedures, Financial policies and related legislation: PFMA and Treasury Regulations, Fraud prevention policies and related legislation: Public Service Anti-Corruption Strategy, Prevention and Combating of Corrupt Activities Act, 2004, Protected Disclosure Act, 2000, In-depth knowledge of the business of the institution and government operations. Good understanding of business processes as well as previous experience in the initiation, development and implementation of business continuity management, good understanding and working knowledge of IT systems. Prior experience in workshop facilitation and the ability to liaise at various levels of an organization, Able to analyze, compare and interpret information and make appropriate recommendations. Methodical and logical when analyzing information. Administration fields, Public Service and Departmental procedures and prescripts. Investigative skills, Computer Literacy, Excellent written, inclusive of report writing and verbal skills, Excellent facilitation, presentation, and communication skills, Able to negotiate in a spirit of co-operation and collaboration, Excellent problem-solving skills, Honesty, Ability to work long hours voluntarily, Ability to gather and analyze information. Ability to develop and apply policies, Ability to work individually and in team Good interpersonal relations skills, Creativity, Ability to work under extreme pressure, Ability to work with difficult persons and to resolve conflict, Character beyond reproach, Articulate, Sense of responsibility and loyalty, Initiative, and creativity.
<b><u>DUTIES</u></b>	:	Conduct investigations on fraud and corruption allegations. Management of effective and efficient risk management frameworks: Fraud risk management: Ethics Management: Provide a compliance, advisory and facilitation role in the Department's management of ethics.
<b><u>ENQUIRIES</u></b>	:	Ms K Gutshwa Tel No: 012 399 9387
<b><u>POST 35/40</u></b>	:	<b><u>DEPUTY DIRECTOR: RISK AND ETHICS MANAGEMENT (MRLF AND FISHERIES) REF NO: ODG10/2022</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF6) / Bachelor's degree in Risk/ Forensic Investigation or relevant qualification. 3-5 years' experience in Forensic of which three (3) of them should be at entry/junior managerial level (Assistant Director level or equivalent). Technical knowledge in the application of risk management concepts and principles, Knowledge and Understanding of the concepts of Control and Corporate Governance, Risk management standards and procedures, Financial policies and related legislation: PFMA and Treasury Regulations, Fraud prevention policies and related legislation: Public Service Anti-Corruption Strategy Prevention and Combating of Corrupt Activities Act,

2004, Protected Disclosure Act, In-depth knowledge of the business of the institution and government operations. Good understanding of business processes as well as previous experience in the initiation, development, and implementation of business continuity management. Good understanding and working knowledge of IT systems. Prior experience in workshop facilitation and the ability to liaise at various levels of an organization, Able to analyse, compare and interpret information and make appropriate recommendations. Methodical and logical when analyzing information. Administration fields, Public Service and Departmental procedures and prescripts. Investigative skills, Computer Literacy, Excellent written skills, inclusive of report writing and verbal skills, Excellent facilitation, presentation and communication skills, Able to negotiate in a spirit of co-operation and collaboration, Excellent problem-solving skills.

**DUTIES** : Manage and implement risk control and management systems within the Department: Provide support on the review of risk controls. Facilitation and management of business continuity function for the Department. Management of ethics in the Department's as per the Public Service Regulations (specific to Gifts and Ethics) Provide a compliance, advisory and facilitation role in the Department's management of ethics.

**ENQUIRIES** : Ms K Gutshwa Tel No: 012 399 9387

**POST 35/41** : **DEPUTY DIRECTOR: INTERNAL AUDIT: (MRLF AND FISHERIES) REF NO: ODG11/2022**

**SALARY** : R744 255 per annum, (all-inclusive remuneration package)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : A Bachelor's degree/ National Diploma in Auditing/Risk Management or equivalent qualification plus 3-5 years' experience required in relevant field. Registration with a professional body/Certified Internal Auditor (CIA). Knowledge of the Standards for the Professional Practice of Internal Audits and the Code of Ethics developed by the Institute of Internal Audit. Extensive knowledge of internal auditing and risk management. Extensive knowledge of Public Finance Management Act and Treasury regulations. Skills: Leadership and Management, Coordination skills, organisational and planning, Communication skills (written and spoken), Programme and Project Management, listening skills, writing skills, Decision-making skills, Report writing skills, Organisational skills and Management Accounting skill. Personal attribute: Innovative and proactive, Ability to work long hours voluntarily, Ability to gather and analyse information, Proven leadership skills, Ability to develop and apply policies, Ability to work independently and in a team, Ability to lead multidisciplinary team, Good interpersonal relations skills, Ability to work under extreme pressure, Conflict management and resolution, Ability to organise and plan under pressure and Ability to collect and interpret information and reports.

**DUTIES** : The incumbent will be responsible to provide management support on the facilitation of internal audit services within the Department. Support the development of a three-year rolling strategic internal audit plan and an annual internal audit plan. Manage the implementation of the approved operational and strategic plans, policies and procedures and internal audit guideline. Manage and coordinate the planning and execution of internal audits. Monitor and facilitate reporting on internal audits. Perform and manage ad-hoc audits as requested by management.

**ENQUIRIES** : Mr W Oelofse Tel No: 012 399 9013

**POST 35/42** : **ASSSTANT DIRECTOR: ENVIRONMENTAL RESOURCE MANAGEMENT REF NO: EP04/2022**

**SALARY** : R477 090 per annum, (Total package of R671 594 per annum/ conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma (NQF6) in Forestry/Nature Conservation/ Environmental Management or relevant qualification. A minimum of 3-5 years' experience in Environmental Management or in the relevant field. Knowledge of Environmental legislations and regulation development. Knowledge of veld and forest fire legislation, Alien invasive and Indigenous plants identification. Understanding of natural resource management. Understanding of government standard administrative procedures, quality standards and contract management. Experience in Geographical Information System and

		map reading. Communication skills (written and spoken). Research and analytics skills. Programme and Project Management skills. Report writing skills. Interpersonal relations. Coordination skills. Organizational and planning skills. Advanced computer skills. Valid driver's license and willingness to travel and work long hours with limited supervision. Knowledge of the Public Finance Management Act (PFMA) and treasury regulations. Ability to work under pressure and long hours. Willingness to travel long distance and spend time away from home. Willingness and capable of walking long distance in remote areas including mountainous and conservation areas.
<b><u>DUTIES</u></b>	:	Conduct second party quality compliance assessments within the Environmental Programmes. Assess compliance with quality standards, industry requirements and Environmental Programmes operational procedure. Conduct second party quality Compliance verification within the Environmental Programmes. Conduct Projects field quality compliance verifications. Assist in the development and reviewing of Environmental Programmes branch quality assessment and verification documentation and SHEQ Procedures. Conduct and Coordinate Quality Compliance Support Training Sessions. Monitoring of EP Projects quality compliance recommendations.
<b><u>ENQUIRIES</u></b>	:	Mr N Maremba Tel No: 012 399 8561
<b><u>POST 35/43</u></b>	:	<b><u>ASSISTANT DIRECTOR: ETHICS AND FRAUD PREVENTION REF NO: ODG12/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF 6) / Bachelor Degree in Risk /Forensic Investigation or relevant qualification 3-5 years' experience in the Forensic or relevant field. Technical knowledge in the application of fraud and ethics management concepts and principles. Knowledge and Understanding of the concepts of Control and Corporate Governance, Fraud and Ethics management standards and procedures, financial policies, and related legislation: PFMA and Treasury Regulations, Fraud prevention policies and related legislation: Public Service Anti-Corruption Strategy. Prevention and Combating of Corrupt Activities Act, 2004, Protected Disclosure Act, 2000, In-depth knowledge of the business of the institution and government operations. Good understanding of business processes. Certified Fraud Examiner (CFE) or Institute of Commercial Forensic Practitioners (ICFP). Good understanding and working knowledge of IT systems. Prior experience in workshop facilitation and the ability to liaise at various levels of an organisation. Able to analyze, compare and interpret information and make appropriate recommendations. Methodical and logical when analyzing information. Administration fields. Public Service and Departmental procedures and prescripts. Investigative skills, computer Literacy, excellent written skills, inclusive of report writing and verbal, excellent facilitation, presentation, and communication skills. Able to negotiate in a spirit of co-operation and collaboration, excellent problem-solving skills. Good interpersonal relations skills. Honesty. Ability to work long hours voluntarily, Ability to gather and analyze information. Ability to develop and apply policies. Ability to work individually and in team Creativity. Ability to work under extreme pressure. Sense of responsibility and loyalty. Initiative and creativity.
<b><u>DUTIES</u></b>	:	Conduct fraud investigations within the Department. Provide support in effective and efficient fraud and ethics governance frameworks. Provide fraud risk management support. Provide ethics management support. Provide a compliance, advisory, and facilitation role in the Department's management of ethics.
<b><u>ENQUIRIES</u></b>	:	Ms K Gutshwa Tel No: 012 399 9387
<b><u>POST 35/44</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (GLOBAL ENVIRONMENT FACILITY PILLAR 1) REF NO: RCSM08/2022</u></b> (Five Years Contract)
<b><u>SALARY</u></b>	:	R382 245 per annum, plus 37% lieu in benefit
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF6) / Degree in Accounting/ Financial management or equivalent qualification. A minimum of 3 years' experience in the related field. Knowledge in Financial and Procurement administrative procedures. Familiarity with the UN administrative and financial management systems. Working experience in rendering financial responsibilities in national or

		international projects or organization. Coordination and liaison skills. Organizational and financial planning skills. Good Communication skills (written and spoken). Ability to plan, co-ordinate and monitor own work plan and have a great sense of accuracy. Ability to work under pressure. Good interpersonal relations skills and Ability to work independently and in a team.
<b><u>DUTIES</u></b>	:	Provide general financial support to the project. Assist the Project Manager with effective financial management of the UNEP/GEF Project in accordance with the signed Project Document. Monitor project expenditure. Maintain financial records and reports. Assist project management in supporting the budget cycle (planning, preparation, revisions, and budget execution), Monitor the project expenditure. Prepare financial reports (quarterly and annual reports) with the Project Manager. Perform preparatory work for mandatory and general budget revisions, annual physical inventory and auditing, and assist external evaluators in fulfilling their mission. Provide assistance to partner agencies involved in project activities, performing and monitoring financial aspects to ensure compliance with budgeted costs in line with UNEP policies and procedures. Facilitate the procurement of goods and services, Maintain the inventory of the project assets.
<b><u>ENQUIRIES</u></b>	:	Mr W Erlank Tel No: 012 399 9445
<b><u>POST 35/45</u></b>	:	<b><u>ASSISTANT DIRECTOR: RECRUITMENT, SELECTION AND SERVICE BENEFITS AND CONDITIONS REF NO: CMS33/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Eastern Cape
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF6) /Bachelor's Degree in Human Resources Management or equivalent related qualification. A minimum of three (3) years' experience in the field of Human Resources. Knowledge and understanding of the Human Resource Management legislation and regulatory framework, Public Service prescripts, HR practice and procedures as well as administrative procedures. Skills: Good communication (verbal and written), organising, planning, research, analytical, coordination and stakeholder liaison, project management and people management. Ability to interpret and implement policies. Willingness to travel and work extended hours.
<b><u>DUTIES</u></b>	:	Coordinate, supervise and facilitate effective recruitment, shortlisting and interviewing of competent human resources. Monitor effective Personnel Suitability Checks and ensure placement of employees on PERSAL. Ensure and provide support in terms of service conditions and benefits such as leave, PILIR allowances, pensions, resettlement, medical assistance, overtime, financial disclosures for SMS. Provide advice on all HR related matters.
<b><u>ENQUIRIES</u></b>	:	Ms S Nzwane Tel No: (021) 493 7223/ 060 834 2937
<b><u>POST 35/46</u></b>	:	<b><u>SENIOR FORESTER: WIFM REF NO: FOM36/2022</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a National Diploma or Degree in Forestry or Nature Conservation or Natural or Horticulture or any degree related to conservation planning, forestry biodiversity management. Knowledge of all relevant Acts such as NFA, NEMA, NEMBA, Protected Areas Act, PSA, PFMA, Knowledge of environmental management sector and treasury regulations. Skills: Computer skills, People management and empowerment, Leadership skills, Planning and organizing, financial management, Project and programme management. Valid driver license (Code B).
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for the implementation of the infrastructure maintenance plan within the forest estate which deals with the following: Roads(e.g management of roads, tourist roads, ect), Office buildings (e.g offices, stores, gardens, staff houses, guest houses, ablution facilities e.g hiking huts, camp sites, picnic sites ,bird hides, ect.), Forest boundary beacons and fences, Water provision. Assist in preservation of biodiversity to ensure the continued livelihood within the forest estate: Assist in the development and implementation of management plan for the estate which deals with the following: rehabilitation of degraded forest areas, wetlands and riparian zones. Implementation of National Forest Act and National Veld & Forest Fire Act. Recording of animal populations which will include recording species sightings and habitats. Monitoring and recording of rare, Threatened & endangered species e.g Cape parrots. Implementation of alien vegetation eradication,

Implementation of Corrective Action Measures as per PCIS Framework. Management of woodlots associated with some indigenous forests. Perform environmental education to promote environmental awareness and manage relationships with all affected stakeholders to the estate: Presentations to visitors, schools and communities. Training of SAPS, Communities and Forest Officers in National Forest Act and National Veld & Forest Fire Act. Promote, facilitate and monitor access by users and visitors to educate them on the aspects of forest biodiversity management. Promote indigenous tree planting and arbor week. Manage risk and security aspects on the estate: Develop and implement resource security plan for the estate, enforce regulations and legislation applicable on the estate. Coordinate and conduct regular forest patrols, Oversee the issuing of licenses and other relevant permits. Conduct administrative and related function.

**ENQUIRIES**

:

Ms N Mengqani Tel No: 033 3927700

**GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**

*The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible for people with disabilities.*

<b><u>APPLICATIONS</u></b>	:	Potential candidates may apply at <a href="https://www.gtac.gov.za/careers/">https://www.gtac.gov.za/careers/</a> . NB only online applications will be acceptable.
<b><u>CLOSING DATE</u></b>	:	30 September 2022 at 12pm
<b><u>NOTE</u></b>	:	Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. 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 certified copies of qualifications and other relevant documents will be limited to shortlisted candidates which will be submitted to HR on or before the day of the interview. 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 the SMS Competency Assessment and security vetting in order to confirm 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. The DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements was amended with effective date of 01 April 2020. According to the directive requirement for appointment at SMS level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicant should therefore have a proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is for the candidate's expense. To access the pre-certificate course, please visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> <b>ERRATUM:</b> Kindly note that the following post was advised in Public Service Vacancy Circular 27 dated 22 July 2022. (1) Chief Director Municipal Finance Improvement Programme with Ref No: G11/2022. The requirements have been amended as follows: A minimum of 5 years at Senior Management level. The date has been extended to 30 September 2022. All candidates who previously applied are encouraged to re-apply.

**MANAGEMENT ECHELON**

<b><u>POST 35/47</u></b>	:	<b><u>CHIEF DIRECTOR: MUNICIPAL FINANCE IMPROVEMENT PROGRAMME</u></b> <b><u>REF NO: G11/2022</u></b> (24 Months Fixed-Term Contract)
<b><u>SALARY</u></b>	:	R1 269 951 – R1 495 959 per annum (Level 14), all-inclusive package
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's degree (NQF Level 7) in Finance, Accounting, or another field related to the post deliverables. A minimum of 10 – 12 years' experience in financial management which includes revenue and expenditure controls and internal audit, revenue collection, supply chain management, and financial budgeting and reporting, of which at least 5 years are at Senior Management level. A minimum of 5 years' experience in public service is required at local government level. Experience in public finance management reform initiatives / public sector interventions, risk management, business continuity planning, financial recovery planning and infrastructure and asset management is advantageous. Competencies Required: Financial Management: Knowledge and ability to apply financial management practices, processes, controls and systems associated with budgeting and expenditure management, revenue management, financial and chartered accounting, supply chain management, asset management and financial risk and audit management. Policy Management: Knowledge of public finance policies and related legislation and regulations, and legislative processes. The ability to monitor legislation that is of interest to Treasury and use a wide variety of resources and tools to develop,

maintain, monitor, enforce and provide oversight of policies and regulations. Project Budget Management: Knowledge of regulations regarding the management of public finances, and the methodologies, processes and tools for managing project budgets including the forecasting, implementing, monitoring, evaluating and reporting on expenditure activities and schedules. Project Governance: Knowledge of project risk management analysis and risk controls design and conducting of due diligence exercises and project audits. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Concern for Quality and Order: Desire to see things done logically, clearly and well, in various forms including: monitoring and checking work and information, clarifying roles and duties, setting up and maintaining information systems. Integrity/ Honesty: Is trustworthy and has the ability to contribute to maintaining the integrity of the organization by displaying high standards of ethical conduct whilst understanding the impact of violating these standards on an organisation, self, and others. Client Service Orientation: The ability to have a Client-service orientation which implies helping or serving others to meet their needs by focusing on discovering those needs, figuring out how to best meet them as well as practicing the Batho Pele principles. The term "clients" refers to both internal and external clients. Team Participation: The ability to work co-operatively with others, working together as opposed to working separately or competitively. Computer Literacy: Knowledge and ability to use computers and technology efficiently and at the right comfort levels using programs and other applications associated with the job (MSOffice, Internet, email). Legislative Knowledge: Deep knowledge of the Municipal Finance Management Act, Municipal Structures Act, Municipal Systems Act, and Property Rates Act and related reforms and Treasury regulations pertaining to public finance budgeting, revenue management, asset management and supply chain management, and constitutional provisions on support, interventions, and capacity building. Government Knowledge: Knowledge of South African government systems and processes, the local government legal framework and the role and responsibilities of National and provincial government within that framework. Change Leadership: The ability to deliver the message of change in both words and actions and motivate people to change whilst energizing and alerting groups to the need for specific changes in the way things are done. It involves taking responsibility to champion the change effort through building and maintaining support and commitment. Decision Making: The ability to weigh, determine and judge the lowest risk / highest return solution or option to problems, issues, and intentions, based on all relevant information and data and pre-determined decision-making criteria and parameters. Effective Communication: The 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/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: The capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Holding People Accountable: Acts to ensure others perform in accordance with clear expectations and goals. Information Sharing: The ability to self-motivate to expand and use one's knowledge and the willingness to share this knowledge with others.

## **DUTIES**

: To lead the MFIP technical assistance and support programme designed to holistically and cooperatively address and build the institutional and technical capacity of municipalities, provincial Treasuries and national Treasury to manage finances in compliance with the MFMA and Chapter 3 of the Constitution. MFIP Strategy, Budget, and Governance and Management: Manage the provision of MFIP inputs to the GTAC strategy and APP, and the development, implementation, monitoring and reporting on the MFIP APP and performance indicators. Manage the preparation, compliance and performance monitoring, record keeping and reporting on the MFIP budget, expenditure and patterns. Participate in, contribute to and implement decisions of the GTAC governance and management committees. Manage the establishment and maintenance of the MFIP management framework and internal controls



including policies and procedures, business processes, guidelines and templates, systems and databases, and delegations register. Manage the lodging, communication, compliance monitoring and periodic reviewing and enhancement where required of the MFIP management framework and internal controls. Manage the provision of support to GTAC audit committee and internal and external audits, including preparation and availability of documentation and information, and the implementation of corrective measures with regard to audit findings. Manage the OAG/GTAC MoA and project charter arrangements to ensure MFIP institutional sustainability and enable improved programme oversight. MFIP Performance and Productivity Management: Manage the capacity and productivity of MFIP including the establishment of posts, recruitment of staff, delegation of work, development of competence, and resolution of issues. Manage MFIP staff performance and learning including the: development, monitoring and reviewing of annual performance plans and indicators, reviewing and reporting of performance results, development and implementation of personal development plans. Oversee and manage, in collaboration with GTAC ICT, the connectivity, applications and databases functionality and performance for MFIP project management and knowledge management. Oversee and manage the utilisation and performance of the MFIP electronic and paper document management system including the filing plan, document security plan, document tracking system and organisational handbook. Oversee the planning and utilisation of the MFIP office resources and assets and auxiliary services. MFIP Services Research and Quality Management: Oversee, guide and monitor the performance and continuous improvement of the MFIP programme and service delivery including: researching and benchmarking services against best-practices, evaluating services against stakeholder and business needs, researching and reporting latest trends, updating legislative and regulatory frameworks, building network groups for reference and benchmarking, and knowledge exchange and sharing. Oversee, guide and control the development and continual improvement of methodologies and approaches for the delivery of MFIP services. Manage, in collaboration with PSP, the establishment and maintenance of the MFIP panel of experts in public finance management, specifically: budgeting, revenue management, asset management and supply chain management. Oversee, guide and monitor studies and regulatory reviews of MFIP projects. MFMA Regulatory Framework Management: Oversee and direct the establishment of the MFMA regulations and practice notes and development of MFMA practice guides and circulars in collaboration with the OAG and Programme Steering Committee. Manage consultations with the relevant National Treasury Chief Directorates to co-develop cross cutting initiatives, tools and systems that can be used to strengthen municipal finance management across the board. Oversee and direct attendance of Treasury workshops to ensure that all legislative and regulatory frameworks are updated. MFIP Stakeholder and Client Relationships and Advice: Manage the establishment and maintenance of relationships and partnerships with, and provision of support and advice to stakeholders, clients and partners. Lead and guide the continuous engagement with stakeholders, clients and industry roleplayers on municipal finance management policy and practices. Oversee, guide and monitor the provision of formal and ad hoc technical advice and support to stakeholders and institutions throughout the MFIP project cycle. MFIP Projects Establishment: Determine and manage the planning and preparation of the overall MFIP work programme and performance objectives and indicators, ensuring alignment with the municipal finance management game changers. Manage the development of terms of reference for programme projects and processing of all approval processes for Treasury Approval I, II and III in terms of Treasury Regulation 16. Manage the establishment and signing of memoranda of agreement and project charters, and monitor and approve the identification of procurement, contract and project management risks and development of risk mitigation strategies. Oversee, guide and monitor the procurement, contracting, induction and placement/deployment of Short-Term Technical Advisors to the respective provincial treasuries and participating municipalities and Long-Term Advisors (LTAs) within MFMA support units of provincial treasuries, Budget and Treasury Offices (BTO) of municipalities and NT Chief Directorates. Oversee, guide and monitor the capturing and management of MFIP project agreements, contracts and related documentation and data, ensuring that all electronic and hardcopy project files

are auditable at all times. MFIP Projects Management: Oversee, guide and monitor the development of assigned MFIP technical advisor work plans and reporting structures, and monitor and address performance of to ensure that specified outputs are delivered. Oversee, guide and control MFIP project budgets and expenditure management including: monitoring and reporting on budget risks and recommending remedial strategies. Ensuring the retention of financial information as per prescripts. Monitoring compliance to financial management policies, processes and procedures. Resolution of financial management enquiries returns and reports, inclusive of AG communications. Oversee, guide and monitor the implementation of and compliance to MFIP project information and document management requirements including the: information back-up and recovery plan, filing system and business continuity plan, documents repository and website. Oversee, control and approve the processing and verification of technical advisor project progress reports, time sheets and invoices. Oversee, approve and control the costs, logistics and arrangements for MFIP project meetings, travel and accommodation. Oversee, guide and control the quality assurance of assigned MFIP projects and quality control of all aspects of technical work on MFIP projects. MFIP Projects Reviews, Reporting and Closure: Oversee, guide and monitor the development and submission of MFIP project and budget reports including: project status reports including narrative on project affairs and progress (monthly and quarterly), project exception reports, quarterly project overview reports, annual project status reports including narrative on project progress, project budget reports. Oversee, guide and monitor compliance audits and reviews of MFIP projects and ensure resolution of adverse outcomes. Manage the implementation of MFIP project closure processes including the: recovery of project costs, auditing of project compliance, reviewing of project performance, submission of project governance and oversight reports to the Programme Steering Committee (PSC), publishing of project findings and learnings. Oversee and monitor the processing, quality assurance, uploading, filing and archiving of project documents including: project plans and schedules, project progress reports, project invoices and time sheets, project exception reports (summaries and issues arising), project close-out reports. MFIP Reviews, Research and Knowledge Management: Oversee, guide and control the design and establishment of MFIP knowledge management databases and filing system corresponding to the e-filing structure on the I-drive. Oversee, guide and monitor the development, implementation and maintenance of municipal financial information databases for MFIP projects. Oversee, guide and control the management of the knowledge and learnings resulting from the implementation of the MFIP programme including the: capturing and analysing lessons learnt, producing reports, submitting information for publishing on the GTAC website, implementing lessons learnt into service practices. Oversee, guide and monitor studies and regulatory reviews of MFIP projects. MFIP Capacity Development: Oversee and monitor the publishing and distribution of MFMA practice guides and circulars to project clients, partners and technical advisors. Oversee and monitor needs assessments, and the scheduling and conducting of capacity building sessions on MFMA practice guides and circulars for technical advisors as requested. Oversee, guide and control the distribution of knowledge, research and review publications and reports to stakeholders, clients, partners and advisors. Oversee, guide and control the development and roll-out of MFIP programme knowledge and information sharing events and other knowledge dissemination activities. Oversee and monitor the implementation of coaching and mentoring programmes for interns and other identified municipal staff on MFMA practices and compliance. MFIP Information Management and Reporting: Oversee and manage the preparation and supply of MFIP information and documents for compliance checking and auditing purposes. Oversee and manage the preparation and submission of MFIP reports including: monthly reports on programme status, quarterly overview reports including summary narrative on APP progress, annual performance plan reports on all activities under the MFIP III. Oversee and manage the provision of MFIP information for inclusion in: the GTAC annual report, GBS, BCS and other donor funding reports, other strategic documents. Oversee and manage the preparation and provision of MFIP information and documents for, and implement decisions of, the GTAC committees including EXCO, MANCO and the Projects Selection and Allocation Committee (PSAC). Manage the evaluation and preparation of responses to: PT, NT and AGSA, IDP and SDBIP, Expenditure overview, Internal Audit and Audit Committee.

Manage the development and provision of reports to the Technical Committee on Finance (TCF) on the key strategic game changers, namely: funded budgets, revenue management, Municipal Standard Chart of Accounts (mSCOA), supply chain management (SCM), asset management and audit support. Manage the development and submission of GTAC administrative support services reports to the OAG in terms of the OAG/GTAC MoA and project charter.

**ENQUIRIES** : Kaizer Malakoane Tel No: 066 2507072  
Email: [Kaizer.malakoane@gtac.gov.za](mailto:Kaizer.malakoane@gtac.gov.za)

#### **OTHER POSTS**

**POST 35/48** : **FINANCIAL ANALYST JOBS FUND PMU REF NO: G15/2022**  
(24 Months Fixed-Term Contract)

**SALARY** : R744 255 – R876 705 per annum (Level 11), all-inclusive package  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor's degree (NQF Level 7) in Accounting, Finance or Economics. A postgraduate qualification will be an added advantage. A minimum of 4 years' experience in financial reporting, auditing, and financial analysis. Public sector and grant management experience will be an added advantage. Competencies Required: Internal Control/ Audit: Knowledge of how to evaluate control systems for financial, administrative, programme, and operational activities to provide reasonable assurances that obligations, costs and disbursements comply with applicable regulations and laws, and assets are safeguarded; and those revenues and expenditures applicable to operations are properly recorded and accounted. Financial Analysis: Knowledge of financial data analysis including the ability to collect and monitor data, conduct financial modelling, analyse results; monitor variances; identify trends; recommend actions and assist with annual and quarterly forecasting. This further includes knowledge of types of agreements/contracts typically used in non/limited recourse finance. 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. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients. Public Finance Economics: Knowledge of field of economics that studies government activities and the alternative means of financing them. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. 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 (MSOffice, Internet, email).

**DUTIES** : To analyse corporate financials and appraise investment proposals from public, private and non-governmental organisations as they relate to Jobs Fund applications and the Jobs Fund portfolio of investments in activities that contribute directly to enhanced employment creation in South Africa. Jobs fund regulatory framework: Prepare and maintain mandated documents as required. Review JF policies for alignment with accounting standards and provide explanations on processes and techniques and recommend actions. Assist Jobs Fund staff in interpreting laws, rules, and regulations, and clarifying procedures. Jobs fund applications and investment opportunities appraisals: Appraise new investment proposals (due diligence) and opportunities submitted through the Calls for Proposals. Determine optimal funding allocations including establishing standard costs across models and collecting operational data on models. Conduct commercial analysis, financial modelling and analysis, risk analysis and institutional analysis. Prepare appraisal reports for submission. Review proposed contracts for adherence to Jobs Fund policy, existing laws and regulations. Negotiate project documents. Jobs fund portfolio of investments analysis: Jobs fund portfolio of investments analysis. Examine

accounting data for accuracy, appropriateness and documentation. Compare and analyse actual results with plans and forecasts to identify financial status and monitor variances. Audit documents submitted for payment and verify compliance with Jobs Fund guidelines. Identify, report and ensure resolution of non-compliance issues and project risks. Prepare disbursement request reports for consideration. Monitor and check approved disbursements to projects. Monitor and report on project progress post investment. Jobs fund performance and reporting: Coordinate with other members of the JF PMU to review financial information and forecasts. Analyse current and past financial data and performance, identify trends in financial performance and provide recommendations for improvement. Provide information and technical support in the development and revision of policies and regulations. Assist with the compilation of data, financial reports and interpretation of legislated financial reporting requirements and regulations. Review and verify statistical and financial information and prepare financial reports as requested. Analyse and interpret data, conduct comparative analyses and recommend actions. Jobs fund support: Liaise with implementing stakeholders and promote a culture of adherence towards efficiency and achievement of value for money. Promote knowledge management through research and publication of papers. Maintain communication with staff regarding financial matters. Manage team dynamics in order to meet the Fund's objectives. Assist with the development and maintenance of financial models and forecasting methodologies and tools.

#### **ENQUIRIES**

:

Kaizer Malakoane Tel No: (012) 315 5442

Email: [Kaizer.malakoane@gtac.gov.za](mailto:Kaizer.malakoane@gtac.gov.za)

## DEPARTMENT OF HEALTH

*The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).*

- 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 (quoting the relevant reference number)
- FOR ATTENTION** : Ms TP Moepi
- 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 battery. 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 35/49** : **DIRECTOR: HOSPITAL FACILITIES PLANNING REF NO: NDOH 95/2022**
- SALARY** : R1 073 187 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** : Cluster: Health Facilities Infrastructure Management, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF 7) B-Tech in Built environment. A certificate in Project Management / Health Facility Planning will be an advantage. At least five (5) years' experience at a middle management level in Health Infrastructure and/or Built Environment. Experience should also include Financial and Project management. Knowledge of National Health Act and other relevant legislation and prescripts, Public Finance Management Act, DORA, treasury Regulations etc. Knowledge and experience in policy development and analysis as well as relevant national regulations and policies within health sector. Good leadership, problem solving; conflict, risk and performance management; strategic, analytical, facilitation, negotiation, monitoring and evaluation, interpersonal, communication (written and verbal) and computer literacy (Microsoft Office package) skills. Ability to work independently, high pressured environment, with the team, travel and work irregular hours. A valid driver's licence. SMS pre-entry Certificate is required for appointment finalization.
- DUTIES** : Initiate and develop systems to support provinces to improve health infrastructure planning and maintenance. Develop unified norms and

standards on health facilities projects. Development and approval of designs for NHI hospitals. Manage and oversee planning and construction of NHI identified projects. Manage the entire facilities maintenance budget at National Department of Health. Align all resources allocated to the directorate in relation to both construction and maintenance of existing health infrastructure. Manage and develop human resources, budgets and financial controls within the directorate. Develop APP for the directorate and report on all activities affecting the directorate. Development and approval of business cases, clinical and technical briefs for all health infrastructure projects (NHI included). Assist the provinces in developing project briefs and give support to brief consulting team.

**ENQUIRIES**  
**CLOSING DATE**

: 0 Mr A Dakela Tel No: 012 395-8276  
: 03 October 2022

**POST 35/50**

: **DIRECTOR: CHILD AND YOUTH HEALTH REF NO: NDOH 96/2022**  
Chief Directorate: Child Youth and School Health

**SALARY**

: R1 073 187 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  
: A Bachelor's Degree qualification (NQF 7) as recognised by SAQA in Health Sciences / Public Health which allows registration with statutory council. A post-graduate qualification in a relevant field will be an advantage. At least five (5) years of middle management experience with specific emphasis on child and/or youth health programmes. Knowledge of child, youth and school health policies and programmes including the Integrated Management of Childhood Illness, Infant and Youth Child Nutrition, paediatric HIV/AIDS, the Expanded Programme on Immunisation, the Integrated School Health Programme and the Adolescent and Youth Friendly Services as well as the Convention on the Rights of the Child. Experience with national liaison and/or in policy drafting, strategic and operational planning will be an added advantage. Good interpersonal, communication (written and verbal) and computer literacy (Microsoft Office package) skills. Ability to work independently, high pressured environment, with the team, travel and work irregular hours. A valid driver's licence. SMS pre-entry Certificate is required for appointment finalization.

**DUTIES**

: Support and strengthen provision of health services for children and adolescents. Facilitate the development of norms and standards for provision of priority child, youth and school health programmes. Strengthen community-based child and adolescent health interventions. Facilitate the development and implementation of strategic aimed at strengthening household and community practices which improve the health and well-being of children and adolescents. Monitor implementation of key Child Youth and School Health (CYSH) programmes. Ensure that all information required for monitoring of national and global CYSH targets are timeously submitted. Build strong partnership with CYSH stakeholders. Manage the Directorate: Child, Youth and School Health. Develop and oversee implementation of the Directorate's annual operational plan.

**ENQUIRIES**  
**CLOSING DATE**

: Dr T. Chidarikire Tel No: 012 395-9153 / 9774  
: 03 October 2022

**OTHER POSTS**

**POST 35/51**

: **DEPUTY DIRECTOR: CHILD YOUTH AND FAMILY MENTAL HEALTH REF NO: NDOH 101/2022**  
Chief Directorate: Non-Communicable Diseases

**SALARY**

: R744 255 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**  
**REQUIREMENTS**

: Pretoria  
: A Bachelor's degree in Health or Social Sciences or equivalent qualification in mental health. And registration with a relevant statutory council as a mental health care practitioner. A master's degree in Public Health or in the above fields will be an advantage. At least three (3) years' demonstrable experience in mental health/psychiatry clinical, research and health systems management

		at Assistant Director or equivalent level. Experience in policy development will be an added advantage. Knowledge of relevant legislation and policies in mental health, and other applicable health related policies and legislations. Good, planning, organisation, financial, project management, monitoring and evaluation, communication (written and verbal) and computer (Microsoft Office package) skills. Full proficiency in English and at least one other South African language. Ability to work independently in a high pressured environment and within a team and work irregular hours when required. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Develop legislation, regulations, policy guidelines, norms and standards on mental health. Identify priority areas and opportunities for mental health promotion, prevention of mental illnesses as well as advocacy for mental health and develop necessary interventions, for an example prevention of suicide. Support provinces in the implementation of legislation, policies, guidelines, programmes and intervention on Child, Youth and Family Mental Health. Visit provinces and provide technical support in strengthening child and adolescent mental health services. Collaborate and liaise with international, intersectoral, interdepartmental and intradepartmental stakeholders. Coordinate and support activities on mental health promotion and prevention of mental illness. Manage the sub directorate: Child, Youth and Family Mental Health. Ensure that the mental health component is integrated into programmes like HIV and AIDS and other communicable and non-communicable diseases, Health Promotion, Child, Youth and School Health etc.
<b><u>ENQUIRIES</u></b>	:	Ms AD Shiba Tel No 012 395-8043
<b><u>NOTE</u></b>	:	Please note that applicants from the Coloured and White communities as well as persons with disabilities are encouraged to apply
<b><u>CLOSING DATE</u></b>	:	03 October 2022
<b><u>POST 35/52</u></b>	:	<b><u>DEPUTY DIRECTOR: COMMUNITY TB CARE REF NO: NDOH 100/2022</u></b> Chief Directorate: Tuberculosis Management
<b><u>SALARY</u></b>	:	R744 255 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
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree / National Diploma (NQF 6) as recognised by SAQA in Health Sciences or Social Sciences. At least three (3) years' experience in training or facilitation and clinical experience in the management of TB and HIV co-infected patients as well as in health programme management. Knowledge and understanding of public health systems, public service systems and legislation governing public service. Good analytical and problem-solving, presentation, administrative, training/facilitation, stakeholder and project management, report writing, monitoring and evaluation, communication (written and verbal), conflict management and computer literacy (Microsoft Office package) skills. Ability to work independently, in high pressured environment and with the team and work irregular hours. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Programme management and coordination of TB activities. Review the TB diagnosis and treatment practices, make recommendations and feedback to district and provinces. Provide technical support on strengthening TB infection and prevention. Review, print and disseminate materials on TB infection control. Conduct training of health care workers on TB clinical management. Provide technical assistance to provinces and districts on the scale up of new diagnostic tests and treatment. Review the TB referral systems and make recommendations for improvement. Review and update training manuals. Monitor and evaluate progress of the TB programme against targets. Conduct support visits to priority districts to monitor programme implementation. Stakeholder management. Manage human and financial resources. Supervise staff and monitor implementation of operational plans. Undertake performance appraisals of staff.
<b><u>ENQUIRIES</u></b>	:	Dr L Mvusi Tel No: 012 395-8926 / 8913
<b><u>NOTE</u></b>	:	Please note that applicants from the Coloured and White communities as well as persons with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	03 October 2022
<b><u>POST 35/53</u></b>	:	<b><u>ASSISTANT DIRECTOR: ICT PROJECTS REF NO: NDOH 97/2022</u></b> Directorate: Information Communication Technology
<b><u>SALARY</u></b>	:	R382 245 per annum, (plus competitive benefits)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria
	:	An appropriate recognized National Diploma (NQF 6) in Information Technology/ Information Systems or Project Management. Bachelor' degree in the above fields will be an advantage. At least two (2) years' experience in IT environment at supervisory level. Experience in project management. Knowledge of a process Based Approach Project Management Practice and Systems Development Life Cycle. Knowledge of Public Service Regulations and Legislations. Good communication (verbal and written), policy analysis and development, planning, organizing, time management, facilitation and coordination, negotiation and people management, interpersonal, analytical, problem solving and computer skills (MS Office package).
<b><u>DUTIES</u></b>	:	Planning, scoping and scheduling of ICT 'projects in the Department. Develop a coherent document of all the activities to be performed when developing and controlling the implementation of an IT system. Support and coordinate the establishment of the Project Management Office (PMO) processes and ensuring efficient implementation of ICT projects. Ensure that all project proposals receive the necessary approvals. Provide effective communication amongst project stakeholders. Facilitate the writing of minutes for all project meetings. Negotiate and work with multi-disciplinary project stakeholder in delivering on project deliverables. Interact with various units/Directorates requesting IT solution(s). Manage IT project risks and audit queries.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr A Mabuza Tel No: 012 395 8647
	:	Please note that applicants from the Coloured, Indian communities as well as persons with disabilities are encouraged to apply
<b><u>CLOSING DATE</u></b>	:	03 October 2022
<b><u>POST 35/54</u></b>	:	<b><u>ASSISTANT DIRECTOR: ICT SYSTEM DEVELOPMENT REF NO: NDOH 98/2022</u></b> Sub-Directorate: ICT Data Technology
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum, (plus competitive benefits)
	:	Pretoria
	:	An appropriate recognized National Diploma (NQF 6) in Information Technology/ Information Systems/ Computer Software Engineering/ Informatics/Management Information Systems or Business Information Management. Bachelor' degree in the above fields will be an advantage. At least two (2) years' experience in ICT industry at supervisory level. Relevant and adequate exposure to application development life cycle methodologies, information system analysis, business process management and analysis, ICT planning and ICT service management. Knowledge of Web Application Development (HTML, JAVA, .Net, PHP and/or other web application portal technology and programming languages). Knowledge of a process Based Approach Project Management Practice, database design and management and System Development Life Cycle. Knowledge of Public Service Regulations and Legislations. Good communication (verbal and written), policy analysis and development, planning, organizing, time management, facilitation and coordination, negotiation and people management, interpersonal, analytical, problem solving and computer skills (MS Office package).
<b><u>DUTIES</u></b>	:	Analyse, evaluate, design, validate, define and document detailed business functional and technical requirement of multiple stakeholders. Conduct interviews with business process owners. Develop, facilitate and negotiate technical requirements and technical solutions amongst multiple stakeholders to business problems. Develop technical specification for anticipated business process automation. Identify the current and future state business process. Build a repository and database of business processes. Help business stakeholders to envision the future and how their work will need to change to support the future including data migration rules, business rules and enforcing elements of system design. Enforce business rules and policies into process automation. Manage risks, audit queries and resources. Draft work plans with subordinates and agree upon work plans. Develop mechanisms and ways of resolving the identified issues to ensure system development success.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr A Mabuza Tel No: 012 395 8647
	:	Please note that applicants from the Coloured, Indian communities as well as persons with disabilities are encouraged to apply
<b><u>CLOSING DATE</u></b>	:	03 October 2022



<b><u>POST 35/55</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: PAYMENTS AND BOOKEEPING REF NO: NDOH 99/2022</u></b>
		Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R321 543 per annum, (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized National Diploma (NQF 6) in Financial Accounting/Management or related equivalent qualification. A Bachelor's degree (NQF 7) in Financial Accounting/Management will be an advantage. At least five (5) years in government environment with three (3) years experience in bookkeeping/payments and in financial management. Knowledge of the Public Finance Management Act, Treasury Regulations, government policies, PSCBC resolutions and the Public Service Act. Knowledge of the Persal System, Basic Accounting System, Safetyweb and contents of the procedure manuals in bookkeeping/payments. Knowledge and understanding of general recognized accounting practices. Good communication (verbal and written), analytical, planning, organizing, problem solving, time management, interpersonal relations, teamwork, numeracy, accuracy and computer skills (MS Office package). A valid driver's licence.
<b><u>DUTIES</u></b>	:	Authorize processed financial transactions. Ensure that all general sundry payments including Conditional Grants are finalized. Perform bookkeeping support services. Clear all relevant suspense accounts prior to the scheduled closure date of National Treasury. Perform daily petty cash counts. Compilation of inputs for financial statements. Mitigate risk and audit queries. Implement internal control measures. Supervise human and physical resources.
<b><u>ENQUIRIES</u></b>	:	Ms GB Mawela Tel No: 012 395 8917
<b><u>CLOSING DATE</u></b>	:	03 October 2022

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(ELANGENI TVET COLLEGE)  
(CENTRAL JOHANNESBURG TVET COLLEGE)**

**ERRATUM: NATIONAL DEPARTMENT OF HIGHER EDUCATION AND TRAINING:** Kindly note that the following posts were advertised in the Public Service Vacancy Circular 30 dated 12 August 2022 with incorrect requirements (a) Senior Legal Administration Officer (MR-6) (Education Institutions) (Ref No: DHET 22/08/2022, the correct requirements of the post: Requirements: An appropriate LLB or 4 years recognised legal qualification or equivalent qualification. (b) Legal Administration Officers (MR-5) (Education Institutions) (Ref No: DHET 23/08/2022, the correct requirements of the post: Requirements: An appropriate LLB or 4 years recognised legal qualification or equivalent qualification. (The closing date for this advertisement has been extended to 07 October 2022). Enquiries: Mr D Moyane /Mr R Kgare Tel No: 012 312 5165/5442.

**OTHER POSTS**

<b><u>POST 35/56</u></b>	:	<b><u>ASSITANT DIRECTOR: REGISTRATION SERVICES REF NO: HRM 127 /2022</u></b>
<b><u>SALARY</u></b>	:	R477 090 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Elangeni TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Recognised three (3) year National Diploma (NQF level 6) in Business Administration, Public Management/ administration, A minimum of 3-5 years in administration department. Must have 2 years' supervisory experience, Experience in the post schooling education and training (PSET) sector will be an added advantage. Knowledge of registry duties, practices as well as ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing. The Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Must have a valid driver's licence.
<b><u>DUTIES</u></b>	:	Develop, review and monitor the implementation of policies and procedure in Relation to student registration, admission, scheduling and records. Provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling and record Develop marketing strategies to attract new potential student. Manage student registration and ensure proper procedure are followed. Develop and review registration document for accuracy Manage the database for new graduates and alumni into the job market. Ensure provisioning of pre-entry support services to student during the registration process in relation to (financial aid, bursaries, student. Accommodation. Provide guidance and testing of students, with regard to choice of and placement within programmes. Maintain and update database of students enrolled within programmes. Ensure that student orientate are conducted into college and campuses. Ensure that learner's information are captured on Information Technology System. Ensure that the TVET Bursary Scheme is administered strictly according to the bursary rules and guidelines. Coordinate the financial aid committee meeting and facilitate the awarding of approved college financial assistance programme. Verify compiled data on bursary statistics. Monitoring the tracking of student bursary requirements compliance and implement remedial initiative as required. Identify potential sponsors in recognising academic achievement.
<b><u>ENQUIRES APPLICATIONS</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363
	:	Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X 9032 Pinetown, 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
<b><u>NOTE</u></b>	:	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, following communication from HR. Incomplete and unsigned application will not be

considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/57</u></b>	:	<b><u>ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT (OCCUPATIONAL PROGRAMMES) REF NO: HRM 128 /2022</u></b>
<b><u>SALARY</u></b>	:	R477 090 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Elangeni TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Recognized three-year National Diploma (NQF Level 6)/Degree in Office Management and Technology or related qualification. 3-5 years' experience in relevant field. Must have 2 years supervisory experience, Knowledge of PSET and CET Act. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Must have valid driver's licence.
<b><u>DUTIES</u></b>	:	To plan for implementation of learner ships and short skills programmes. To manage all administration of the programs that are currently running. To monitor progress of the programmes and do site visits where necessary. To establish more partnerships with public and private sector to get more funding for learner ships and short skills programme. To establish partnerships for work placements of learners who are doing learner ships to be able to do their practical's. To sustain partnership that are already in existence with the College. To apply for accreditation for programme with all Seta's as per the need of the industry and the need of the communities that we are serving as the College. To align our application for accreditation with Skills Audits of both Municipalities.
<b><u>ENQUIRES APPLICATIONS</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363 Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X 9032 Pinetown 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
<b><u>NOTE</u></b>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , 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, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
<b><u>CLOSING DATE</u></b>	:	30 September 2022

<b><u>POST 35/58</u></b>	:	<b><u>ASSISTANT DIRECTOR: EXAMINATION AND ASSESSMENTS REF NO: CJC/EXAM/2022</u></b> (Re-advertised and candidate who had applied previously may re apply.)
<b><u>SALARY</u></b>	:	R477 090 per annum (Level 10), plus benefits as applicable in the Public Sector
<b><u>CENTRE</u></b>	:	Central Office: Parktown
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) in Education/ Administration or equivalent qualification. 3-5 years' experience in managing assessment, conducting of external examination and Teaching and Learning in the TVET sector. Experience in managing training of examination officials. Good verbal and written communication skills, including presentation and report writing-skills. Recommendations: Knowledge of White Paper on PSET Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Extensive knowledge of National Policy pertaining to the conduct, administration and management of the examination in TVET College. Knowledge and understanding of COLTECH system, TVETMIS, and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for: Manage the provision of examination services. Manage the administration of exam venues (i.e. seating plan, direction to exam venue, instruction to student and other related duties as per exam manual). Manage concessions for students with disabilities prior examination sitting. Monitoring of examination processes and procedures. Manage and administer the College exam centres for trimester or semester or year examination cycle. Manage compliance of examination policy and regulations by invigilator and student. Manage the safekeeping and distribution of question papers. Develop the internal Assessment (ICASS/ISAT) Monitoring and Verification tool. Develop College Examination Policy and Terms of References (TOR) for Examination related committee. Manage training of Invigilators, Markers and Data Capturers. Manage the development of internal marking plan and administer internal marking centres. Manage and develop Invigilator agreements, contracts and signing thereof. Manage and coordinate the appointment of Chief Invigilators and Examination Officers. Ensure that training for Invigilators, Markers and Data Capturers on exam processes and procedures are conducted. Manage the establishment of the function of Irregularity Committee. Manage the establishment of both the Examination and Irregularity Committee for both Colleges and Campuses. Manage the control of issuing of the certificates. Manage the issuing of certificate application form and quality assurance on submitted data. Manage the processing and submitting of all Diploma applications, keep record and handle enquiries. Manage the tracking of outstanding certificate applications (Statement of results, Diploma, NCV Certificates Report 191 and Occupational programmes). Manage the distribution of certificates to the students. Manage proper administration of the examination unit. Manage the communication of exam time tables to the students. Manage the distribution of examination results, year mark etc. to the Campus Managers. Manage the clashing of exams dates.
<b><u>ENQUIRIES</u></b>	:	Ms. P James Tel No: 011 351 6000
<b><u>APPLICATIONS</u></b>	:	All applications are to be sent via email to recruitment65@cjc.edu.za
<b><u>NOTE</u></b>	:	Kindly quote name of the post you are applying for and its reference number in the subject line. The post is re-advertised. Interested applicants who applied in the previous advertisement should reapply to have their applications considered. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of only: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , stating the post you are applying for and the relevant reference number, b) a recently updated CV only. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email

addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (only when shortlisted). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

<b><u>CLOSING DATE</u></b>	:	30 September 2022 at 16:00
<b><u>POST 35/59</u></b>	:	<b><u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: HRM 129 /2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Elangeni TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Recognised National Diploma in (NQF6) in Labour Relations, Employment Relations and Human Resource Management or related qualification. 3–5 years' experience in Labour Relations or Human Resource Management environment or related field. Must have 2 years' supervisory experience, Knowledge of Labour Relations Act, Public Service legislations and policies related to Human Resource Management. Advanced experience in interpretation, development and implementation of policies; Sound knowledge of Labour Relations statutes. Sound knowledge of International Labour Organisation (ILO). Knowledge and understanding of the TVET/CET Administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL. Must have a valid driver's licence.
<b><u>DUTIES</u></b>	:	Maintain sound Labour Relations Render advice on labour related matters, Develop and implement Human Resource policies and manuals, Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct, Conduct investigations and disciplinary hearings, Management of strike action, Minimize Labour disputes, Facilitate and conduct labour relations training and workshops, Ensure proper implementation of the collective bargaining council resolutions, Management of all Human , Financial and other resources of the unit.
<b><u>ENQUIRES APPLICATIONS</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363
	:	Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X 9032 Pinetown 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
<b><u>NOTE</u></b>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , 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, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/60</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: HRM 130/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Elangeni TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Recognised National Diploma in (NQF6) in Financial Management or related Qualification. 3–5 years' experience in student support administration/Teaching and Learning environment or related field. Must have

	2 years' supervisory experience, Knowledge of PSET and CET Act. Knowledge and understanding of PFMA. Knowledge and understanding of Treasurer Regulations. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge and financial managements systems.
<b><u>DUTIES</u></b>	: Managing and monitoring of the budget cycle; Coordinate, manage and evaluate inputs from programmes and consolidate into a database; Coordinate meetings with line function managers to assist with finalisation of budget inputs; Ensure that National Treasury guidelines are adhered to; Timeous submission of the database and chapter to National Treasury; Assist line function to compile drawings and ensure alignment to operational plans; Managing and monitoring of the Annual Financial Statements; Ensure correct allocation of expenditure and update expenditure reports after year end closure for use of Appropriation statement; Managing and monitoring of the financial reporting to National Treasury; Review in year monitoring database on a monthly basis to be submitted to National Treasury; Update expenditure reports on a monthly basis and ensure that it balancing to BAS; Managing and monitoring of the budget on BAS.
<b><u>ENQUIRIES</u></b>	: Mr NE Mkhize Tel No: 031 492 4363
<b><u>APPLICATIONS</u></b>	: Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X 9032 Pinetown 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
<b><u>NOTE</u></b>	: 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, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
<b><u>CLOSING DATE</u></b>	: 30 September 2022
<b><u>POST 35/61</u></b>	: <b><u>ASSISTANT DIRECTOR: FACILITIES&amp; RECORDS MANAGEMENT REF NO: HRM 131/2022</u></b>
<b><u>SALARY</u></b>	: R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	: Elangeni TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	: Recognised National Diploma in (NQF6)/Degree in Building Management/ Safety Management/ Construction Management or related qualification.3–5 years' experience in Facilities Management, SHERQ and OHS environment. Must have 2 years' supervisory experience, Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, Immovable Asset Management Act. Telephone Management systems, fire control system and facilities management system. Knowledge of Occupational Health Safety Act 85 of 1993 and related regulations.
<b><u>DUTIES</u></b>	: Oversee maintenance of buildings and premises; Monitor and report on infrastructure development and maintenance as well as performance in accordance with the relevant Laws and Regulations; Manage the contractors and service providers' functions by ensuring that all deliverables are met within the reasonable and agreed timelines; Compile, implement and monitor maintenance plans regarding machinery, tools and equipment; Ensure compliance to SHERQ and OHS Act; Develop and implement policies related to SHERQ and occupational health and safety; Oversee fleet management; Develop and implement fleet management policies; Maintain physical security

		functions including key control, personnel, document and surveillance security; Development, review and monitor the implementation of security policy; Responsible for security and access control at facilities; Ensure adherence to contractors Service Level Agreements; Records Management; Prepare monthly, quarterly and annual reports for Management and Council; Manage human, financial and other resources of the unit.
<b><u>ENQUIRIES</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X 9032 Pinetown 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
<b><u>NOTE</u></b>	:	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, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/62</u></b>	:	<b><u>ASSISTANT DIRECTOR: OFFICE MANAGER (OFFICE OF THE PRINCIPAL) REF NO: HRM 132/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Elangeni TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Recognized National Diploma (NQF6) in Public Management / Business Management / Office Management and Technology or related qualification. 3-5 years' experience in strategic planning and administration environment. Knowledge of Public Service legislations policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector, corporate governance and Cost Centre budgetary, expenditure and cash flow management. Knowledge of the Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Advanced planning and organizing skills; Financial management and Report writing skills; Communication and interpersonal; Project management; Problem solving and Analytical skills; Computer literate. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Coordinate the implementation of the strategic plan and evaluate the target plan; Render administrative/executive support services in the office of the Principal; Ensure effective and efficient management of the college including the management of the workflow in the office of the Principal; Oversee secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders, Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of the above structures; Co-ordinate and arrange all meetings, proceedings and activities of the above structures; Provide strategic management, monitoring and evaluation services, Oversee and monitor the budget in the office of the Principal; Coordinate college inputs for annual, quarterly, monthly reports; Establish and implement effective records and document management systems in the office of the Principal; Quality check letters, memoranda and submissions; Oversee and maintain logistics within the office of the Principal; Design filing system; Ensure filing systems are maintained up to date; Ensure protection and security of file or records.
<b><u>ENQUIRIES</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363

**APPLICATIONS**

: Quoting the relevant reference number, direct your application to The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X 9032 Pinetown 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)

**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](http://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, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**CLOSING DATE**

: 30 September 2022



## DEPARTMENT OF HOME AFFAIRS



- 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](http://www.gov.za), by the closing date to:-Direct applications to the Department of Home Affairs Office as follows:- Head Office: Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001
- CLOSING DATE** : 30 September 2022
- NOTE** : Applications must be sent to the correct address specified at the bottom of the Circular, on or before the closing date; submitted on the new Application for Employment Form (Z.83), obtainable at [www.gov.za](http://www.gov.za), 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, a valid driver's license (if specified as a job requirement), as well as the relevant highest educational qualifications, on or before the day of the interview. 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.

## OTHER POSTS

- POST 35/63** : **DEPUTY DIRECTOR: INFORMATION & COMMUNICATION TECHNOLOGY**  
**REF NO: HRMC 68/22/1**  
 Branch: Border Management Authority
- SALARY** : R744 255 - R876 705 per annum (Level 11), (an all-inclusive salary package)
- CENTRE** : Pretoria, Arcadia
- REQUIREMENTS** : An undergraduate qualification in Information Technology or relevant at NQF level 6 as recognized by SAQA. Minimum of 3 years' experience at junior management level in Information and Communication Technology environment, and a working understanding of corporate governance. Knowledge of the South African Constitution. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act. Understanding of legislation and prescripts. Knowledge of the National Treasury Regulations Knowledge of the National Treasury Public Sector Risk

## **DUTIES**

Management Framework. Understanding of other best practice e.g. COSO Framework, ISO International Standard, King Report on Corporate Governance, and Ethics Frameworks. Understanding of the Public Sector Integrity Management Framework. Ability to build strategic working relations. Good communication and presentation skills. Decision making, follow-up, planning and organising. Conflict management, analytical skills and quality orientation. Computer literacy and customer focus. Strategic thinking and problem solving. Pay attention to detail. Adaptability, creative and innovative. Willingness to go an extra mile. A valid driver's license and willingness to travel.

The successful candidate will be responsible for, amongst others, the following specific tasks: Align the Border Management Authority's information management (information management systems included) and information technology (as enabler) strategy with the strategic direction, management plans and the business processes of the Border Management Authority. Ensure prompt ICT service management capability within the Border Management Authority. Develop and implement appropriate ICT infrastructure capable of supporting the Border Management Authority's ICT requirements. Manage the provision of system workflow/ process mapping functions, business analysis and system analysis to ensure continuous system improvements. Provide continuous application support and development of applications strategies in line with business requirements. Manage the implementation of IT Information Security Program of Border Management Authority that is in line with best practice security standards and other related legislations. Manage the provision of the IT Programme/ projects implementation capability within Border Management Authority. Monitor and ensure that the delivery of IT projects is in line with best practice project management methodology. Manage the coordination and integration of IT projects and monitor that delivery of IT projects are within scope, cost and time. Register IT priority projects with Projects Office to ensure monitoring and establishment of project governance. Introduce new systems and technology to improve service delivery by applying an enterprise wide approach to the use of information management, in supporting the business units and business processes. Development information and technology systems infrastructure architecture and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies. Promote the utilisation of technology as a key enabler for the future in delivering information and services and promote its use in the reengineering/transformation of service delivery. Manage the utilization of security mechanisms and ensure compliance to the relevant regulatory framework. Develop and implement governance processes, frameworks and procedures within the directorate associated with statutory financial responsibilities. Monitor and ensure compliance with legislation, regulations, policies and procedures within the Border Management Authority. Ensure compliance with all audit requirements within the Border Management Authority. Represent the Border Management Authority at management and other government forums. Monitor quality, risk, standards and practices against prescribed frameworks. Ensure that budget spending is maximized in line with strategic objective. Monitor and report on the utilization of equipment. Ensure that the preparations of the budget are in line with strategic plans & department objectives. Ensure proper implementation of the budget by monitoring, projecting & reporting on expenditure. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Ensure that the Division is adequately staffed. Evaluate and monitor performance and appraisal of employees.

## **ENQUIRIES**

: Ms P Hlatshwayo Tel No: (012) 432 6641

## **POST 35/64**

: **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: HRMC 68/22/2**  
Branch: Border Management Authority

## **SALARY CENTRE REQUIREMENTS**

: R744 255 - R876 705 per annum (Level 11), (an all-inclusive salary package)  
: Pretoria, Arcadia  
: An undergraduate qualification in Financial Management / Supply Chain Management or relevant at NQF level 6 as recognised by SAQA. Minimum of 3 years' experience at junior managerial level in Financial Management /

Supply Chain Management environment. Knowledge of the South African Constitution Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act. Knowledge and understanding of the BMA Legislations and Prescripts. Knowledge of Supply Management process and procedures. Understanding of all BMA legislation and related prescripts. Knowledge of the National Treasury Regulations, reporting frameworks. Knowledge of the National Treasury Public Sector Risk Management Framework. Understanding of other best practice e.g. frameworks for Corporate Governance, compliance and reporting. Verbal and written communication skills. Good grooming, business writing and presentation skills. Knowledge management, planning and organising. Time Management. Decision making, follow-up, planning and organising. Conflict management, analytical skills and quality orientation. Computer literacy and customer focus. Strategic thinking and problem solving. Pay attention to detail. Adaptability, creative and innovative. Ability to work under pressure and meet deadlines. A valid driver's license, willingness to travel, and working extended hours.

## **DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate Demand Management, Bid and Contract Management. Develop and facilitate implementation of the demand forecasting, prioritization and sourcing strategy. Develop and monitor implementation of the procurement and demand management plan. Ensure that tenders and RFQ's are handled in line with stipulated procedures to ensure adherence to policies and delegations, PPPFA and Treasury Regulations. Make inputs to the draft terms of reference for tenders and RFQ's. Timeous distribution tender/RFQ schedule. Ensure completeness of tender/RFQ files. Monitor adherence to the contracts. Manage administration of transversal contracts. Manage Procurement and Payments processes in the Border Management Authority. Ensure that request and payments processed in SCM adhere to prescripts. Ensure that requests for orders are processed timeously. Ensure that invoices received are processed timeously. Manage revision on summary of quotation, specifications and all documents supplied by the suppliers in order to comply with prescribed requirements. Manage the generation of purchase orders, and issuance to the relevant parties. Manage the receipt of goods against the SLA delivery targets and project budget plans. Prepare and maintain accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up. Manage tender process administration, evaluation and adjudication process. Establish the bid specification, bid evaluation, bid adjudication committee and oversee the proper functioning of the committees. Manage preparation of a tender document upon receipt from tender bid specification committee. Manage the tender/bid advertisement processes. Manage the administration of tender briefing session. Manage preparation of logistics for the Evaluation and Adjudication Committees. Serve as an observer in the Evaluation and Adjudication Committee. Ensure that all procurement is in compliance with the SCM policies and procedures of the BMA. Develop procurement plans, policies, procedures and strategies in line with relevant legislation. Align procurement plan, policies and strategies with the annual budget. Provide guidance and support to different units and managers with regards to procurement needs. Introduce a system for provisioning, procurement, stock control and reporting. Ensure an up to date database of service providers. Oversee the development and efficient utilization of a supplier database. Ensure that records are kept for all documentation submitted by suppliers. Ensure that all suppliers' information and documentation are confidential. Ensure continuous maintenance of database. Monitor the BMA suppliers database. Ensure the implementation of effective risk and compliance management practices. Ensure compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Establish and implement a quality control, norms and standards framework for human resource stakeholder interaction and service delivery. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Manage resources (Human, Physical and Financial) within the unit. Participate in the development of the operational plans for the unit. Develop and implement

the work plan of the unit against targets. Manage expenditure of the unit against projects and programmes. Ensure effective talent management within the unit (attraction, retention, development). Ensure effective and compliant implementation of performance management within the unit. Ensure effective management of grievances, and discipline within the unit. Ensure that employees are equipped with the required skills to manage transformation and transition. Manage assets in line with the Supply Chain Management and Public Finance Management Act.

**ENQUIRIES**

: Ms P Hlatshwayo Tel No: (012) 432 6641

**POST 35/65**

: **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: HRMC 68/22/3**  
Branch: Border Management Authority

**SALARY  
CENTRE**

: R744 255 - R876 705 per annum (Level 11), (an all-inclusive salary package)  
: Pretoria, Arcadia

**REQUIREMENTS**

: An undergraduate qualification in Human Resources Management / Labour Relations or any relevant tertiary qualification at NQF level 6 as recognized by SAQA. Minimum of 3 years' experience at junior managerial level in Labour / Employee Relations related environment. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act. Knowledge and understanding of the BMA Legislations and Prescripts. Knowledge of the South African Constitution. Knowledge of Supply Chain Management process and procedures. Understanding of all BMA legislation and related prescripts. Knowledge of the National Treasury Regulations, reporting frameworks and critical timelines. Knowledge of the National Treasury Public Sector Risk Management Framework. Understanding of other best practice e.g. frameworks for Corporate Governance, compliance and reporting. Verbal and written Communication. Decision-making. Follow-up. Knowledge management. Good grooming, business writing and presentation skills. Planning and organising. Computer literacy. Time management. Conflict management, analytical skills and quality orientation. Computer literacy and customer focus. Strategic thinking and problem solving. Pay attention to detail. Adaptability, creative and innovative. Ability to work under pressure and meet deadlines. A valid driver's license, willingness to travel, and working extended hours.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific Develop and manage the implementation of Labour Relations policies and strategies. Keep abreast with the latest developments in the field of Labour Relations. Manage the disciplinary process and ensure sound Labour relations within the Border Management Authority. Develop and maintain Labour Relations policies and procedures in line with relevant prescripts. Make inputs to the draft terms of reference for tenders and RFQ's. Compile a QA checklist to audit Regions on following the correct policies and procedures. Regularly monitor and ensures that policies are amended to reflect operational needs and legal amendments. Develop and ensure that all policies are implemented. Ensure compliance with all Labour Relations policies. Regularly monitor and ensure the integrity of information under the control of employee relations. Provide advisory services and support to other directorates in the implementation of employee relations strategy and policy. Manage grievances and misconduct processes in the Border Management Authority. Assign designated employees to conduct investigations into grievances. Oversee finalization of investigations on grievance and misconduct cases within a stipulated timeframe. Evaluate investigation reports received and ensure finality of grievances. Provide support to appointed external employees and Legal representative in disciplinary matters. Ensure proper management of appeals cases. Draft charges of misconduct and serve charge sheets to employees. Advise Authorities and employees on appeals on grievances and misconduct cases. Ensure that the outcome of all cases are implemented and communicated to all stakeholders. Monitor implementation and adherence of lodging, investigation and prescripts governing grievances. Manage the referral of grievances to Public Service Commission (PSC) where the aggrieved is not satisfied with the initial outcome. Manage Labour Disputes and provide support in litigation cases. Ensure that all procurement is in compliance with the SCM policies and procedures of the BMA. Liaise with affected parties to get all documentation required to deal with cases. Ensure proper preparation and presentation of cases. Obtain mandate and/or negotiate settlement agreement to resolve disputes. Advise on the implementation of the outcomes

of awards and rulings. Advise and assist management and staff on dispute resolution procedures and multi-lateral forums. Prepare an application for rescission. Coordinate litigation cases referred to the higher courts e.g. Labour Court. Consult with relevant stakeholders in preparation for the litigation cases. Coordinate Organisational Bargaining Council meetings and represent the department. Ensure participation of Unions on Organisational committees. Analyse and monitor proceedings of OBC, bi-laterals and committees. Disseminate information to Unions and Regions. Ensure communication of policies, guidelines and collective agreement to all stakeholders. Ensure compliance with relevant collective agreement. Promote and enforce cordial relationship with shop stewards. Manage industrial unrest activities. Ensure the implementation of effective risk and compliance management practices. Ensure compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Establish and implement a quality control, norms and standards framework for human resource stakeholder interaction and service delivery. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Manage resources (Human, Physical and Financial) within the unit. Participate in the development of the operational plans of the sub directorate. Develop and implement the work plan of the unit against targets. Manage expenditure of the unit against projects and programmes. Ensure effective talent management within the unit (attraction, retention, development). Ensure effective and compliant implementation of performance management within the Unit. Ensure effective management of grievances, and discipline within the unit. Ensure that employees are equipped with the required skills to manage transformation and transition. Manage assets in line with the Supply Chain Management and Public Finance Management Act.

#### **ENQUIRIES**

:

Ms P Hlatshwayo Tel No: (012) 432 6641

## DEPARTMENT OF HUMAN SETTLEMENTS

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

<b><u>CLOSING DATE</u></b>	:	30 September 2022 at 16h00
<b><u>NOTE</u></b>	:	It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV only. Shortlisted Candidates will be required to submit certified documents on or before the day of interview/s as directed by the Human Resources Representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. <i>SMS/ MMS posts:</i> Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1 <sup>st</sup> July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. <i>SMS posts:</i> All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department; Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment; The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process

## MANAGEMENT ECHELON

<b><u>POST 35/66</u></b>	:	<b><u>CHIEF DIRECTOR: INFORMAL SETTLEMENTS UPGRADES POLICIES, STRATEGIES AND PLANS REF NO: DOHS/15/2022</u></b> Branch: Informal Settlements Upgrading & Emergency Housing Chief Directorate: Informal Settlements Upgrades Policies, Strategies and Plans
<b><u>SALARY</u></b>	:	R1 269 951 per annum (Level 14), all-inclusive salary package
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession of Grade 12/ National Senior Certificate or equivalent. Relevant undergraduate qualification (NQF 7 as recognized by SAQA) and a post graduate qualification (NQF 9). An undergraduate or post graduate qualification in any of the relevant fields such as policy, research, town/urban and regional planning or urban development related, construction management, housing, other relevant fields of study. A qualification in the Built Environment related qualification will be an added advantage. The incumbent must have a minimum of 5 years' experience in senior management. A minimum of 8 years' experience in policy/programme development or implementation or monitoring and reporting is also required. The incumbent must have an understanding of research, strategy development, policy/programme development, capital project planning and resourcing, as well as monitoring and reporting of infrastructure projects. Good understanding of infrastructure projects informal settlements upgrading policies, programmes and projects will be an added advantage. Understanding and knowledge of the human settlements sector. Good knowledge of financial and budgeting skills. Sound analytical and problem solving skills. Good communication and a sound

		knowledge of Microsoft Office applications is essential. People management and empowerment. 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> .
<b><u>DUTIES</u></b>	:	Provide leadership and manage the review and development of informal settlements policies and programmes. Manage the development of guidelines and other tools to support the implementation of the informal settlements upgrading. Manage the development of credible plans for informal settlements upgrading. Provide leadership and manage the establishment and maintenance of an information sharing and archiving platform for informal settlements upgrading. Lead, manage and provide support to a team of informal settlements policy, strategy and planning developers
<b><u>ENQUIRIES</u></b>	:	Mr C Ramalepe Tel No: (012) 444-9113
<b><u>APPLICATIONS</u></b>	:	Applications can be forwarded to <a href="mailto:chiefdirector@daisyadvertising.co.za">chiefdirector@daisyadvertising.co.za</a>
<b><u>NOTE</u></b>	:	Female candidates and people with disabilities are encouraged to apply.
<b><u>POST 35/67</u></b>	:	<b><u>CHIEF DIRECTOR: INFORMAL SETTLEMENTS UPGRADES IMPLEMENTATION SUPPORT, MONITORING AND REPORTING REF NO: DOHS/16/2022</u></b> Branch: Informal Settlements Upgrading & Emergency Housing Chief Directorate: Informal Settlements Upgrades Implementation Support, Monitoring and Reporting
<b><u>SALARY</u></b>	:	R1 269 951 per annum (Level 14), all-inclusive salary package
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession of Grade 12/National Senior Certificate or equivalent. Relevant undergraduate qualification (NQF 7 as recognized by SAQA in any of the relevant fields such as, town/urban and regional planning or related, construction management, housing, other relevant fields of study. A post graduate qualification (NQF 9) will be an added advantage. The incumbent requires a minimum of 5 years' experience in senior management. Experience and good understanding of planning and implementation of infrastructure projects will be beneficial. Good understanding of human settlements policies and programmes particularly informal settlements upgrading will be advantageous. Understanding and knowledge of the human settlements sector. Good knowledge of financial and budgeting skills. Sound analytical and problem solving skills. Good communication and a sound knowledge of Microsoft Office applications is essential. People management and empowerment. Good communication and a sound knowledge of Microsoft Office applications is essential. The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. The candidate must be willing to travel extensively. 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> .
<b><u>DUTIES</u></b>	:	Provide leadership, manage, and support a team of professionals in the build environment. Manage and provide support in the development of business plans, upgrading plans and other plans required to direct upgrading of informal settlements. The functions include the assessment of the credibility of submitted business plans and advise branch head. Provide leadership and manage the support provided to provinces and municipalities for the implementation of informal settlements upgrading. Manage the monitoring of informal settlements upgrading and report accordingly.
<b><u>ENQUIRIES</u></b>	:	Mr C Ramalepe Tel No: (012) 444-9113
<b><u>APPLICATIONS</u></b>	:	Applications can be forwarded to <a href="mailto:chiefdirector@daisyadvertising.co.za">chiefdirector@daisyadvertising.co.za</a>
<b><u>NOTE</u></b>	:	Female candidates and people with disabilities are encouraged to apply.

<b><u>POST 35/68</u></b>	:	<b><u>DIRECTOR: HUMAN SETTLEMENTS SECTOR FRAMEWORK REF NO: DOHS/31/2022</u></b> Branch: Research, Policy, Strategy and Planning Chief Directorate: Human Settlement Planning Support Directorate: Human Settlement Sector Framework
<b><u>SALARY</u></b>	:	R1 073 187 per annum (Level 13), (all-inclusive salary package).
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in procession of Matric /Grade 12. Relevant Undergraduate qualification/ Bachelor's degree or equivalent (NQF level 7as recognized by SAQA) in Development Planning/ Town Planning related to professions in the built environment. A Post-graduate degree will be an added advantage. 5 years' relevant experience at Middle/ Senior Management level. Knowledge of and a good understanding Human Settlement and Housing polices, programme, legislation, guidelines, standards and procedures. Knowledge of Public, Social and Economic Policies. Knowledge of Housing and Human Settlements Development. Must have negotiations and inter-personal skill. Good verbal and written communication skills. Well-developed inter-personal skills. Computer user knowledge and literacy (MS Word, MS Power Point, MS Project). Must have a driver's license. A Postgraduate degree will serve as an added advantage. 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> .
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following: Human Settlements Frameworks and instruments. Human Settlement spatial transformation and consolidation. National Human Settlements Delivery Business Plan and Intergovernmental and Sectoral Planning.
<b><u>ENQUIRIES</u></b>	:	Mr L Manyama Tel No: (012) 444-9118
<b><u>APPLICATIONS</u></b>	:	Applications can be e-mailed to <a href="mailto:director@daisyadvertising.co.za">director@daisyadvertising.co.za</a>
<b><u>NOTE</u></b>	:	Female candidates and people with disabilities are encouraged to apply.
<b><u>POST 35/69</u></b>	:	<b><u>DIRECTOR: HUMAN SETTLEMENT PROGRAMMES AND PROJECT EVALUATION REF NO: DOHS/33/2022</u></b> Branch: Entities Oversight, IGR, Monitoring and Evaluation Chief Directorate: Sector Information Management System (IMS) & Performance Monitoring and Evaluation Directorate: Human Settlements Programmes and Projects Evaluation
<b><u>SALARY</u></b>	:	R1 073 187 per annum (Level 13), (all-inclusive salary package).
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Candidates should be in possession of Matric/Grade 12, relevant Bachelor's degree in Built Environment (NQF level 7), economics or equivalent thereof as recognised by SAQA. Proven experience in both project and programme management and evaluation. Proven qualitative and quantitative research methodology skills. Knowledge and understanding of statistical analysis packages. Good report writing skills. Minimum of 5 years relevant experience at middle management level. Knowledge and understanding of the Housing Legislative framework, prescripts, policies and practices relevant to the human settlements Sector. Good problem solving skills coupled with strategic capacity, leadership and planning. Knowledge and understanding of financial prescripts and practices as well as financial management skills. Knowledge and understanding of Service Delivery models. Good people management skills, empowerment and time management. The successful candidate must be results driven and be able to work under pressure. 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> .
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for: the evaluation and compliance of human settlements projects and programmes as a sector. Provide strategic intervention on the performance of sector projects and programmes. Provide



**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

evaluation reports on the sector. Evaluate compliance to the Monitoring and Evaluation Policy and Implementation Framework (MEIA) for the Human Settlements Sector aligned to the Medium Term Strategic Framework. Evaluate and report on the Environmental Implementation Plan (EIP) of the Human Settlements Sector. Evaluate and report on the Sustainable Development Goals (SDGs) for the Human Settlements Sector.

Mr L Manyama Tel No: (012) 444-9118  
Applications can be e-mailed to [director@daisyadvertising.co.za](mailto:director@daisyadvertising.co.za)  
Female candidates and people with disabilities are encouraged to apply

**POST 35/70**

**DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DOHS/35/2022**

Branch: Chief Financial Officer  
Chief Directorate: Financial Management  
Directorate: Supply Chain Management  
Re-advertisement. Candidates who previous applied are encouraged to re-apply.

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

R1 073 187 per annum (Level 13), all-inclusive salary package  
Pretoria  
Applicants must be in possession of Matric/ Grade 12 coupled with an appropriate recognized three (3) or four (4) year Diploma/ Degree (NQF level 6/7 as recognized by SAQA) in Finance/ Supply Chain Management or any other relevant qualification. The applicant must have a minimum number of five (5) years' experience in a middle management position and / or senior management level in the Supply Chain Management environment. The applicant must have knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, related guidelines and instruction notes. In addition, the applicant must be computer literate, with an understanding of government transversal financial systems. Knowledge of the government bidding process, stores management, asset management and contract management. Ability to communicate well at all levels with good negotiation skills is important. A team leader with integrity who is able to work under pressure, adapt to a changing environment with good management skills. 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>.

**DUTIES**

The successful candidate will be responsible for: Demand Management of Goods and Services, Acquisition Management, Asset Management, Stores Management, Manage the rendering and coordination of corporate traveling and fleet management. Manage the administration of the Supply Chain Management Directorate.

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

Mr L Manyama Tel No: (012) 444-9138  
Applications can be e-mailed to [director@daisyadvertising.co.za](mailto:director@daisyadvertising.co.za)  
Female candidates and people with disabilities are encouraged to apply.

**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** : Cape Town/Western Cape: Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001  
Centurion/Northern Management Region: Private Bag 153, Centurion, 0046. Alternatively, applications may be handed in at 265 West Avenue, Tuinhof, Karee (West Block), Centurion, 0046
- CLOSING DATE** : 07 October 2022
- 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) and to provide proof of such evaluation (only when shortlisted). 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 your 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 giving to Whites, Indians and people living with disabilities.
- ERRATUM:** Kindly note that the post of Assistant Director: Strategic Planning, Monitoring and Evaluation (Reference JI 87/2022) has been withdrawn

**OTHER POSTS**

- POST 35/71** : **ASSISTANT REGIONAL MANAGER: WESTERN CAPE MANAGEMENT REGION REF NO: JI 97/2022**
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Cape Town

<b><u>REQUIREMENTS</u></b>	:	A Senior/Matric or an equivalent Certificate, and appropriate 3 year Degree/National Diploma in Public Administration/Public Management or relevant qualifications (NQF 6/RVQ 13). Five (5) years relevant work experience in the criminal justice sector with at least four (4) years' experience on supervisory level. Knowledge of relevant legislation and prescripts as well as how this post contributes to the implementation of the National Development Plan. Knowledge of intergovernmental relations. A Valid driver's license is essential. Computer literacy. Analytical and problem-solving skills. Conflict, Time and Diversity management skills. Computer literacy.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for managing the day-to-day running of the Region, which includes the managing of its staff ad all administrative procedures of the unit. Exercise control over the ICCV post establishment and VC demarcation. Handling of inmates' complaints. Management of policies and other working documents. Promote community involvement in correctional matters, liaise with relevant stakeholders and build sustainable relations with community organisations. Monitor the implementation of JICS policies by unit staff and contract workers. Plan and coordinate trips by unit staff to ensure the best financial practice and account for assets reflected in the unit's register. Perform any duty delegated by the Regional Manager and or Director: Region Management.
<b><u>ENQUIRIES</u></b>	:	Ms P. Luphuwana, Ms S Suliman Tel No: (021) 421 1012
<b><u>POST 35/72</u></b>	:	<b><u>ADMINISTRATION CLERK: FINANCE REF NO: JI 98/2022</u></b> Directorate: Support Services (12 month contract appointment)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 301 per annum (Level 05) plus 37% in lieu of benefits. Cape Town Applicants must be in possession of a Grade 12/Senior certificate. Computer literate (Ms Word, Excel and Outlook). Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administration capabilities. Proficiency in English and at least one other official language. Knowledge of PERSAL/ BAS and LOGIS system will be an added advantage.
<b><u>DUTIES</u></b>	:	The successful candidates will be responsible for assist with Debt administration. Follow-up on outstanding invoices. Assist with the BAS/LOGIS transactions. Compiling of finance payments. General administrative duties.
<b><u>ENQUIRIES</u></b>	:	Ms. R Thompson Tel No: (021) 421 1012
<b><u>POST 35/73</u></b>	:	<b><u>MESSENGER/CLEANER REF NO: JI 99/2022)</u></b> (12 Months Contract Appointment)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R104 073 per annum (Level 02), plus 37% in lieu of benefits. Centurion (Northern Management Region) Applicants must be in possession of a Grade 10 or ABET (NQF level1-4). Ability to use machinery (vacuum, urn etc.) Ability to read and write. Communication and listening skills planning, organising and people skills.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for cleaning offices and create an orderly working environment Cleaning GG vehicles and safekeeping of equipment ordering cleaning material Ad-hoc tasks as delegated by the supervisor a driver's license will be an added advantage.
<b><u>ENQUIRIES</u></b>	:	Mr M Mentoer, Mrs G Thabethe Tel No: (012) 663 7521
<b><u>POST 35/74</u></b>	:	<b><u>INDEPENDENT CORRECTIONAL CENTRE VISITOR (DATA CAPTURER) REF NO: JI 100/2022</u></b> (36 Months Contract Appointment)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R66 117 per annum (3/8th, Level 05), plus 37% in lieu of benefits. Centurion (Northern Management Region) Applicants must be in possession of a Grade 12/Senior Certificate. Computer literate and accurate. Ability to work independently and as a team. Public spirited and sound knowledge of the Batho Pele principles. Assertiveness and ability to work under pressure. Ability to communicate (verbally and in writing).
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for receiving and capturing all complaints/requests on the database. Opening and maintenance of case files. Make follow-ups on outstanding complaints. Submission of monthly reports.

**ENQUIRIES**

Provide statistical analysis of all complaints received. Attend to enquiries. Ad-hoc tasks as delegated by the supervisor.  
: Mr M Mentoer, Mrs G Thabethe Tel No: (012) 663 7521

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPEMENT

<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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.
<b><u>CLOSING DATE</u></b>	:	03 October 2022
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 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 this position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## MANAGEMENT ECHELON

<b><u>POST 35/75</u></b>	:	<b><u>CHIEF DIRECTOR: ICT INFRASTRUCTURE OPERATIONS MANAGEMENT</u></b> <b><u>REF NO: 22/215/ISM</u></b>
<b><u>SALARY</u></b>	:	R1 269 951 – R1 518 396 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; Nyukela Certificate (certificate for entry into the senior management service from the school of government); 5 years' experience at senior managerial level of which 3 years must be in the ICT Infrastructure Operations environment; Knowledge and understanding of Computer programming field, Computer system design and analysis, ICT Service Management, ITIL, COBI, ICT Infrastructure, Project Management and Business Intelligence (BI) tools and software; Knowledge of ICT Audit Management, ICT Governance Framework, ICT Strategy and Planning, ICT Policy Development, ICT Planning and Monitoring Framework, ICT Project Management Methodologies (e.g. PMBOK, PRINCE 2), Waterfall SDLC methodologies, ICT Risk Management, Business Analysis and Solution Testing and modernization and innovations; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. 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.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage ICT Network and Data Infrastructure; Manage centralized and Cloud Services; Manage the ICT Service

**ENQUIRIES**  
**NOTE**

- Management center; Manage stakeholder relations relating to infrastructure and give strategic advice to management; Provide effective financial and people management.
- :
  - Mr. J. Maluleke Tel No: (012) 315 1090
  - :
  - Women and people with disabilities are encouraged to apply.

**NATIONAL PROSECUTING AUTHORITY**

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 04 October 2022
- 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. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Handwritten Z83 must be completed in BLOCK LETTERS. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs. NB! All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting.
- ERRATUM:** The centre for the post Driver Messenger with Recruit 2022/407 is DDPP: Port Elizabeth not CPP: Port Elizabeth. The post of Deputy Director of Public Prosecutions with Recruit 2022/266; Administrative Clerk: Enforcement with Ref No: Recruit 2022/380; Enforcement Officer with Ref No: Recruit 2022/342 and Ref No: Recruit 2022/348 advertised in Circular 30 dated 12 August 2022 are hereby withdrawn.

## OTHER POSTS

<b><u>POST 35/76</u></b>	:	<b><u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS</u></b> National Prosecutions Services
<b><u>SALARY CENTRE</u></b>	:	R1 327 971 per annum (Level 14), (total cost package)
	:	DPP: Cape Town Ref No: Recruit 2022/410 (X2 posts)
	:	DPP: Kimberley Ref No: Recruit 2022/411
	:	DPP: Pretoria Ref No: Recruit 2022/412 (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid drivers license.
<b><u>DUTIES</u></b>	:	Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<b><u>ENQUIRIES</u></b>	:	DPP: Cape Town Francios Brandt Tel No: 021 487 7144 DPP: Kimberley Nicholas Mogongwa Tel No: 053 807 4539 DPP: Pretoria Godfrey Ramakuela Tel No: 012 351 6808
<b><u>APPLICATIONS</u></b>	:	DPP: Cape Town e mail <a href="mailto:Recruit2022410@npa.gov.za">Recruit2022410@npa.gov.za</a> DPP: Kimberley e mail <a href="mailto:Recruit2022411@npa.gov.za">Recruit2022411@npa.gov.za</a> DPP: Pretoria e mail <a href="mailto:Recruit2022412@npa.gov.za">Recruit2022412@npa.gov.za</a>
<b><u>POST 35/77</u></b>	:	<b><u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/413</u></b> National Prosecutions Services
<b><u>SALARY CENTRE</u></b>	:	R1 327 971 per annum (Level 14), (total cost package)
<b><u>REQUIREMENTS</u></b>	:	DDPP: Durban (Organised Crime Component)
	:	An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Experience or knowledge in POCA legislation will be an added advantage and racketeering applications. Thorough understanding of OC offences and related legislations. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid drivers license.
<b><u>DUTIES</u></b>	:	Manage the portfolio assigned by the Supervisor. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including POCA related matters, racketeering applications, complex/high profile matters, in the high court, the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases and manage all racketeering applications authorisations to the office of the NDPP. Provide



legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, racketeering applications, POCA related matters, criminal matters and make review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES** : Siyanda Salman Tel No: 031 334 5272  
**APPLICATIONS** : e mail [Recruit2022413@npa.gov.za](mailto:Recruit2022413@npa.gov.za)

**POST 35/78** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/414**  
Priority Crime Litigation Unit

**SALARY** : R1 327 971 per annum (Level 14), (total cost package)  
**CENTRE** : Head Office: Pretoria  
**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Thorough understanding and/or knowledge in POCDATARA, implementation of the Rome Statute of the International Criminal Court Act, domestic and international laws related to PCLU. Proficiency in prosecution. Competency in guiding investigations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. Valid drivers license.

**DUTIES** : Manage the portfolio assigned by the Director. Manage and conduct prosecution on matters arising thereon and falling within the PCLU. Manage and attend to all applications for the authorisations to the office of the NDPP. Give guidance and training to the prosecutors in PCLU and DPP offices on the management of investigations and prosecutions referred to them. Develop and guide investigative plans in conjunction with the DPCI and/or the DPP offices. Give guidance to the DPCI on specific investigations. Conduct research on legal matters falling within the PCLU mandate and compile opinions. Present training to the NPA and other stakeholders. Provide legal oversight and guidance in investigation projects and legal casework. Represent PCLU in inter-departmental working groups and various meetings. Represent the NPA in legal challenges brought in the Civil Courts. Prepare cases for court including the acquisition of additional evidence, drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out.

**ENQUIRIES** : Gija Maswanganyi Tel No: 012 845 6944  
**APPLICATIONS** : e mail [Recruit2022414@npa.gov.za](mailto:Recruit2022414@npa.gov.za)

<b><u>POST 35/79</u></b>	:	<b><u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS (REGIONAL HEAD)</u></b> <b><u>REF NO: RECRUIT 2022/416</u></b> Asset Forfeiture Unit (Re-advert)
<b><u>SALARY</u></b>	:	R1 327 971 per annum (Level 14), (total cost package)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Lindie Swanepoel Tel No: 012 845 6638
<b><u>APPLICATIONS</u></b>	:	e mail: <a href="mailto:Recruit2022416@npa.gov.za">Recruit2022416@npa.gov.za</a>
<b><u>POST 35/80</u></b>	:	<b><u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/417</u></b> Specialised Commercial Crime Unit
<b><u>SALARY</u></b>	:	R1 327 971 per annum (Level 14), (total cost package)
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Drivers licence.
<b><u>DUTIES</u></b>	:	Manage and direct activities and portfolios assigned by the Regional Head. Manage and direct the activities of the office. Provide guidance and training to stakeholders and staff members. Ensure appropriate performance management and development is implemented. Conduct prosecution of complex commercial crime cases. Advise police on the investigation of complex commercial crime cases. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts present the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Provide mentorship and guidance to lower level staff. Generally conduct prosecution on behalf of the state. Ensure a high standard of professionalism and quality of work.
<b><u>ENQUIRIES</u></b>	:	Francios Brand Tel No: 021 487 7144
<b><u>APPLICATIONS</u></b>	:	e mail: <a href="mailto:Recruit2022417@npa.gov.za">Recruit2022417@npa.gov.za</a>
<b><u>POST 35/81</u></b>	:	<b><u>CHIEF PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R1 327 971 per annum (Level 14), (total cost package)
<b><u>CENTRE</u></b>	:	CPP: Kimberley Ref No: Recruit 2022/418 CPP: Upington Ref No: Recruit - 2022/419
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least ten years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Organisational and leadership skills. Ability to think strategically and innovatively. Ability to manage the performance of the Cluster. Strong interpersonal and communication skills. General computer literacy and

		knowledge of programs in Microsoft Office. Decision making ability. A valid driver's license is a requirement.
<b><u>DUTIES</u></b>	:	Manage the performance of the NPA personnel in the lower courts, aligning such performance to the strategic plans of the NPA. Manage and oversee resources of the cluster and align them to the objectives of the NPA. Manage, train and guide Prosecutors and stakeholders in respect of all litigations in the cluster. Study, decide and recommend on budget and expenditure in line with the decision of NPA Administration and NPS. Manage the institution of/and conduct criminal proceedings on behalf of the State, in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross-examining witnesses as well as presenting arguments in court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Compile reports and enter into correspondence on matters and activities pertaining to the cluster. Map out and implement strategic interventions for the cluster to guide prosecutors towards achieving strategic objectives. Check and ensure that a high standard of professional work is being carried out.
<b><u>ENQUIRIES</u></b>	:	Nicholas Mogongwa Tel No: 053 807 4539
<b><u>APPLICATIONS</u></b>	:	CPP: Kimberley e mail <a href="mailto:Recruit2022418@npa.gov.za">Recruit2022418@npa.gov.za</a> CPP: Upington e mail <a href="mailto:Recruit2022419@npa.gov.za">Recruit2022419@npa.gov.za</a>
<b><u>POST 35/82</u></b>	:	<b><u>SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2022/420</u></b> National Prosecutions Service
<b><u>SALAR</u></b>	:	R997 764.per annum (total cost package) to R1 559 616.per annum (total cost package) (Level CM-1)
<b><u>CENTRE</u></b>	:	CPP: Mthatha (Maluti)
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills. General computer literacy with excellent knowledge of MS Word, PowerPoint, Excel and Outlook.
<b><u>DUTIES</u></b>	:	Manage and supervise allocation of work and management of performance for lower level prosecutors. Train and guide prosecutors including trainee prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee prosecutors in presentation of state's case in court, lead and cross examination of witnesses and address court inter alia conviction and sentencing. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead prosecutor towards achieving strategic goals and operational targets set by the NPA, DPP office and CPP. Perform all duties including administrative duties related thereto in accordance to the code of conduct, policy directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<b><u>ENQUIRIES</u></b>	:	Tulisa Sibindlana Tel No: 047 501 2669
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022420@npa.gov.za">Recruit2022420@npa.gov.za</a>
<b><u>POST 35/83</u></b>	:	<b><u>SENIOR STATE ADVOCATE</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R997 764 per annum (total cost package) - R1 559 616 per annum (total cost package) (LP-9)
<b><u>CENTRE</u></b>	:	DPP: Johannesburg Ref No: Recruit 2022/421 (X2 Posts) DPP: Mmabatho Ref No: Recruit 2022/422
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight 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. Five years' experience in legal

practice will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.

**DUTIES** : Study 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, 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. Attend to representations, prepare opinions and head of arguments and argue cases in 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. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

**ENQUIRIES** : DPP: Johannesburg Khensane Manganye Tel No: 011 220 4266

**APPLICATIONS** : DPP: Mmabatho Flora Kalakgosi 018 381 9041  
DPP Johannesburg e mail [Recruit2022421@npa.gov.za](mailto:Recruit2022421@npa.gov.za)  
DPP: Mmabatho e mail [Recruit2022422@npa.gov.za](mailto:Recruit2022422@npa.gov.za)

**POST 35/84** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/423**  
National Prosecutions Service

**SALARY** : R997 764 per annum (total cost package) - R1 559 616 per annum (total cost package) (LP-9)

**CENTRE** : DPP: Cape Town (STU)

**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight 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 six years of relevant criminal court work experience in advocacy and drafting. 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 Tax Administration Act and Customs and Exercise 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. Well-developed skills in legal research. Good interpersonal, analytical, organisational and communication skills. Ability to mentor, train and quality check the work of Advocates. Assist with the Performance management and assessments of staff. General computer literacy required. Excellent administrative skills. 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.

**DUTIES** : To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and 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 State's case in court. Present the 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 appropriate court. 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 NPA. Supervise and manage performance of State Advocate(s) when required. Conduct performance assessment of staff. 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. Manage 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Francios Brand Tel No: 021 487 7144
	:	<a href="mailto:Recruit2022423@npa.gov.za">e mail Recruit2022423@npa.gov.za</a>
<b><u>POST 35/85</u></b>	:	<b><u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/424</u></b>
		Specialised Commercial Crime Unit
<b><u>SALARY</u></b>	:	R997 764 per annum (total cost package) - R1 559 616 per annum (total cost package) (LP-9)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Limpopo (Polokwane)
	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years' post qualification experience in civil and/or criminal litigation. Six years of excellent Criminal Court work experience in advocacy and drafting. 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. Well developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations in complex or more difficult commercial crimes, fraud, theft and common law/statutory offences relating to corruption is essential. Knowledge of legislation relating to corruption, POCA, MFMA as well as the cybercrimes required. Knowledge of Company law. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. Ability to act independently. Strong computer skills.
<b><u>DUTIES</u></b>	:	Conduct prosecution of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Thuba Thubakgale Tel No: 015 045 0285
	:	<a href="mailto:Recruit2022424@npa.gov.za">e mail Recruit2022424@npa.gov.za</a>
<b><u>POST 35/86</u></b>	:	<b><u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/425 (X3 POSTS)</u></b>
		(2 re advert)
		Specialised Commercial Crime Unit
<b><u>SALARY</u></b>	:	R997 764 per annum (total cost package) - R1 559 616 per annum (total cost package) (LP-9)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Port Elizabeth
	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Knowledge of civil and/or criminal procedure. Experience or knowledge in environmental cases will be an added advantage. Ability to draft charge sheets and complex court documents. Ability to act independently. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. Valid driver's license.
<b><u>DUTIES</u></b>	:	Study case dockets, decide on the institution of and conduct criminal proceedings of a general and more advanced nature. Draft charge sheets and other court documents, present and assist prosecutors to present the state's case in court, to lead witnesses, cross examine and address the court on inter alia, or conviction and sentence in general co prosecution on behalf of the state. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Anthony Bean Tel No: 046 602 3041
	:	e mail: <a href="mailto:Recruit2022425@npa.gov.za">Recruit2022425@npa.gov.za</a>



<b><u>POST 35/87</u></b>	:	<b><u>SENIOR STATE ADVOCATE</u></b> Specialised Commercial Crime Unit
<b><u>SALARY</u></b>	:	R997 764 per annum (total cost package) - R1 559 616 per annum (total cost package) (LP-9)
<b><u>CENTRE</u></b>	:	Cape Town (George) Ref No: Recruit 2022/426, (Re-advert) Mmabatho Ref No: Recruit 2022/427
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. 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, including indictments and court documents, dealing with representations. Strong interpersonal and communication skills. General computer literacy and knowledge of programs in MS Office. Well developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, organization and communication skills.
<b><u>DUTIES</u></b>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets. Deal with any representation. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Manage court and case flow management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<b><u>ENQUIRIE</u></b>	:	Cape Town Francios Brandt Tel No: 021 487 7144 Mmabatho Flora Kalakgosi Tel No: 018 381 9041
<b><u>APPLICATIONS</u></b>	:	Cape Town (George) e mail <a href="mailto:Recruit2022426@npa.gov.za">Recruit2022426@npa.gov.za</a> Mmabatho e mail <a href="mailto:Recruit2022427@npa.gov.za">Recruit2022427@npa.gov.za</a>
<b><u>POST 35/88</u></b>	:	<b><u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/428</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R997 764 per annum (total cost package) - R1 559 616 per annum (total cost package) (LP-9)
<b><u>CENTRE</u></b>	:	DPP: Mthatha (OCC)
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight 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. Five years' experience in legal practice will be an added advantage. Knowledge of POCA, racketeering, and ability to prosecute those cases. Knowledge of civil and/or criminal procedure. Experience or knowledge in environmental cases will be an added advantage. Ability to act independently. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.
<b><u>DUTIES</u></b>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents, present and assist prosecutors to present states case in court, to lead witnesses, cross-examine and address the court on inter-alia, or conviction and sentence in general conduct prosecution on behalf of the state. Mentor and coach junior staff and quality check their work. Provide appropriate guidance and direction and issue proper instruction to advocates/prosecutors/SAPS/DPCI on all aspects of work. Participate in the assessment of staff being mentored. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<b><u>ENQUIRIES</u></b>	:	Thulisa Sibindlana Tel No: 047 501 2669

<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022428@npa.gov.za">Recruit2022428@npa.gov.za</a>
<b><u>POST 35/89</u></b>	:	<b><u>SENIOR DATA ANALYST RECRUIT 2022/429 (X3 POSTS)</u></b> Investigating Directorate
<b><u>SALARY</u></b>	:	R882 042 per annum (MMS Level 12), (total cost package)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B -degree (NQF level 7) or Advanced Diploma or B-Tech in policing, law, forensics, computer science, data and or physical science, engineering or equivalent qualification. At least 5 years' experience as a Data Analyst in criminal and/or forensic investigations. Knowledge of legislation and regulations pertaining to data analysis for criminal investigations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Vocational training in criminal investigations other specialised courses. Experience in testifying on criminal matters in at least the High Court. (Persons that have been found as an unreliable witness in any court would not be considered); and Experience in managing and directing Forensic Service providers in criminal and forensic matters. General management and project management Skills. Communication Skills. Planning and Prioritising. Research Skills. Administration Skills. Valid driver's license.
<b><u>DUTIES</u></b>	:	Provide strategic planning and implementation for expert services about data analysis and research. Contribute to the development of tools and methods for analysing data. Develop processes and standard operating procedures for data analysis in criminal investigations. Contribute to the development of the focus area's strategic planning to support the criminal investigations, taking into consideration the findings and evidence led before the relevant commissions of enquiry and progress made within investigations. Ensure the conducting of quality analysis of data to support the criminal investigations within the allocated responsibilities of the investigation team. Continuously review the analysis of the data and utilisation data sources to support the investigative objectives and focus. Provide operational guidance in data analysis. Coordinate and manage stakeholder relations concerning criminal investigations. Contribute to the development and management of MOUs with relevant stakeholders for investigations; and Perform data analysis, generate reports and present expert evidence in courts and or hearings.
<b><u>ENQUIRIES</u></b>	:	Maureen Dibetle Tel No: 012 845 7727
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022429@npa.gov.za">Recruit2022429@npa.gov.za</a>
<b><u>POST 35/90</u></b>	:	<b><u>DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: RECRUIT 2022/442</u></b> Strategy Management Office
<b><u>SALARY</u></b>	:	R882 042 per annum (MMS Level 12), (total cost package)
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Commerce, Risk Management, Auditing, Accounting or equivalent. At least 5 years relevant experience in risk management at ASD position. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General management and project management Skills. Planning and Prioritising. Research Skills. Administration Skills. Strategic capability and leadership, General management skills, Communication, Administration skills, Customer Focus and Responsiveness, Planning and Prioritizing, Problem Solving and Decision Making. Willing to travel, able to work extended hours. Facilitation skills, Risk assessment, analysis and evaluation, Problem solving and negotiating skills, Task/time management skills, Good communication skills (written and verbal). General computer literacy and knowledge of programs in MS Word, Excel, Outlook, Power Point. Able to understand profit and loss calculations and basic business finance. Valid driver's license.
<b><u>DUTIES</u></b>	:	Support the Directorate and the Business unit head in the management and execution of enterprise risk management. Assist the business unit in developing plans and controls for enterprise risk management. Support management in the identification, evaluation and managing risks and risk control strategies. Coordinate and compile monthly reports in the unit's performance in mitigating risks. Coordinate the collection, analysis, interpretation and presentation of information regarding risk management for the business unit and provide reports. Drive and facilitate the embedding of risk

		management into the respective business unit, Business activities processes and systems. Serve as a link between employees and management in the ongoing management, administration and communication of the Enterprise Risk Management system and its components. Design and manage business continuity functions of the organization. Develop policies, strategies and framework to ensure pro-active business continuity management. Liaise with relevant stakeholders & ensure awareness on Business Continuity Management.
<b><u>ENQUIRIES</u></b>	:	Makgomo Thupana Tel No: 012 845 6176
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022442@npa.gov.za">Recruit2022442@npa.gov.za</a>
<b><u>POST 35/91</u></b>	:	<b><u>REGIONAL COURT CONTROL PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R859 752 per annum (total cost package) to R1 405 245.per annum (total cost package) (Level SU-3)
<b><u>CENTRE</u></b>	:	CPP: Ntunzuma Ref No: Recruit 2022/430 (X2 Posts) CPP: Pretoria (Pretoria North) Ref No: Recruit 2022/431 CPP: Mmabatho (Taung) Ref No: Recruit 2022/432 (Molopo) Ref No: Recruit 2022/433, (Re-advert) CPP: Odi (Bafokeng) Ref No: Recruit 2022/434, (Re-Advert)
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least six 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 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.
<b><u>DUTIES</u></b>	:	Manage, train and give guidance to 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.
<b><u>ENQUIRIES</u></b>	:	CPP: Ntuzuma Siyanda Salman Tel No: 031 334 5272 CPP: Pretoria Godfrey Ramakuela Tel No: 012 351 6808 CPP: Mmabatho & CPP: Odi Flora Kalakgosi Tel No: 018 381 9041
<b><u>APPLICATIONS</u></b>	:	CPP: Ntunzuma e mail <a href="mailto:Recruit2022430@npa.gov.za">Recruit2022430@npa.gov.za</a> CPP: Pretoria (Pretoria North) email <a href="mailto:Recruit2022431@npa.gov.za">Recruit2022431@npa.gov.za</a> CPP: Mmabatho (Taung) e mail <a href="mailto:Recruit2022432@npa.gov.za">Recruit2022432@npa.gov.za</a> (Molopo) e mail <a href="mailto:Recruit2022433@npa.gov.za">Recruit2022433@npa.gov.za</a> CPP: Odi (Bafokeng) e mail <a href="mailto:Recruit2022434@npa.gov.za">Recruit2022434@npa.gov.za</a>
<b><u>POST 35/92</u></b>	:	<b><u>STATE ADVOCATE RECRUIT 2022/435</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R774 660 per annum (total cost package) to R1 285 149.per annum (total cost package) (Level LP- 7 to LP-8)
<b><u>CENTRE</u></b>	:	DPP: Cape Town (OCC)
<b><u>REQUIREMENTS</u></b>	:	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 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. High level of proficiency in prosecution and presenting/arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and/or experience in the litigation of the Prevention of Organised Act matters. Written and verbal communication skills. Valid drivers license.



<b><u>DUTIES</u></b>	:	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. Case dockets, decide on the institution of and conduct criminal proceedings. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence, study appeals 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 the partners in the criminal justice system.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Francios Brandt Tel No: 021 487 7144
	:	e mail <a href="mailto:Recruit2022435@npa.gov.za">Recruit2022435@npa.gov.za</a>
<b><u>POST 35/93</u></b>	:	<b><u>STATE ADVOCATE</u></b> National Prosecutions Service
<b><u>SALARY</u></b>		R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)
<b><u>CENTRE</u></b>	:	CPP: Nelspruit Ref No: Recruit 2022/436 (Tonga) Ref No: Recruit 2022/437
<b><u>REQUIREMENTS</u></b>	:	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 years' post qualification legal experience in the prosecution of Sexual Offences; Criminal Procedure, Civil litigation and management of Gender based violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences.
<b><u>DUTIES</u></b>	:	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, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated sexual offences courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure criminal and civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of gender-based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at dedicated sexual offences courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Tebogo Mashile Tel No: 013 045 0686
	:	CPP: Nelspruit e mail <a href="mailto:Recruit2022436@npa.gov.za">Recruit2022436@npa.gov.za</a> (Tonga) e mail <a href="mailto:Recruit2022437@npa.gov.za">Recruit2022437@npa.gov.za</a>
<b><u>POST 35/94</u></b>	:	<b><u>STATE ADVOCATE REF NO: RECRUIT 2022/438 (X3 POSTS)</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)
<b><u>CENTRE</u></b>	:	DPP: Limpopo
<b><u>REQUIREMENTS</u></b>	:	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 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. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision.
<b><u>DUTIES</u></b>	:	Study 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 a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study appeals and reviews, attend to representations, prepare opinions and heads of arguments. Perform all duties including administrative 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 the partners in the criminal justice system.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Thuba Thubakgale Tel No: 015 045 0285
	:	e mail <a href="mailto:Recruit2022438@npa.gov.za">Recruit2022438@npa.gov.za</a>
<b><u>POST 35/95</u></b>	:	<b><u>STATE ADVOCATE</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)
<b><u>CENTRE</u></b>	:	DPP: Grahamstown (PCLU) Ref No: Recruit 2022/439
<b><u>REQUIREMENTS</u></b>	:	DPP: Grahamstown (East London/Bisho) (PCLU) Ref No: Recruit 2022/440 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 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. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision.
<b><u>DUTIES</u></b>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Bonisile Vinjwa Tel No: 012 842 1459
	:	DPP: Grahamstown e mail <a href="mailto:Recruit2022439@npa.gov.za">Recruit2022439@npa.gov.za</a>
	:	DPP: Grahamstown (East London/Bisho) e mail <a href="mailto:Recruit2022440@npa.gov.za">Recruit2022440@npa.gov.za</a>
<b><u>POST 35/96</u></b>	:	<b><u>STATE ADVOCATE REF NO: RECRUIT 2022/441 (X4 POSTS)</u></b> (Re-advert) Investigating Directorate
<b><u>SALARY</u></b>	:	R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	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 years' post qualification legal experience. 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, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills.
<b><u>DUTIES</u></b>	:	Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for

		<p>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 in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist 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 independently without supervision and manage court and case flow management independently.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Maureen Dibetle Tel No: 012 845 7727
	:	e mail <a href="mailto:Recruit2022441@npa.gov.za">Recruit2022441@npa.gov.za</a>
<b><u>POST 35/97</u></b>	:	<b><u>STATE ADVOCATE REF NO: RECRUIT 2022/493</u></b>
		Asset Forfeiture Unit
<b><u>SALARY</u></b>	:	R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)
<b><u>CENTRE</u></b>	:	Durban
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least five years post qualification legal experience in civil and /or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Valid Drivers licence. Professional and able to act independently. Willing to travel and able to work extended hours. Excellent communication skills. Well-developed skills in legal drafting and advocacy. Good knowledge of Asset Forfeiture Law will be an added advantage. Excellent interpersonal, analytical and presentation skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint.
<b><u>DUTIES</u></b>	:	Civil Litigation on behalf of the State regarding all aspects of freezing of property and obtaining final forfeiture / confiscation orders. Liaise with prosecutors on cases with asset forfeiture potential. Draft and present asset forfeiture applications in all courts. Train Prosecutors and investigators in the use of Asset Forfeiture Law. Conduct research on identified areas of the law. Draft head of argument and policy documents on behalf of the unit. Keep up to date with legal developments.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Lindie Swanepoel Tel No: 012 845 6638
	:	e mail <a href="mailto:Recruit2022493@npa.gov.za">Recruit2022493@npa.gov.za</a>
<b><u>POST 35/98</u></b>	:	<b><u>DATA SCIENTIST REF NO: RECRUIT 2022/476</u></b>
		Investigating Directorate
<b><u>SALARY</u></b>	:	R744 255 per annum (MMS Level 11), (total cost package)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B -degree (NQF level 7) or Advanced Diploma in Statistics, Applied Mathematics, Computer Science, Engineering, Physics or equivalent qualification with specialisation in data science, big data and machine learning or equivalent qualification. At least one (1) year of technical experience in mining, programming and analysing transactional electronic data. Vocational training in data analytics, data processing and database programming. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to data analysis for criminal investigations Strategic capacity and leadership. General management skills. People management and empowerment. Administration skills. Communication. Planning and Prioritising. Customer Focus and Responsiveness. Problem Solving and Decision Making.
<b><u>DUTIES</u></b>	:	Lead the development and maintenance of data models using data mining and other analytical techniques. Design and develop models and cloud solutions that use predictive analytics, text analytics and cognitive computing and big data frameworks with the objective to identify anomalies and hidden patterns. Create database dashboard to visualise and integrate data from multiple sources and formats. Enhance data collection procedures to include information that is relevant for building analytic systems and predictive modelling. Develop new insights across available data using programming languages and statistical packages. Provide inputs with respect to practice

technology initiatives and investments. Ensure that all chain of custody requirements are adhered to and properly documented. Assist in preparing and presenting complex written and verbal reports. Format and convert unstructured data into a usable data. Contribute to the development, and ongoing improvement of in-house platforms. Testify in court or at other hearings as and when required. Maintain and support data warehouse. Provide advice and guidance on big data extraction and parameters of requests, to Investigators and other staff requesting information. Process and clean data for analysis, identifying trends and issues of strategic significance regarding trend, risks and threats relevant to the ID. Perform data mining on criminal data, including aggregation, validation and reconciliation, advanced modelling techniques and explaining results in a clear manner. Ensure the conducting of quality data examination to support the investigations within the allocated responsibilities of the investigation team. Contribute to the development of processes and standard operating procedures for forensic data analytics in criminal investigations. Conduct operational forensic data analytics and ensure timely submission of the data to criminal investigators, analysts and digital forensic examiners and the report.

<b><u>ENQUIRIES</u></b>	:	Maureen Dibetle Tel No: 012 845 7727
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022476@npa.gov.za">Recruit2022476@npa.gov.za</a>
<b><u>POST 35/99</u></b>	:	<b><u>DISTRICT COURT CONTROL PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R518 088 per annum, (excluding benefits) to R1 210 842 per annum, (total cost package) (Level SU-1 to SU-2)
<b><u>CENTRE</u></b>	:	CPP: West Rand Ref No: Recruit 2022/443 CPP: Ntuzuma Ref No: Recruit 2022/444 CPP: Mthatha (Maluti) Ref No: Recruit 2022/446 CPP: Cape Town Ref No: Recruit 2022/447
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting independently. Professionally, Accountable and with Credibility. Good management skills. Proficiency in Prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.
<b><u>DUTIES</u></b>	:	Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal; proceedings of a general and more advanced nature in the both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. 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 justice system.
<b><u>ENQUIRIES</u></b>	:	CPP: West Rand Sydwell Namuhuchu Tel No: 011 220 4005 CPP: Ntuzuma Siyanda Salman Tel No: 031 334 5272 CPP: Mthatha Tulisa Sibindlana Tel No: 047 504 2669 CPP: Cape Town Francios Brandt Tel No: 021 487 7144
<b><u>APPLICATIONS</u></b>	:	CPP: West Rand e mail <a href="mailto:Recruit2022443@npa.gov.za">Recruit2022443@npa.gov.za</a> CPP: Ntuzuma e mail <a href="mailto:Recruit2022444@npa.gov.za">Recruit2022444@npa.gov.za</a> CPP: Mthatha (Maluti) e mail <a href="mailto:Recruit2022446@npa.gov.za">Recruit2022446@npa.gov.za</a> CPP: Cape Town e mail <a href="mailto:Recruit2022447@npa.gov.za">Recruit2022447@npa.gov.za</a>
<b><u>POST 35/100</u></b>	:	<b><u>REGIONAL COURT PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R518 088 per annum, (excluding benefits) to R1 210 842 per annum (total cost package), (Level LP-5 to LP-6)
<b><u>CENTRE</u></b>	:	CPP: Ntuzuma Ref No: Recruit 2022/448 (X3 Posts) CPP: Pretoria Ref No: Recruit 2022/450 (X3 Posts) (Pretoria North) Ref No: Recruit 2022/451

		(Atteridgeville) Ref No: Recruit 2022/452 CPP: Modimolle (Mokopane) Ref No: Recruit 2022/453 CPP: Thohoyandou (Sibasa) Ref No: Recruit 2022/454 CPP: Mthatha (Maluti) Ref No: Recruit 2022/455 (X3 Posts) CPP: Nelspruit (Tonga) Ref No: Recruit 2022/456
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	CPP: Ntuzuma Siyanda Salman Tel No: 031 334 5272 CPP: Pretoria Godfrey Ramakuela Tel No: 012 351 6808 CPP: Modimolle & CPP: Thohoyandou Thuba Thubakgale Tel No: 015 045 0285 CPP: Mthatha Tulisa Sibindalana Tel No: 047 501 2669 CPP: Nelspruit Tebogo Mashile Tel No: 013 045 0686
<b><u>APPLICATIONS</u></b>	:	CPP: Ntuzuma e mail <a href="mailto:Recruit2022448@npa.gov.za">Recruit2022448@npa.gov.za</a> CPP: Pretoria e mail <a href="mailto:Recruit2022450@npa.gov.za">Recruit2022450@npa.gov.za</a> (Pretoria North) e mail <a href="mailto:Recruit2022451@npa.gov.za">Recruit2022451@npa.gov.za</a> (Atteridgeville) e mail <a href="mailto:Recruit2022452@npa.gov.za">Recruit2022452@npa.gov.za</a> CPP: Modimolle (Mokopane) e mail <a href="mailto:Recruit2022453@npa.gov.za">Recruit2022453@npa.gov.za</a> CPP: Thohoyandou (Sibasa) e mail <a href="mailto:Recruit2022454@npa.gov.za">Recruit2022454@npa.gov.za</a> CPP: Mthatha (Maluti) e mail <a href="mailto:Recruit2022455@npa.gov.za">Recruit2022455@npa.gov.za</a> CPP: Nelspruit (Tonga) e mail <a href="mailto:Recruit2022456@npa.gov.za">Recruit2022456@npa.gov.za</a>
<b><u>POST 35/101</u></b>	:	<b><u>REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2022/449</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R518 088 per annum, (excluding benefits) to R1 210 842 per annum, (total cost package) (Level LP-5 to LP-6)
<b><u>CENTRE</u></b>	:	CPP: Wynberg (Paarl)
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four 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. Prepared to travel to periodical courts. Valid driver's license.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Francios Brandt Tel No: 21 487 7144
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022449@npa.gov.za">Recruit2022449@npa.gov.za</a>
<b><u>POST 35/102</u></b>	:	<b><u>REGIONAL COURT PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R518 088 per annum, (excluding benefits) to R1 210 842 per annum, (total cost package) (Level LP-5 to LP-6)
<b><u>CENTRE</u></b>	:	CPP: Mthatha (OCC) Ref No: Recruit 2022/457 CPP: Butterworth (OCC) Ref No: Recruit 2022/458
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Tulisa Sibindlana Tel No: 047 501 2669
<b><u>APPLICATIONS</u></b>	:	CPP: Mthatha e mail <a href="mailto:Recruit2022457@npa.gov.za">Recruit2022457@npa.gov.za</a>
	:	CPP: Butterworth e mail <a href="mailto:Recruit2022458@npa.gov.za">Recruit2022458@npa.gov.za</a>
<b><u>POST 35/103</u></b>	:	<b><u>HEAD CONTROL PROSECUTOR 2 REF NO: RECRUIT 2022/459</u></b> (Re-advert) National Prosecutions Service
<b><u>SALARY</u></b>	:	R518 088 per annum, (excluding benefits) to R1 210 842 per annum (total cost package) (Level SU-1 to SU-2)
<b><u>CENTRE</u></b>	:	CPP: Nelspruit
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in complex and more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision. Excellent administrative skills.
<b><u>DUTIES</u></b>	:	Manage, train and give guidance to 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 Court 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 National Prosecuting Authority. 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.
<b><u>ENQUIRIES</u></b>	:	CPP: Nelspruit Tebogo Mashile Tel No: 013 045 0686
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022459@npa.gov.za">Recruit2022459@npa.gov.za</a>
<b><u>POST 35/104</u></b>	:	<b><u>BUSINESS ANALYST REF NO: RECRUIT 2022/460</u></b> Information Systems Management
<b><u>SALARY</u></b>	:	R477 090 per annum (Level 10), (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in IT related or equivalent qualification. Minimum five years' relevant experience in Business Analyst within ICT industry. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Certification in Business Analysis. Certification in ITIL (minimum ITIL Foundation). Minimum one year Project Management experience. Research, presentation, and facilitation. Strategic planning skills. Knowledge management. Service delivery and innovation skills. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Determine operational objectives by studying business functions; gathering information; evaluating output requirements and formats. Review a variety of areas including operations, purchasing, inventory, distribution and facilities. Construct workflow charts and diagrams by studying system capabilities and writing specifications. Improve systems by studying current practices and designing modifications. Perform daily, weekly and monthly reviews and analyses of current processes using operational metrics and reports.

Recommend controls by identifying problems and writing improved procedures. Monitor project progress by tracking activity, resolving problems and publishing progress reports for recommending actions. Conduct insightful, ad hoc analyses to investigate ongoing or one-time operational issues. Conduct and coordinate research to support strategic and business planning within the various units and programs of the client group. Define project requirements by identifying project milestones, phases and elements; forming project team; establishing project budget. Understand and communicate the financial and operational impact of any changes. Validate resource requirements and develop cost estimate models. Interpret, evaluate and interrelate research data and develop integrated business analyses and projections for incorporation into strategic decision-making. Maintain user confidence and protect operations by keeping information confidential. Prepare technical reports by collecting, analyzing and summarizing information and trends. Create informative, actionable and repeatable reporting that highlights relevant business trends and opportunities for improvement. Understand and communicate the financial and operational impact of any changes. Validate resources requirements and develop cost estimate models.

**ENQUIRIES  
APPLICATIONS**

:  
: Obert Masango Tel No: 012 845 7958  
: e mail [Recruit2022460@npa.gov.za](mailto:Recruit2022460@npa.gov.za)

**POST 35/105**

: **DATA ANALYST REF NO: RECRUIT 2022/461 (X9 POSTS)**  
Investigating Directorate

**SALARY  
CENTRE  
REQUIREMENTS**

: R477 090 per annum (Level 10), (excluding benefits)  
: Head Office: Pretoria  
: An appropriate B -degree (NQF level 7) or Advanced Diploma or B-Tech in Policing, Law, Forensics, Data and/or Physical Science, Engineering or equivalent qualification. Three (3) years' experience in criminal and/or Forensic Investigations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to data analysis for criminal investigations. Experience in testifying on criminal matters in at least Regional Court. Experience in managing and directing Forensic Service providers in criminal and forensic matters. General Management skills. Strategic capability and leadership. People management and empowerment. Planning and prioritizing. Valid driver's license.

**DUTIES**

: Provide strategic planning and implementation for expert services about data analysis and research. Coordinate and manage stakeholder relations concerning criminal investigations. Ensure the conducting of quality analysis of data to support the criminal investigations within the allocated responsibilities of the investigation team. Perform data analysis, generate reports and present expert evidence in courts and/or hearings.

**ENQUIRIES  
APPLICATIONS**

:  
: Maureen Dibetle Tel No: 012 845 7727  
: e mail [Recruit2022461@npa.gov.za](mailto:Recruit2022461@npa.gov.za)

**POST 35/106**

: **FINANCIAL ANALYST REF NO: RECRUIT 2022/462**  
Asset Forfeiture Unit

**SALARY  
CENTRE  
REQUIREMENTS**

: R382 245 per annum (Level 09), (excluding benefits)  
: Kimberley  
: 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.
<b><u>DUTIES</u></b>	:	Capture and convert data into usable information. Conduct analysis of information gathered.
<b><u>ENQUIRIES</u></b>	:	Lindie Swanepoel Tel No: 012 845 6638
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022462@npa.gov.za">Recruit2022462@npa.gov.za</a>
<b><u>POST 35/107</u></b>	:	<b><u>DATABASE ADMINISTRATOR REF NO: RECRUIT 2022/463 (X2 POSTS)</u></b> Investigating Directorate
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09), (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B degree (NQF level 7) or Advaced Diploma in Information Systems, Computer Science, Information Technology or equivalent qualification with specialisation in databases design and implementation. At least three (3) years of technical experience in database design, implementation and administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to data for criminal investigations.
<b><u>DUTIES</u></b>	:	Ensure the integrity of the data related to financial and criminal investigations. Continuously review and monitor cybersecurity measures. Authentic data. Monitor the administration of a crime analysis database and data tracking systems. Preserve data integrity. Monitor the performance of hardware and software. Configure servers and databases for optimal functioning and performance. Provide database technical support and resolve issues. Identify problems at the database and system level and recommends solutions to problem. Monitor and maintain database health and performance. Perform database upgrades and patching. Provide backup, safekeeping and recovery of data. Make recommendations regarding enhancements and improvements of databses applications. Monitor malware protection software. Perform troubleshooting and solve problems. Perform relational database design. Apply rules to make the data entry, updates and deletions to be efficient. Ensure that the data retrieval, summarisation and reporting is efficient. Design a database in a way that it behave predictably. Refine the physical design to meet system storage requirements. Implement standards that allow the database to be self-documenting. Implement processes that make changes to the database schema. Conduct resource planning. Implement database privileges to users and groups required to meet audit requirements. Control access permissions and privileges. Implement policies for allocation of resource by both plan and consumer groups. Apply resource plan directives by implementing a plan that assigns consumer groups or subplans to resource plans. Evaluate database features and database related products required to support business application systems. Conduct research into latest technology and trends related to databases.
<b><u>ENQUIRIES</u></b>	:	Maureen Dibetle Tel No: 012 845 7727
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022463@npa.gov.za">Recruit2022463@npa.gov.za</a>
<b><u>POST 35/108</u></b>	:	<b><u>ICT ADMINISTRATOR REF NO: RECRUIT 2022/464</u></b> Information Systems and Management Service
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09), (excluding benefits)
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Industry related qualification such as MCSE or Microsoft Azure Administrator Associate will be an added advantage. Three years working experience in an IT environment. Demonstrable competency in acting independently, Professionally, Accountable and with Credibility. Knowledge of Microsoft Windows server 2016, Wide Area Network and User Administration, Active Directory 2016, Exchange 2016, Exchange Online, Information Technology Infrastructure Library. LAN Administration. Knowledge of administering backup and security systems. Must have the ability to work under pressure. Reliable, organized and be able to work in a team and independently. Knowledge of Microsoft Office. Administration and communication skills. IT technical knowledge and application. Willing to work



		extended hours and willing to travel. Reliable, tolerant, and determined. Valid driver's license required.
<b><u>DUTIES</u></b>	:	Manage and monitor network connectivity and servers. Provide support on Windows Operating Systems and Server 2016. Ensure data is backed up on a regular basis as per schedule. Provide ICT support to computer users within the office. Log and troubleshoot all ICT problems and resolution. Keep abreast of ICT and maintain library of information. Provide general end-user and VIP support. Liaise with third parties towards resolution of technical issues. Manage network security and performance. Ensure computer security updates and anti-virus updates are updated on a regular basis. Control and approve access to server rooms. Monitor servers, racks, and cooling systems. Oversee file management on centralized resource or on individual workstations. Monitor network and system performance. Provide administrative support to all ICT related issues. Prepare technical reports on the operation of systems. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed.
<b><u>ENQUIRIES</u></b>	:	Khutso Makwela Tel No: 012 845 7150
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022464@npa.gov.za">Recruit2022464@npa.gov.za</a>
<b><u>POST 35/109</u></b>	:	<b><u>ICT ADMINISTRATOR REF NO: RECRUIT 2022/465</u></b> Investigating Directorate
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09), (excluding benefits)
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Industry related qualification such as MCSE or Microsoft Azure Administrator Associate will be an added advantage. Three years working experience in an IT environment. Demonstrable competency in acting independently, Professionally, Accountable and with Credibility. Knowledge of Microsoft Windows server 2016, Wide Area Network and User Administration, Active Directory 2016, Exchange 2016, Exchange Online, Information Technology Infrastructure Library. LAN Administration. Knowledge of administering backup and security systems. Must have the ability to work under pressure. Reliable, organized and be able to work in a team and independently. Knowledge of Microsoft Office. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Reliable, tolerant, and determined. Valid driver's license required.
<b><u>DUTIES</u></b>	:	Manage and monitor network connectivity and servers. Provide support on Windows Operating Systems and Server 2016. Ensure data is backed up on a regular basis as per schedule. Provide ICT support to computer users within the office. Log and troubleshoot all ICT problems and resolution. Keep abreast of ICT and maintain library of information. Provide general end-user and VIP support. Liaise with third parties towards resolution of technical issues. Manage network security and performance. Ensure computer security updates and anti-virus updates are updated on a regular basis. Control and approve access to server rooms. Monitor servers, racks, and cooling systems. Oversee file management on centralized resource or on individual workstations. Monitor network and system performance. Provide administrative support to all ICT related issues. Prepare technical reports on the operation of systems. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed.
<b><u>ENQUIRIES</u></b>	:	Maureen Dibetle Tel No: 012 845 7727
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022465@npa.gov.za">Recruit2022465@npa.gov.za</a>
<b><u>POST 35/110</u></b>	:	<b><u>ASSISTANT DIRECTOR: SALARIES AND BANKING REF NO: RECRUIT 2022/466</u></b> Financial Accounting- Salaries and Banking
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09), (excluding benefits)
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Financial Management or equivalent. Demonstrable competency in acting independently, Professionally, Accountable and with Credibility. Minimum 3 years relevant experience in Finance in the public sector. At least 3 years' experience in the post of Senior State Accountant in Salaries or Banking section and 3 years' experience in managing subordinates. Experience in

<b><u>DUTIES</u></b>	:	authorizing transactions on PERSAL. In depth knowledge of PERSAL, BAS, Safetyweb, PFMA, Treasury Regulations and relevant prescripts.
	:	Manage payroll/salaries and suspense accounts. Manage PMG bank account and Bookkeeping in the Public Sector. Manage the BAS/PERSAL reconciliation. Provide monthly information for management report. Provide support to auditors and implement audit recommendations. Manage decentralized functions (petty cash and overtime). Conduct awareness sessions with regional offices and provide support. Manage staff and other resources within the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Jenny Coertzen Tel No: 012 845 6073
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022466@npa.gov.za">Recruit2022466@npa.gov.za</a>
<b><u>POST 35/111</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCES DEVELOPMENT REF NO: RECRUIT 2022/487</u></b> (Re-advert)
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09), (excluding benefits)
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An Appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Human Resources or equivalent. A certificate in ODETDP will be an added advantage. Minimum three (3) years' experience in Human Resources Development of which two (2) years should be supervisory. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of policy development and implementation. Knowledge of Human Resource Development. Understanding of government legislation. Financial management, knowledge of PFMA. Knowledge of techniques and procedures for planning and execution of operations. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Valid driver's license.
<b><u>DUTIES</u></b>	:	Provide input in development of HRD policy and strategy, analyse human resources development trends. Develop and implement the workplace skills plan. Conduct departmental Skills audit and training needs assessments. Assist with the design, development, implementation and review of the quality assurance system in accordance to the relevant legislation. Direct the implementation of the approved training plan. Manage the implementation of the HRD programmes such as training courses, bursary scheme, internship, learnership and induction. Monitor and evaluate the implementation of the individual performance management and development system, measure compliance in terms of policies and information processes.
<b><u>ENQUIRIES</u></b>	:	Lerato Matau Tel No: 012 845 6174
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022487@npa.gov.za">Recruit2022487@npa.gov.za</a>
<b><u>POST 35/112</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT REF NO: RECRUIT 2022/475</u></b> Financial Accounting-Salaries and Banking
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08), (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Financial Management or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Minimum 3 years relevant experience in Finance in the public sector. At least 3 years' experience in managing subordinates. At least 3 years' experience in the post of Chief Accounting Clerk in Salaries. Experience in authorizing transactions on PERSAL and BAS systems. In depth knowledge of PERSAL, BAS, PFMA, Treasury Regulations and relevant prescripts.
<b><u>DUTIES</u></b>	:	Authorization of PERSAL transactions. Manage payroll and electronic payslips. Manage tax. Ensure monthly and annual tax reconciliations are done and submitted on time. Clear suspense accounts and compile reconciliations. Compile monthly BAS/PERSAL reconciliation. Provide support to auditors and implement audit recommendations. Manage decentralized functions (overtime) and provide support to regions. Manage staff and other resources within the sub-directorate. Provide monthly information for management report.
<b><u>ENQUIRIES</u></b>	:	Jenny Coertzen Tel No: 012 845 6073
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022475@npa.gov.za">Recruit2022475@npa.gov.za</a>

<b><u>POST 35/113</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: ENTERPRISE RISK REF NO: RECRUIT 2022/481</u></b> Strategy Management Office
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08), (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Commerce, Business Management, Internal Audit, Risk Management or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Minimum 2 years relevant experience in risk management or auditing field. Willing to travel, able to work extended hours. Administration capabilities/skills, Coordination skills, Communication, Drafting of minutes. Customer Focus and Responsiveness, Planning and Prioritizing, Problem Solving and Decision Making. Facilitation skills, Risk assessment, analysis and evaluation, Problem solving and negotiating skills, Task/time management skills, Good communication skills (written and verbal). General computer literacy and knowledge of programs in MS Word, Excel, Outlook, Power Point. Able to understand profit and loss calculations and basic business finance. A valid driver's license.
<b><u>DUTIES</u></b>	:	Conduct risk assessments to identify strategic and operational risks. Draft risk control action plans and strategies. Monitor and report on progress of risk mitigation in the risk control action plans. Maintain, report on risk registers and facilitate updates. Monitor risk profiles. Conduct research on requested aspects of enterprise management. Attend to internal and external audit queries related to enterprise risk management. Provide support in the coordination of risk management training or workshop. Prepare training packs and any other logistical issues to ensure the smooth and effective delivery of training or workshop. Provide end-user support and guidance to all users of the ERM software tool.
<b><u>ENQUIRIES</u></b>	:	Muzi Madlala Tel No: 012 845 6256
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022481@npa.gov.za">Recruit2022481@npa.gov.za</a>
<b><u>POST 35/114</u></b>	:	<b><u>COMMUNICATION OFFICER REF NO: RECRUIT 2022/467</u></b> Investigating Directorate
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07), (excluding benefits)
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Journalism or equivalent. At least one year relevant experience in communication field. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility Strategic capability and leadership. General management skills. People management empowerment. Administration skills. Communication skills. Planning and Prioritizing. Customer Focus and Responsiveness. Problem Solving and Decision Making. Valid driver's license.
<b><u>DUTIES</u></b>	:	Develop and manage implementation of communication strategy for the ID. Provide communication advice to the leadership of the ID. Plan and co-ordinate internal and external communication using communication platforms relevant to the ID. Communicate national news and information in NPA ID. Publicise the work of the NPA in the national through enhancement of community outreach and marketing. Educate and raise awareness on the work and performance of the ID offices. Plan and manage exhibitions and community outreach events in line with the NPA strategic objectives. Promote the brand image and reputation of the organisation in the National. Develop and implement a media strategy for the National, including operating as National spokesperson. Monitor media coverage and plan media response mechanisms, in consultation with the Directorate: ID. Draft and issue media statements and conduct key media briefings for the National. Draft speeches and media briefing notes for the National leadership. Optimize information dissemination media for maximum public reach. Ensure the effective utilisation of resources.
<b><u>ENQUIRIES</u></b>	:	Adelle Jankowitz Tel No: 012 845 6703
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022467@npa.gov.za">Recruit2022467@npa.gov.za</a>
<b><u>POST 35/115</u></b>	:	<b><u>LIBRARIAN REF NO: RECRUIT 2022/468</u></b> Information Systems and Management Service
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07), (excluding benefits)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Pretoria
	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). At least two years relevant experience preferable in a law library environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility Ability to work on an electronic library management system including e-Books. Computer literacy in MS Word, Excel, and PowerPoint. At least two years' experience in utilization of search of search including Jutastat, Lexis Nexis, Sabinet and WorldShare. Willingness to travel.
<b><u>DUTIES</u></b>	:	Catalog and classify library material utilising available databases. Maintain asset register of library material including disposals. Renew standing orders. Conduct inter and intra-Library loans. Conduct periodic stock take and keep statistics. Procure and process new material for both head office and regions. Loose leaf administration. Liaise with external clients. Assist with information projects of the NPA. Process all requests in terms of law reports, statutes and reference material. Assist with training of clients in use of online databases. Submit monthly reports.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Nozuko Mdingi Tel No: 012 845 6868
	:	e mail <a href="mailto:Recruit2022468@npa.gov.za">Recruit2022468@npa.gov.za</a>
<b><u>POST 35/116</u></b>	:	<b><u>ADMINISTRATIVE CLERK: SUPERVISOR: ENFORCEMENT REF NO: RECRUIT 2022/469</u></b> Asset Forfeiture Unit
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum (Level 07), (excluding benefits)
	:	Pretoria: Head Office
	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Administration, communication skills. Interpersonal relations skills. Reporting skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Thorough knowledge of supply chain management regulations, PFMA, Treasury Regulations and Asset management guidelines. Knowledge in Document Administration, writing and task/time management skills.
<b><u>DUTIES</u></b>	:	Provide general administration for head office. Proper administration for the enforcement component. Receive and open files for Curator accounts from regions. Ensure that curator accounts submitted to head of office for review and approval. Accurate and reliable information of the CARA an unfulfilled report. Receive and file proofs of CARA deposits from regions. Check and verify CARA deposits on statements from Treasury against proof of deposits received from AFU regions. Prepare monthly CARA reconciliation and send to enforcement officers, CARU, and AFU management and report to the head of enforcement. Capture and update a list of CARA and victims unfulfilled cases and ensure backlog is reduced. Capture and update list of abandoned cases.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Lindie Swanepoel Tel No: 012 845 6638
	:	e mail <a href="mailto:Recruit2022469@npa.gov.za">Recruit2022469@npa.gov.za</a>
<b><u>POST 35/117</u></b>	:	<b><u>ADMINISTRATION OFFICER</u></b> Office for Witness Protection
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum (Level 07), (excluding benefits)
	:	Northern Cape: Kimberley Ref No: Recruit 2022/470
	:	Free State: Bloemfontein Ref No: Recruit 2022/415
	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum two years relevant experience in the field of Finance and Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in cash handling and cash management. Knowledge of legislation and regulations pertaining to PFMA Act, Treasury regulations and other government related legislations. Knowledge of Accounting and Asset Management. Knowledge of the MISS document. Good Communication, liaison and presentation skills. Computer Literacy, including Microsoft office suite (Word, Excel, PowerPoint and Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritizing skills. Problem solving and decision making. A valid driver's license required.
<b><u>DUTIES</u></b>	:	Ensure proper management of the finances including cash management, internal bank transfers and EFT Payments. Ensure proper usage, management

and replenishment of the office Petty Cash. Proper document management of all financial transactions on the covert accounts. Compilation and timeous submission of cash book & petty cash register. Assisting in contributing to cash flow request by ensuring correct inputs to the regional budget. Process and assist in the management of all payments and transactions of covert accounts. Assist in the provisioning of travelling and accommodation services. Responsible for correct financial reporting and administration. Ensure expenditure is complete and correct. Conduct extensive communication as it relates to operational and management of finances. Work under pressure and ensure adherence to timelines.

<b><u>ENQUIRIES</u></b>	:	Kimberley: C Immelman Tel No: 053 807 4561
	:	Bloemfontein: Mr G Tau Tel No: 051 410 3512
<b><u>APPLICATIONS</u></b>	:	Northern Cape: Kimberley e mail <a href="mailto:Recruit2022470@npa.gov.za">Recruit2022470@npa.gov.za</a>
	:	Free State: Bloemfontein e mail <a href="mailto:Recruit2022415@npa.gov.za">Recruit2022415@npa.gov.za</a>
<b><u>POST 35/118</u></b>	:	<b><u>COURT PREPARATION OFFICER</u></b>
	:	National Prosecutions Service
<b><u>SALARY CENTRE</u></b>	:	R261 372 per annum (Level 07), (excluding benefits)
	:	CPP: Mthatha Ref No: Recruit 2022/471
	:	CPP: Wynberg (Robertson) Ref No: Recruit 2022/472, (Re-advert)
	:	CPP: Cape Town Ref No: Recruit 2022/473
	:	CPP: Klerksdorp Ref No: Recruit 2022/474
	:	CPP: Modimolle Ref No: Recruit 2022/488
	:	(Sekhukhune) Ref No: Recruit 2022/489
	:	(Groblersdal) Ref No: Recruit 2022/490
	:	(Lephalale) Ref No: Recruit 2022/495
	:	(Thabazimbi) Ref No: Recruit 2022/496
	:	CPP: Polokwane (Nkowankowa) Ref No: Recruit 2022/491
	:	(Lenyenye) Ref No: Recruit 2022/492
	:	(Phalaborwa) Ref No: Recruit 2022/497
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6) in Social Science/Behavioural 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	CPP: Mthatha Tulisa Sibindlana Tel No: 047 501 2699
	:	CPP: Wynberg & CPP: Cape Town Francios Brandt Tel No: 021 487 7144
	:	CPP: Klerksdorp Flora Kalakgosi Tel No: 018 381 9041
<b><u>APPLICATIONS</u></b>	:	CPP: Modimolle & CPP: Polokwane Thuba Thubakgale Tel No: 015 045 0285
	:	CPP: Mthatha e mail <a href="mailto:Recruit2022471@npa.gov.za">Recruit2022471@npa.gov.za</a>
	:	CPP: Wynberg (Robertson) e mail <a href="mailto:Recruit2022472@npa.gov.za">Recruit2022472@npa.gov.za</a>
	:	CPP: Cape Town e mail <a href="mailto:Recruit2022473@npa.gov.za">Recruit2022473@npa.gov.za</a>
	:	CPP: Klerksdorp e mail <a href="mailto:Recruit2022474@npa.gov.za">Recruit2022474@npa.gov.za</a>
	:	CPP: Modimolle e mail <a href="mailto:Recruit2022488@npa.gov.za">Recruit2022488@npa.gov.za</a>
	:	(Sekhukhune) e mail <a href="mailto:Recruit2022489@npa.gov.za">Recruit2022489@npa.gov.za</a>
	:	(Groblersdal) e mail <a href="mailto:Recruit2022490@npa.gov.za">Recruit2022490@npa.gov.za</a>
	:	(Lephalale) e mail <a href="mailto:Recruit2022495@npa.gov.za">Recruit2022495@npa.gov.za</a>
	:	(Thabazimbi) e mail <a href="mailto:Recruit2022496@npa.gov.za">Recruit2022496@npa.gov.za</a>
	:	CPP: Polokwane (Nkowankowa) e mail <a href="mailto:Recruit2022491@npa.gov.za">Recruit2022491@npa.gov.za</a>
	:	(Lenyenye) e mail <a href="mailto:Recruit2022492@npa.gov.za">Recruit2022492@npa.gov.za</a>
	:	(Phalaborwa) e mail <a href="mailto:Recruit2022497@npa.gov.za">Recruit2022497@npa.gov.za</a>
<b><u>POST 35/119</u></b>	:	<b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/477 (X4 POSTS)</u></b>
	:	Investigating Directorate
<b><u>SALARY CENTRE</u></b>	:	R176 310 per annum (Level 05), (excluding benefits)
	:	Head Office: Pretoria



<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent. Able to type. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Excellent organizational and planning skills. Able to work extended hours. Excellent administration skills. 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. Ability to act independently. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public services. Knowledge of NPA policies and procedures relevant to the job functions. The official must be willing to travel between two clusters on operational basis.
<b><u>DUTIES</u></b>	:	Prepare documents for scanning. Scan documents by performing actual conversion to digital copies. Produce digital copies of documents. Check quality of scanned documents. Compile scanned documents into a logical folder, for quick reference. Ensure the safekeeping of all documentation produced in line with relevant legislation and policies. File and retrieve documents as required. Communicate concerns to Technicians and maintain co-ordination of movement of file boxes. Type documents for the manager and other staff within the unit. Operate office equipment like fax machines, photocopiers and scanners. Collects all relevant documents to enable the managers to perform their duties. Ensure the effective flow of information and documents to and from the office of the manager. Provide reception desk duties, receive calls and direct customers. Handle routine enquiries.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Maureen Dibetle Tel No: 012 845 7727
	:	e mail <a href="mailto:Recruit2022477@npa.gov.za">Recruit2022477@npa.gov.za</a>
<b><u>POST 35/120</u></b>	:	<b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/478</u></b> Specialised Commercial Crime Unit
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 per annum (Level 05), (excluding benefits)
	:	Durban
	:	Grade 12 or equivalent. 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. Ability to act independently. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public services. Knowledge of NPA policies and procedures relevant to the job functions. The official must be willing to travel between two clusters on operational basis.
<b><u>DUTIES</u></b>	:	Record, organize, store, capture and retrieve correspondence and data. Update registers and statistics. Make photocopies and receive or send facsimiles. Keep and maintain the filing system for the unit. Keep and maintain asset register. Stock control of office stationery. Provide personnel administration clerk support services within the unit. Provide financial administration support services in the unit. Draft correspondence to members of the public, other organisations and State Departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Bongiwe Mlaba Tel No: 031 335 6617
	:	e mail <a href="mailto:Recruit2022478@npa.gov.za">Recruit2022478@npa.gov.za</a>
<b><u>POST 35/121</u></b>	:	<b><u>PARALEGAL REF NO: RECRUIT 2022/479</u></b> Asset Forfeiture Unit
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 per annum (Level 05), (excluding benefits)
	:	Pretoria
	:	Grade 12 or equivalent qualification plus Paralegal Certificate/ Diploma. 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. Ability to act independently.
<b><u>DUTIES</u></b>	:	Assistance with case preparation. Conduct legal research and drafting. Conduct investigation and fact-finding for cases. Provide courtroom and legal proceedings assistance. Case administration and document management. Provide administrative support services.
<b><u>ENQUIRIES</u></b>	:	Lindie Swanepoel Tel No: 012 845 663
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022479@npa.gov.za">Recruit2022479@npa.gov.za</a>
<b><u>POST 35/122</u></b>	:	<b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/480</u></b> Asset Forfeiture Unit (Re-advert)
<b><u>SALARY</u></b>	:	R176 310.per annum (Level 5) (Excluding Benefits)
<b><u>CENTRE</u></b>	:	Nelspruit
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Administration, communication skills. Interpersonal relations skills. Reporting skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Thorough knowledge of supply chain management regulations, PFMA, Treasury Regulations and Asset management guidelines. Knowledge in Document Administration, writing and task/time management skills.
<b><u>DUTIES</u></b>	:	Provide general clerical support services. Provide asset management administrative services. Provide administrative support with regards to Unfulfilled cases. Provide general clerical support services. Provide asset management administration services. Provide administrative support with regards to unfulfilled cases. Receive and open files for curator accounts. Make photocopies, send emails,e.t.c. capture and stamp incoming curator accounts of the register. Capture and update spreadsheet and registers. Forward curator accounts for approval. Record invoices and forward for payment. Keep and maintain the filing system.
<b><u>ENQUIRIES</u></b>	:	Lindie Swanepoel Tel No: 012 845 6638
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022480@npa.gov.za">Recruit2022480@npa.gov.za</a>
<b><u>POST 35/123</u></b>	:	<b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/482</u></b> Specialised Commercial Crime Unit
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05), (excluding benefits)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent. 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. Ability to act independently.
<b><u>DUTIES</u></b>	:	Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organisations and State departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, photocopying, faxing, receiving and dispatching documents. Provide efficient administrative services in the SCCU. Liaise with customers and stakeholders.
<b><u>ENQUIRIES</u></b>	:	Flora Kalagosi Tel No: 018 381 9041
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022482@npa.gov.za">Recruit2022482@npa.gov.za</a>
<b><u>POST 35/124</u></b>	:	<b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/483</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05), (excluding benefits)
<b><u>CENTRE</u></b>	:	CPP: Mthatha (Maluti)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent. 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. Ability to act independently.
<b><u>DUTIES</u></b>	:	Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organisations and State departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, photocopying, faxing, receiving and dispatching documents. Provide efficient administrative services in the Cluster. Liaise with customers and stakeholders.
<b><u>ENQUIRIES</u></b>	:	Tulisa Sibindlana Tel No: 047 502 2669
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022483@npa.gov.za">Recruit2022483@npa.gov.za</a>
<b><u>POST 35/125</u></b>	:	<b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/484</u></b> Specialised Commercial Crime Unit
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05), (excluding benefits)
<b><u>CENTRE</u></b>	:	Mthatha
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent. 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. Ability to act independently.
<b><u>DUTIES</u></b>	:	Register incoming dockets and scanning thereof. Capturing information on the electronic case register (ECR). Daily updating of information from court. Provide dockets electronically to Defence on request of Prosecutors. Liaise with Prosecutors in respect of matters dealt with. Verify what is happening in court. Write up information to be captured on access. Contact Prosecutors for information to reconcile to access. Generate reports from ECR for statistics purposes. Generate various Statistics Sheet. Draw up reports from Access, Power BI and Powerpoint tools. Draw reports from ECR for submission to Supervisors, DPP and National Office for monthly reporting. Update electronic case register as and when additional data becomes available. Attend to queries on case flow from Prosecutors and SAPS from the ECR. Provide case administration and document management. Prepare and maintain files. Release appropriate documents to any other interested party. Maintain E disclosure platform. Handle Prosecutor caseloads.
<b><u>ENQUIRIES</u></b>	:	Mthatha Tulisa Sibindlana Tel No: 047 501 2669
<b><u>APPLICATIONS</u></b>	:	Cape Town Francios Brandt Tel No: 021 487 7144 Mthatha e mail <a href="mailto:Recruit2022484@npa.gov.za">Recruit2022484@npa.gov.za</a>
<b><u>POST 35/126</u></b>	:	<b><u>REGISTRY CLERK REF NO: RECRUIT 2022/485</u></b> ISM- Records Management
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05), (excluding benefits)
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good administrative skills. Good planning and organizing skills. Ability to work under pressure and independently. Records management training will be an added advantage. Ability to prioritize. Good verbal and oral communication skills. Client orientation and customer focus. Good interpersonal skills.
<b><u>DUTIES</u></b>	:	Manage various duties within registries such as sorting, filing and referencing documents. Opening of new files. Drawing files on request. Do appointments, resignations, transfers and name changes. Maintenance of files. Handle all internal and external audit and general queries. Managing of incoming and outgoing courier mail.
<b><u>ENQUIRIES</u></b>	:	Lerita Pretorius Tel No: 012 845 6640
<b><u>APPLICATIONS</u></b>	:	<a href="mailto:Recruit2022485@npa.gov.za">e mail Recruit2022485@npa.gov.za</a>
<b><u>POST 35/127</u></b>	:	<b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/494</u></b> Asset Forfeiture Unit
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05), (excluding benefits)
<b><u>CENTRE</u></b>	:	Head Office: Pretoria



<b><u>REQUIREMENTS</u></b>	:	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 communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.
<b><u>DUTIES</u></b>	:	Provide high level administrative support to the office. Keep a well organised administrative system for the office. Execute a wide variety of administrative tasks. Provide administrative support to staff in Human Resource, Finance, Procurement and Logistical services.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Lindie Swanepoel Tel No: 012 845 6638
	:	e mail <a href="mailto:Recruit2022494@npa.gov.za">Recruit2022494@npa.gov.za</a>
<b><u>POST 35/128</u></b>	:	<b><u>DRIVER MESSENGER REF NO: RECRUIT 2022/486 (X2 POSTS)</u></b> Investigating Directorate
<b><u>SALARY</u></b>	:	R147 459 per annum (Level 04), (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	Grade twelve (12) or equivalent qualification. Knowledge of Registry procedures. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver's license.
<b><u>DUTIES</u></b>	:	Maintain an effective and efficient messenger service. Delivery and collection of documents in and around the DPP office. Delivery and collection of mail at the post office. Open and register parcels and mail. Collect, record and distribute correspondence using the approved file plan for the office.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Maureen Dibetle Tel No: 012 845 7727
	:	e mail <a href="mailto:Recruit2022486@npa.gov.za">Recruit2022486@npa.gov.za</a>

**NATIONAL SCHOOL OF GOVERNMENT**

*The National School of Government (The NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes. Suitably qualified, dynamic, passionate, and experienced persons are invited to apply for the vacant permanent positions. Applicants are requested to visit the NSG website at [www.thensg.gov.za](http://www.thensg.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) for information on the requirements and duties of the position.*



<b><u>APPLICATIONS</u></b>	:	Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or e-mail at <a href="mailto:Recruitment.asd@thensg.gov.za">Recruitment.asd@thensg.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	30 September 2022 @ 16h00
<b><u>NOTE</u></b>	:	Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be quoted in the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Shortlisted candidates might be subjected to a technical exercise for the post (s) All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications who do not comply with the above-mentioned requirements as well as applications received late, will not be considered. The selection process of the SMS post will be in line with the Senior Management Service requirements. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and to disclose particulars of all registrable financial interests within a month. The selection process will be in line with the NSG Recruitment and Selection Policy and other prescripts. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG is intended to promote representative through the filling of the post(s) and that the candidature of person whose transfer/appointment will promote representativeness, will receive preference. Preference will be given to youth, people with disability and women in accordance with the NSG employment equity on the SMS post(s). The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for this SMS post. Enrolment for the course should be made on the NSG's website at <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a>

**MANAGEMENT ECHELON**

<b><u>POST 35/129</u></b>	:	<b><u>CHIEF DIRECTOR: CURRICULUM DEVELOPMENT REF NO: NSG 21/2022</u></b> Job purpose: To lead and manage effective and efficient curriculum design, development, and support Chief Directorate. To lead and manage Education Training and Development (ETD) practitioner professionalisation for the public sector.
<b><u>SALARY</u></b>	:	R1 269 951 per annum (Level 14), (an inclusive remuneration package commencing) comprising basic salary (70% of package), contribution to the Government Employee Pension Fund (15% of basic salary)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum of bachelor's degree or equivalent (NQF level 7) in education, capacity development or a related field. A post-graduate qualification in curriculum development, instructional design or capacity development will be an added advantage. Registration with a relevant professional body will also be an added advantage. Experience: Five years' proven experience at a senior managerial level. Working experience in capacity development and teaching and learning/academic administration/project management/short learning programmes. Demonstrated experience developing online, virtual and hard

copy study materials to meet design requirements. Experience of workflow processes and policy lifecycle management. Experience in working with higher and further education environment as well as in community education & development. Knowledge: Knowledge of the Constitution, social justice principles and development need of citizens. In-depth theoretical and practical knowledge of the education, training and development environment, in particular curriculum and quality management. In-depth knowledge of programme and curriculum design to submit new programme applications. Re-engineer curriculum processes and tools to meet increasing and changing demands. Knowledge of various applicable legislative frameworks including and not limited to: Public Service Act, Public Administration Management Act, Municipal Systems Act, Public/Municipal Finance Management Acts, National Qualifications Framework, Higher Education and Training Act, Further Education and Training Act. Knowledge of decolonisation theories and Africanising curriculum and delivery processes. Knowledge of professional bodies and regulatory body requirements. In-depth knowledge of public sector landscape and capacity building needs. Knowledge of research and statistical analysis preferred, including publication of academic papers. Core management competencies/skills. Honesty and integrity: Personal Attributes: Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Ability to analyze problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work extended hours.

#### **DUTIES**

:

The incumbent will be responsible for the strategic leadership of the Chief Directorate. Key Results Areas: Lead the development and implementation of curriculum policy. Lead the development and implementation of ETD practitioner professionalisation system for the NSG. Manage the curriculum philosophy and approach with the South African Constitution and a focus on participatory, people-centred methodologies and indigenous techniques to enable, a caring ethos and citizen-centred service delivery. Manage the development, implementation and maintenance of a curriculum framework for the NSG. Manage the development and implementation of the norms and standards for curriculum design and development. Integrate new principles of teaching and learning to guide the development of highly engaging and effective contact, virtual and online courses and programmes. Manage the development, implementation, and maintenance of trainer professionalisation framework and performance management system. Lead the design and development, of quality curricula for the NSG. Manage the development of curriculum in line with the NSG strategic vision, government priorities and citizen needs. Sustain the integrity of the curriculum management process by reviewing curriculum proposals and learning material. Manage the recruitment and work in collaboration with subject matter experts, content creators, moderators, editors, and curriculum designers for the development of learning materials. Lead and manage the support, of quality curricula for the NSG. Support the NSG learning pathways towards professionalising the public sector. Support the NSG in ensuring its accreditation status as an ETD provider. Support the maintenance of the NSG course matrix in liaison with relevant business units. Lead the design, management, implementation and maintenance of a trainer professionalization system. Lead in the trainer professionalisation programmes to ensure professional and highly competent ETD practitioners (including facilitators, moderators and assessors) throughout the public sector. Network and collaborate with all internal business units and relevant stakeholders to ensure mutually beneficial relationships that serve the interests of the NSG. Support other public sector institutions in building capacity to develop curriculum. Chair/ oversee the relevant internal curriculum and programme committee structures. Lead, direct and manage the resources (people, finance, systems, assets) allocated within the chief directorate.

#### **ENQUIRIES**

:

Letty Raseroka Tel No: (012) 441 6626

## OTHER POSTS

<b><u>POST 35/130</u></b>	:	<b><u>DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: NSG 22/2022</u></b> Job purpose: To develop and implement the quality assurance systems in line with relevant legislation to enhance the credibility of education, training and development provided by the National School of Government.
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (an inclusive remuneration package commencing) comprising basic salary (70% 75% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A minimum bachelor's degree/ Bachelor of Technology/ Advanced Diploma (NQF level 7) in education, training and development. A post-graduate qualification in education with specialization in quality assurance will be an added advantage. Experience: At least 5 years' relevant experience in an academic, education or training environment of which 3 years' must be managing in this work environment Knowledge: In depth theoretical and practical knowledge of quality promotion and development within the ETD environment, inclusive of Total Quality Management Systems. Re-engineering of work processes to meet the challenges of quality capacity development. New developments around the quality promotion and development space and applying innovation, including the application of ICT for the function. Various applicable legislative frameworks including but not limited to: Skills Development Act; Public Administration and Management Act; Public Service Regulatory Frameworks; National Qualifications Framework; Higher Education and Training Act; Further Education and Training Act. Quality Councils Qualifications Sub-frameworks: GFETQSF, HEQSF, and OQSF. Relevant SETAs applicable in the public sector, quality councils and professional bodies. Learning Programme Evaluation tools/Instruments. Policy development, analysis and implementation. Government priorities as far as public sector education, training and development is concerned. Competencies/skills: Applied Strategic Thinking. Applying Technology and Innovation. Budgeting and Financial Management. Customer Focus and Responsiveness. Communication and Information Management. Applied Strategic Thinking. Applying Technology and Innovation. Budgeting and Financial Management. Personal Attributes: Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work with extended hours. Batho Pele principles.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for: Liaise with relevant, programme managers, project teams and relevant stakeholders to develop a schedule for quality assurance sessions. Evaluate learning materials for compliance against a set of quality standards, complete quality assurance checklist and submit reports for approval. Manage scheduling of approval meetings and liaise with the project teams to ensure attendance. Prepare the materials for the approval meetings and for the approval forms to be signed by all relevant signatories. Manage the handover of the learning materials to the Branch: Learning & Professional Development. Manage and maintain accurate records, backup and storage for safe keeping and audit purposes. Provide relevant information and documents for updating the NSG course matrix. Facilitate the quality assurance of HEQSF, QCTO and SETA programmes and qualifications. Collaborate with internal stakeholders to identify programmes to be accredited through CHE and facilitate the quality assurance process according to relevant legislation and policies. Align evaluation tools/techniques/ instruments to be used in the evaluation of learning materials, including Learning Programme Evaluation (LPE), with the Quality Council's processes. Submit programmes requiring accreditation to the relevant quality council/delegated authority. Receive, analyse and provide input on the evaluation/status reports of externally accredited programmes. Communicate the final evaluation/status report to all relevant internal stakeholders for their attention and response if any. Monitor the implementation of NSG programmes, including providing quarterly progress reports. Develop new or review existing QMS policies and

facilitate approval. Review of quality assurance tools, process flows and procedures, in line with the NSG total quality management system. Implement, monitor and maintain QMS policies, quality assurance tools, process flows and procedures relating to quality assurance of learning materials. Facilitate and conduct periodic workshops with relevant internal and external stakeholders on QMS policies, quality assurance tools, process flows and procedures. Perform the function of the secretariat for the Total Quality Management Committee of the NSG. Manage the allocated resources (people, finance, systems, assets, contracts) within the sub directorate. Prepare reports on the performance of the sub directorate against performance plans, business requirements and performance targets. Implement operations management within the sub directorate, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Identify and manage operational risks within the sub directorate, as well as mitigation plans, including business continuity plans.

**ENQUIRIES**

:

Mpho Mugodo Tel No: (012) 441 6017

**POST 35/131**

:

**DEPUTY DIRECTOR: WORKPLACE ENVIRONMENT MANAGEMENT REF NO: NSG 23/2022**

Job purpose: To provide a conducive and compliant workplace environment through the management of facilities and logistical services

**SALARY**

:

R744 255 per annum (Level 11), (an inclusive remuneration package commencing) comprising basic salary (70% 75% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion.

**CENTRE**

:

Pretoria

**REQUIREMENTS**

:

A minimum qualification of Bachelor's Degree (NQF level 7) in Facilities Management, Built Environment, Engineering, Property Management. Safety Management, Environmental Management or a building related field. A post-graduate qualification will be an added advantage. Registration with a relevant professional body will also be an added advantage. The incumbent must be subjected to a security vetting, with a clearance to be determined (preferably Top Secret). Valid driver's license. Travel and work with extended hours, including emergency response after hours. The job holder will be required to undertake functions that may be occasionally physically demanding, hazardous to health and potential danger. Experience: At least 5 years' relevant experience of which 3 years' must be managing in workplace environment management. Proven experience as facilities manager or relevant position. Well-versed in technical/ engineering operations and facilities management best practices Knowledge: In-depth theoretical and practical knowledge of workplace environment management and occupational health and safety. Theoretical and practical knowledge of disaster management (pandemics and natural disasters). In-depth theoretical and practical knowledge of project and contracts management. New developments around the workplace environment management and occupational health and safety. Various applicable legislative frameworks including but not limited to: Public Service Act; Public Administration and Management Act; Public Service Regulatory Frameworks; Occupational Health and Safety Act; Government Immovable Asset Management Act. Policy development, analysis and implementation. Knowledge of the building maintenance. Excellent working knowledge of MS Office suite. Batho Pele principles. Knowledge of diversity, gender and disability priorities. First aid knowledge. Competencies/skills: Applied Strategic Thinking. Applying Technology and Innovation. Budgeting and Financial Management. Customer Focus and Responsiveness. Applied Strategic Thinking: Applying Technology and Innovation:) Budgeting and Financial Management: Customer Focus and Responsiveness: Communication and Information Management. Continuous Improvement. Developing Others. Diversity Management. Team Leadership. Managing Interpersonal Conflict and Resolving Problems. Planning and Organising. Problem Solving and Decision Making: Project Management. Impact and influence: Networking and building bonds. Personal attributes: Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees,

stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure.

**DUTIES**

: Manage a conducive physical workplace environment for the NSG through effective provision of office accommodation, maintenance services, internal security and fleet management. Manage the protection and safeguarding of NSG property from damage or loss. Manage the implementation of the NSG office management plans, with due consideration to ergonomics, User Asset Management Plan and adherence to DPWI norms and standards. Inspect building structures to determine need for renovations and repairs, manage equipment, facilities and assets, including project management maintenance. Establish, maintain and ensure compliance to rules for opening and closing of NSG property during working hours, after hours admittance and security as well as security surveillance. Serve as the central point of contact for physical workplace environment to NSG employees, visitors, contracted service providers, relevant authorities, property owners, etc. Ensure effective information and physical security management services including raising awareness and promoting compliance with government security management prescripts. Effective transport and fleet management. Review utilities (electricity, water) consumption and strive to minimize costs, where possible. Effective management of service providers, procurement, contracts as well service level agreements. Establish and promote the maintenance of safe and healthy working conditions through formulating general safety, fire prevention and occupational health policies and measures. Support and participate in occupational health and safety committee activities. Manage the development of safety emergency plans and conduct awareness such as emergency evacuation drills. Workplace environment management policy development, management and implementation. Support the functioning of relevant committees/ management structures such as Occupational Health and Safety Committee. Managing staff and resources and knowledge of relevant management competencies.

**ENQUIRIES**

: Mpho Mugodo Tel No: (012) 441 6017

## OFFICE OF THE CHIEF JUSTICE

**APPLICATIONS**

: **National Office: Midrand:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685

**Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000

**Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301

**CLOSING DATE**

: 03 October 2022

**NOTE**

: All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV ONLY; contactable referees (telephone numbers and email addresses must be indicated). ONLY shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted). Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful 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 three (3) months after appointments

## OTHER POSTS

<b><u>POST 35/132</u></b>	:	<b><u>DEPUTY DIRECTOR: JUDICIAL EDUCATION AND RESEARCH REF NO: 2022/157/OCJ</u></b>
<b><u>SALARY</u></b>	:	R744 255 – R876 705 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Midrand
<b><u>REQUIREMENTS</u></b>	:	Matric certificate and three years Bachelors in Social Sciences; A post graduate qualification in Law will be an added advantage. Extensive knowledge and at least three years' experience in conducting empirical research; Experience in providing support to Committees and stakeholder liaison; Proven experience in managing publications and proof of at least one publication by the applicant; At least 3 years proven experience in a supervisory position will be added advantage; A valid driver's licence. Skills and Competencies: Advanced research (qualitative and quantitative) skills; Innovative and proactive; Advanced report writing skills; Project Management; Stakeholder Management; Ability to work under pressure, long hours and weekends; Leadership skills.
<b><u>DUTIES</u></b>	:	Facilitate the production of SAJEI publications on Judicial Education; Conduct training needs assessment; Conduct impact assessment on SAJEI training programs; Monitor legal research and output; Facilitate development and review of SAJEI training materials; Facilitate quality assurance of SAJEI training materials; Develop and implement projects on the SAJEI Research Agenda; Identify relevant research methodology for the projects; Develop research questionnaires; initiate and conduct research into Judicial Education; Analyse data and prepare research reports; Monitor amendments of legislation and provide update to Director Research and Curriculum Development; Prepare training reports and quarterly evaluation reports.
<b><u>ENQUIRIES</u></b>	:	Technical Enquiries: Ms. Hangwelani Maringa Tel No: (010) 493 2577 HR Related Enquiries: Ms. C Gideon Tel No: (010) 493 2500/2528
<b><u>POST 35/133</u></b>	:	<b><u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: 2022/158/OCJ</u></b>
<b><u>SALARY</u></b>	:	R382 245 – R461 745 per annum. The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	:	KwaZulu-Natal Provincial Service Centre: Durban
<b><u>REQUIREMENTS</u></b>	:	Matric certificate and a three-year National Diploma / Bachelor Degree in Security Management or Risk Management (NQF level 6) plus a minimum of three (3) years' experience in the security environment. Grade A State Security Agency Course. Skills and Competencies: Sound knowledge of PAIA, MISS, OHSA, Protection of Information Act, Access to Public Premises and Vehicles. Computer Literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provide security advisory services to Management and maintain security value adding consultancy. Ensure implementation of the OCJ Security Policy. Development of security procedural guidelines. Manage matters related to integrity management and investigate security breaches. Ensure that physical security measures are in place by providing physical security infrastructure and key controls. Manage contracted security service provider and ensure compliance with the service level agreement. Evaluation and optimization of the implementation of appropriate security measures and procedures. The development and implementation of training and awareness programmes. Ensure compliance with Occupational Health and Safety Act. Interaction with security-related and relevant authorities. Assist in the management of the total security (personnel, document, physical assets, contingency planning and security planning) of the OCJ and linked institutions. Conduct risk assessments and/or liaise with relevant authorities to conduct risk assessments. Provide support and guidance on the management of Logistical/transport Services, the provision of facilities, Risk management and Auditing processes. Oversee all auxiliary services at Provincial Centre.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: M Ries Tel No: 087 1061779 HR related enquiries: Ms SZ Mvuyana Tel No: 031 492 6206
<b><u>POST 35/134</u></b>	:	<b><u>JUDGE'S SECRETARY REF NO: 2022/159/OCJ</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.



**CENTRE  
REQUIREMENTS**

- : Free State Division of the High Court
- : Matric certificate. Minimum of one-year secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. 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 service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

**DUTIES**

- : Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle, logbook and 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 reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Will be required to work with other Judges should there be a need. Capture statistics, Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.

**ENQUIRIES**

- : Technical/HR related enquiries: Ms M Luthuli Tel No: (051) 492 4573

## 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, or you can email your application to [recruitment@opsc.gov.za](mailto:recruitment@opsc.gov.za).
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 30 September 2022, 15h45
- NOTES** : Applications must consist of: Only a **fully** completed and signed Z83 form (which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies)) and a recent comprehensive with contactable referees (telephone numbers and email addresses must be indicated. Only shortlisted candidates' will be required to bring certified copies of ID, license and qualification on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical Assessment to determine their suitability for the post. Correspondence will be limited to 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). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applications. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at [www.dpsa.gov.za-vacancies](http://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.

## MANAGEMENT ECHELON

- POST 35/135** : **DIRECTOR: HUMAN RESOURCE BEST PRACTICE REF NO: D: HRBP/09/2022**
- SALARY** : R1 073 187 per annum, (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Public Service Commission House, Pretoria
- REQUIREMENTS** : The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate. For this purpose she/he should have: An appropriate degree (NQF Level 7) with majors in any of the following: Human Resource Management, Personnel Management, Public Management or Public Administration. A Post graduate qualification (NQF level 8 and above) with courses relevant to the area of human resources management, public management and public administration,

		<p>will be an added advantage. A minimum of 5 years' experience at a Middle/Senior Management level. 5 to 8 years research experience in areas related to human resource management, public administration/management. Proven experience in applied research methodologies, monitoring and evaluation as well as project management. Experience in policy analysis and review. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. Knowledge of Public Service Prescripts. Report writing skills. Excellent Communication skills both verbal and writing. Knowledge in/and application of the Public Service Human Resource Management regulatory framework including Public Service Act, Public Service Regulations, Labour Relations Act, Human Resource Management and Development Strategic Frameworks and other relevant legislation and/or policy prescripts. Ability to work independently and in a team. Ability to work under pressure. Knowledge and experience in Microsoft Office Suite, e.g. Microsoft Word, Excel and PowerPoint. A valid driver's license (with exception of disabled applicants) and willingness to travel.</p>
<b><u>DUTIES</u></b>	:	<p>Lead and conduct research on practices impacting on Public Service human resource management and leadership management practices. Develop mechanisms to ensure the effective monitoring of leadership and human resources management practices in the Public Service. Develop proposals for research and advocacy projects. Conceptualize, implement and manage research projects and other flagship assignments. Monitor and evaluate Public Service human resource best practices and formulate proposals/recommendations to promote good practices. Provide professional advice on human resource management &amp; development practices and the legislative and regulatory framework to the departments and the (PSC). Develop good practices in the areas of Public Service human resources management. Formulate strategic plan for the unit in line with the broader organisational mandate. Lead and manage the monitoring and analysis of policy developments and their implications on human resource management and leadership management practices. Advise the PSC on any human resource management practice in line with the execution of its mandate and the performance of its functions. Manage the budget of the Directorate to ensure that it contributes towards effective financial management of the organisation. Manage and supervise human resources and ensure effective utilization thereof. Prepare speeches, concept/speaking notes and presentations for the PSC and OPSC. Establish and manage relationships with key stakeholders. Make presentations to internal and external stakeholders. Participate in cross functional projects and assignments. Provide strategic direction as a member of the OPSC Team and manage the Financial and Human Resources of the Directorate in line with relevant legislative, regulations and policy imperatives.</p>
<b><u>ENQUIRIES</u></b>	:	Mr Lusani Madzivhandila Tel No: (012) 352 1296
<b><u>POST 35/136</u></b>	:	<b><u>DIRECTOR: COMPLIANCE, INVESTIGATIVE RESEARCH AND ADVISORY SERVICE REF NO: D: CIRAS/09/2022</u></b>
<b><u>SALARY</u></b>	:	R1 073 187 per annum, (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty
<b><u>CENTRE REQUIREMENTS</u></b>	:	Public Service Commission House, Pretoria
	:	The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate. For this purpose she/he should have the following: An appropriate Degree (NQF Level 7) in Labour Relations (LR), Labour Law, Law with LR/Industrial Relations (IR) as a major. A post graduate qualification in the area of Labour Law, Labour Relations or Law with LR/industrial relations (IR) as a major will be an added advantage. 10 years' experience in Labour Relations and/or Labour Law of which 5 years should be at the senior/middle management level. A minimum of 5 years' experience in grievance and dispute resolution. Proven experience in applied research in the area of HRM, leadership, public administration. Experience in monitoring and evaluation. Presentation skills. Analytical and report-writing skills. Programme / project management and coordination skills. Strategic understanding and knowledge of the application of the Constitutional

Values and Principles (CVPs) as contained in Section 195. Knowledge of Public Service Prescripts. Excellent Communication skills both verbal and writing. Knowledge and application of the Public Service Human Resource Management and financial management regulatory framework including Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act and other relevant legislation and/or policy prescripts. Ability to work independently and in a team. Ability to work under pressure. Knowledge and experience in Microsoft Office Suite, e.g. Microsoft Word, Excel and PowerPoint. A valid driver's license (with exception of disabled applicants) and willingness to travel.

#### **DUTIES**

: The successful candidate will be responsible for the following: Investigate grievances of Public Service employees across the different levels, including SMS members and HODs. Investigate grievances through data collection and evaluation, research and analysis. Draft investigation reports with recommendations and/or directions. Monitor the implementation of the PSC's recommendations and/or directions. Management of the grievances management system, databases and SharePoint. Manage labour relations, research and advocacy projects and other deliverables. Supervise, guide/advise and quality-assure work of staff in the unit and assess the performance of personnel on grievance management procedures and principles in national and provincial departments including the collective bargaining process. Monitor and evaluate the application of sound labour relations principles and prescripts in national and provincial departments, including the collective agreements and bargaining processes. Draft and or manage reports to advise the PSC on the grievance trends in the Public Service; research and draft labour relations articles or advices on labour relations practices and challenges. Give advice on grievance procedures to national and provincial departments. Execute functions as assigned by the Office/PSC. Render support to the PSC in conducting hearings on the investigation of grievances of HODs. Participate in cross-functional investigations. Provide strategic direction as a member of the OPSC's Management Team and manage the Financial and Human Resources of the Directorate in line with relevant legislative, regulations and policy imperatives.

#### **ENQUIRIES**

: Adv. Millicent Malebye Tel No: (012) 352 1012

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



<b><u>APPLICATIONS</u></b>	:	Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, at Private Bag X 944. Pretoria 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number). Emailed applications will <u>not be accepted</u> .
<b><u>FOR ATTENTION</u></b>	:	Human Resource Admin & Recruitment
<b><u>CLOSING DATE</u></b>	:	30 September 2022 @ 16:30
<b><u>WEBSITE</u></b>	:	<a href="http://www.dpme.gov.za">www.dpme.gov.za</a>
<b><u>NOTE</u></b>	:	<p>The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied and a comprehensive CV 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. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a>. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service &amp; Administration (DPSA) at <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a>.</p>

## MANAGEMENT ECHELON

<b><u>POST 35/137</u></b>	:	<b><u>DEPUTY DIRECTOR - GENERAL: CORPORATE SERVICES REF NO: 034 /2022</u></b> Branch: Corporate Services
<b><u>SALARY</u></b>	:	R1 544 415 per annum (Level 15), all-inclusive salary package. The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate SAQA recognised undergraduate qualification (NQF 7) and a post graduate qualification (at NQF 8), in either Public Administration, Social Science, Business Management, Law, Strategic Management, Human Resources or Finance or equivalent. Successful completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. A Master's Degree (NQF level 9) will be an added advantage. Minimum of 10 years' appropriate experience with at least 8 years proven experience as a member of the SMS and a valid driver's license. Demonstrable public sector leadership acumen. Being able to communicate effectively with excellent people management skills, balanced with demonstrable requisite technical skills. Deep knowledge of the Government legislative framework, Public Service legislative and Policy Framework, Government Medium Term Strategic Framework linked to the National Development Plan, Advanced knowledge of public policy analysis and policy development process, Stakeholder management and coordination, Strategic thinking and leadership, Research skills, Financial and Human Resource Management. Knowledge of the Public Service Act (PSA), Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. Competencies & Skills: Management skills including people management and empowerment, and involvement in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation and conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial, Computer and project/programme management skills. Personal Attributes: The incumbent must be assertive, self-driven, innovative, client and solution orientated and able to work under stressful situations.
<b><u>DUTIES</u></b>	:	The successful incumbent will be responsible for rendering corporate services to the Department. Ensure that all Chief Directorates and Directorates under Corporates Services Branch provides adequate support to the Department in line with its mandate, vision and mission, this entails provision of co-ordinated strategic and administrative support to the Department; Manage the provision of integrated planning and programmes by ensuring the development of strategic and operational planning in line with the departmental objectives. Oversee the provision of communication services by ensuring the development and implementation of communication strategies, policies and procedures. Manage Human Resources, Security, Facilities and Legal Services, Manage the provision of information communication and technology management services. Development and Management of the Strategic Plan, Annual Performance Plan and MTSF project deliverables. Manage internal Organisational Efficiencies and Compliance, Monitoring & Evaluation. Co-ordinate all administrative inputs to all external and internal strategic control points, including the Ministry, Parliament and Audit Committee. Manage back-end Corporate Services support functions. Manage the branch and its deliverables against the expected Annual Targets and Projects. Manage the budget of the branch in support of business goals and ensure consistent expenditure against plans over the financial year. Undertake various other tasks associated with this role as may be required. Ensuring the Branch's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to. Ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement and ensuring sound corporate governance mechanisms for the Branch.
<b><u>ENQUIRIES</u></b>	:	Ms S Mbeleki Tel No (012) 312-451

## 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**  
**NOTE**

: 30 September 2022 at 16H00

: 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 as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted, 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 over-crowding 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.

**ERRATUM:** Kindly note that the following posts was advertised in Public Service Vacancy Circular 34 dated 09 September 2022. (1) Deputy Director: Regional Security Manager Ref No: 2022/340 Centre: Pretoria Regional Office, please note that the position it is re-advertised, therefore (all applicants who previously applied are encourage to re-apply) and the closing date is extended to 30 September 2022. (2) Deputy Director: Regional Security Manager Ref No: 2022/341 Centre: Bloemfontein Regional Office, please note that the post is advertised for the second time therefore it will be withdrawn.

## OTHER POSTS

**POST 35/138** : **DEPUTY DIRECTOR: PROPERTY PERFORMANCE MANAGEMENT**

**SALARY** : R882 042 per annum

**CENTRE** : Head Office (Pretoria)

	DPWI & Others Ref No: 2022/ 350 A
	Justice & Others Ref No: 2022/ 350 B
<b><u>REQUIREMENTS</u></b>	: A three year tertiary qualification (NQF Level 6) in Real Estate/ Built Environment or related field. Appropriate experience in Asset (immovable) Management/ Property Management or Facilities Management with relevant management experience. Knowledge: Asset (immovable) Management. Property Management. Government Immovable Asset Management Act, 2007. Public Finance Management Act, 1999. Treasury regulations. Property related legislations. Project management. Skills: Problem solving. Planning and organising. Strategic planning. Time management. Computer literacy. Facilitation skills. Report writing. Feasibility analysis. Analytical thinking. Good communication skills. Interpersonal skills. Personal Attributes: Goal and solution orientated. Self-driven. Assertiveness. People and client orientated. Team player. Innovative. Ability to adapt work schedule in response to operational requirements. Willingness to travel and driver's license.
<b><u>DUTIES</u></b>	: The incumbent will be responsible for immovable asset management functions within the department with the following key result areas aligned to the approved Strategic Plan, Annual Performance Plan and Business Plan: Assist with the development and review of Custodian Asset (immovable) Management Plans. Develop Implementation Programmes to address user departments and custodian's accommodation requirements. Programme Management. Assess the performance (i.e. physical/ functional, financial and utilisation) of state-owned facilities and recommend possible intervention measures. Priorities investment solutions in line with life cycle asset (immovable) management principles. General management of immovable assets under the custodianship of the Department of Public Works and Infrastructure (DPWI). Develop Asset (immovable) Management policies, strategies and guidelines. Provide management support to the unit/ section.
<b><u>ENQUIRIES</u></b>	: Ms MJ Mabaso Tel No: (012) 406 1923 Ms N Mbukushe Tel No: (012) 406 1912
<b><u>APPLICATIONS</u></b>	: Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<b><u>FOR ATTENTION</u></b>	: Ms NP Mudau
<b><u>POST 35/139</u></b>	: <b><u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 2022/351</u></b>
<b><u>SALARY</u></b>	: R744 255 per annum
<b><u>CENTRE</u></b>	: Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	: A three year tertiary qualification (NQF level 6) in Auditing/Accounting. Internal Audit Technician (IAT) and Professional Internal Auditor (PIA) or Certified Internal Auditor (CIA) or CA (SA). Practicing Internal Auditor with appropriate experience. Professional Registration with the Institute for Internal Auditors (IIA) or South African Institute of Chartered Accountants (SAICA). Driver's License. Proficient Computer Literacy. Good communication and supervisory skills. Good project management skills. Effective report writing skills. Ability to follow a proactive and creative problem solving approach. Ability to work under pressure and meet deadlines. Prepared to be subjected to security clearance.
<b><u>DUTIES</u></b>	: Assist the Director during the strategic planning process and with the planning of audit activities. Develop audit objectives that address the risks controls and governance processes associated with the activities under review; Review the Develop audit procedures that achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for approval to the Director prior to the commencement of audit assignments; Plan and monitor projects within set timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Ensure that conclusions and audit results are based on appropriate analysis and evaluation; Attend exit conference on completion of Audit assignment and present audit results. Implement a Quality Assurance and Improvement program to ensure compliance to the IIA Standards and Unit Policies and Procedures. Expected to conduct regular audits on key financial controls; compliance audits; predetermined objectives, performance audits and IT Audits as identified.
<b><u>ENQUIRIES</u></b>	: Mr. L Gayiya Tel No: (012) 406 1402



<b><u>APPLICATIONS</u></b>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 35/140</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROPERTY SECTOR ANALYSIS REF NO: 2022/352</u></b>
<b><u>SALARY</u></b>	:	R477 090 per annum
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF Level 6) in Real Estate/Property Management and/or Management Sciences. A post graduate qualification will be an advantage. Applicant must have relevant experience in property management, research and policy development experience will be an added advantage. Knowledge and understanding of the property industry; understanding of immovable property as an asset class and asset lifecycle management in general. Knowledge of policy formulation, implementation and monitoring. Understanding of property operations and business processes in government. Programme and project management of policy development. Knowledge of Government Immovable Asset Management Act (GIAMA), Public Finance Management Act (PFMA), Broad Based Black Economic Empowerment Act (BBBEEA), National Policy Development Framework (NPDF) including Supply Chain Management and Property related Legislative Frameworks. Strong research and analytical skills, ability to conceptualise and formulate policies, ability to initiate, conduct and manage policy research projects. A valid driver's license and must be prepared to travel. Good communication skills, verbal and written; good interpersonal skills and Computer literate. Report writing skills are essential.
<b><u>DUTIES</u></b>	:	Support the development, review and alignment of internal operational policies and guidelines that pertains to immovable asset management; Undertake research pertaining to immovable asset management operations to promote best practice; Promote best practice and uniformity in the management of state Immovable assets; Monitor the implementation of the department's immovable asset management operational policies. Provide administrative support to the Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr M. Tsoako Tel No: (012) 406 1213
<b><u>APPLICATIONS</u></b>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 35/141</u></b>	:	<b><u>ASSISTANT DIRECTOR: IT PROJECT MANAGEMENT REF NO: 2022/353</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF Level 6) in Information Technology, Project Management qualification will be an advantage. Relevant experience in information technology project management. Must have a demonstrable MS Project experience. Good working knowledge of MS products (Word, Excel & PowerPoint). Financial management skills. Must be self-driven. Good organizational skills. Good communication and interpersonal skills. In addition, applicants must be self-driven, articulate and a systematic performer, with good interpersonal skills and who thrives under pressure.
<b><u>DUTIES</u></b>	:	Management of IT Projects. Registration of projects. Creation and maintenance of standards and procedures. Cost analysis of basic project costs. Setting up and administration of project initiation and other related workshops. Standard project administration duties when required. Data repository creation and maintenance. Preparation of weekly and monthly management review reports. Coordination of staff training. Assisting in managing the Information Technology Project Office. Liaise with customers for purposes of providing good services. Marketing of the PSO to other business units of the department. Design and implement a project management methodology to cover end-to-end project life cycle. Contribute to business requirements specification exercises. Develop business cases. Allocate project management resources and balance resources for optimum management of projects. Formulate and negotiate service level agreements with service providers. Keep abreast of tenders and projects that will impact Information

		Services. Ensure adequate documentation of all projects in the Project Office. Monitor project contracts. Play a key role in risk management. Identify staff training needs and arrange for training. Monitor changes and problems related to projects.
<b><u>ENQUIRIES</u></b>	:	T Malapela Tel No: (012) 406 1730
<b><u>APPLICATIONS</u></b>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 35/142</u></b>	:	<b><u>ASISSTANT DIRECTOR: CLIENT SUPPORT MANAGER: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: 2022/354</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF Level 6) in Information Technology/Information Systems or equivalent ICT qualification with appropriate experience in an IT environment. Expert knowledge of ICT governance frameworks and an understanding of the System Development Life Cycle. ITIL or COBIT Certifications. Extensive experience in technical troubleshooting in desktop and networking environment (hardware and software). Exposure to a Call or Contact centre solution(s) for call logging, reporting and management of service requests and incidents. Knowledge of various IT equipment and Microsoft applications. Possess strong verbal and written communication at all levels. The candidate must demonstrate high interpersonal and report writing skills. Possess tact, good ethics and high level of diplomacy. Hands-on team approach and have ability to take initiative. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provide effective client management support on Information Technology, Intervene on client issues for ICT related logged calls, Follow up on the escalation of calls to technical resources and ICT managers according to the workflow, Conduct assessments and provide feedback on ICT client experience, Conduct induction sessions and ICT awareness to the departmental clients, Conduct research on latest ICT technologies, Serve as a first point of contact for the ICT client support services, Manage the ICT client expectations and SLA for logged calls and ad-hoc requests, Make inputs on design and implement interventions for service improvements within the directorate, Empower and motivate the team to provide excellent service to the internal ICT clients, Liaise with OEMs and Service providers on ICT equipment related issues, Interact with various technical teams and departmental clients including executive members and Regions on ICT and business call issues, Make budget input for ICT equipment requirements.
<b><u>ENQUIRES</u></b>	:	Ms. L Skhosana Tel No: (012) 406 1286 / (012) 492 2317
<b><u>APPLICATIONS</u></b>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 35/143</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: KEY ACCOUNT MANAGEMENT: SAPS &amp; IPID REF NO: 2022/355</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIEREMENTS</u></b>	:	A three year tertiary qualification (NQF level 6) in Communication and/or Public Administration, Marketing, Real Estate Management or Built environment. Relevant working experience. Knowledge of Works Control System (WCS), PMIS and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), financial systems e.g. LOGIS. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. A valid driver's license. Communication (verbal and written), interpersonal, planning, organisational, problem solving and interpersonal relationship skills. Time and conflict management skills. Computer literacy (Word, Excel, PowerPoint, etc.). Ability to work under pressure, meet tight deadlines and work independently and be part of the team.
<b><u>DUTIES</u></b>	:	You will be required to apply space and cost norms for client accommodation requests for the Directorate: Key Account Management: SAPS & IPID. Assess

and analyse requirements for correctness. Register and ensure programming of projects on the WCS system. Drafting of procurement instructions (PI) to executing units at Head Office and regional level. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and site clearance process to Professional Services. Liaise with clients regarding lease, facilities and maintenance administration. Prepare preliminary cost analyses for leased accommodation. Obtain project cash flows and project execution plans and monitor expenditure against allocation. Compile quality client specific reports on leased accommodation, project progress and expenditure and circulate to client departments. Interfacing with internal and external stakeholders. Manage and assist with the monitoring of the Units administration budget. Render administrative and office support services, manage travel and accommodation arrangements for the Director. Provide logistical and procurement support services, for the provision of goods and services. Manage petty cash, travelling and S&T arrangements. Make logistical arrangements for meetings/conferences/workshops. Ensure the effective flow of information and documentation to and from the office of the Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies.

**ENQUIRIES APPLICATIONS** : Mr. P Sekgobela Tel No: (012) 406 1234  
: 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 35/144** : **SENIOR INTERNAL AUDITOR: INTERNAL AUDIT REF NO: 2022/356**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
: Cape Town Regional Office  
: A three year tertiary qualification (NQF level 6) in Auditing, Accounting, Internal Audit Technician (IAT) and Professional Internal Auditor (PIA). A relevant practical experience in the Internal Auditing field. Good understanding and implementation of the Audit process .Good communication and supervisory skills. Effective report writing. Computer literacy. Ability to follow a proactive and creative problem solving approach. A valid driver's license is a requirement. Knowledge of Teammate, Data Analytics systems such as ACL will be an added advantage.

**DUTIES** : Conduct preliminary survey procedures. Assist in development of audit program. Conduct audit field work and collect relevant, sufficient and useful audit evidence. Develop audit working papers. Develop audit findings with all elements of a finding. Assess and evaluate audit evidence. Develop conclusions on audit findings. Assist in developing draft internal audit reports. Discuss the internal audit report with Audit Supervisor. Transfer auditing skills to Internship students.

**ENQUIRIES APPLICATIONS** : Mr. S Khomo Tel No: (012) 492 3066  
: 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 35/145** : **REGISTRY CLERK: PROVISIONING & LOGISTICS REF NO: 2022/357**

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum  
: Polokwane Regional Office  
: A Senior Certificate/Grade 12 with appropriate relevant working experience in the central registry environment. Completion of a Records Management course is a pre-requisite. Knowledge of records/ documents management, file plan, mail and courier service procedures. Knowledge of Information Act (PAIA) and National Archives and Records Services Act. Knowledge and understanding of Disposal process. Good communication skills (Written& verbal), Computer literacy in MS Office software as well as good telephone etiquette are essential. Ability to work in a team and independently. Ability to work under pressure.

**DUTIES** : Provide registry counter services: attend to client's enquiries, handle telephonic and other enquiries received. Receive all mails, sort, register and dispatch mail. Distribute notices on registry issues. Render courier services. Open and close files according to record classification system. Filing/ storage, tracing (electronically/manually) and retrieval of documents and files. Provisioning of

		HR Registry services and facilitate the archiving of personnel files. Complete index cards for all Personnel files. Control movement of files and access to files. Capturing of leave forms. Operate office machines in relation to the registry function: open and maintain Franking machine register, Frank post and record money and update register on a daily basis.
<b><u>ENQUIRIES</u></b>	:	Ms. D.B. Kgadima Tel No: (015) 291 6428
<b><u>APPLICATIONS</u></b>	:	The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, 1st Floor, Polokwane.
<b><u>FOR ATTENTION</u></b>	:	Mr. Nj Khotsa
<b><u>POST 35/146</u></b>	:	<b><u>DRIVER: WORKSHOP REF NO: 2022/358</u></b> (Re-advert all applicants who previously applied are encourage to re-apply).
<b><u>SALARY</u></b>	:	R124 434 per annum
<b><u>CENTRE</u></b>	:	Cape Town Regional
<b><u>REQUIREMENTS</u></b>	:	A Grade 10 or Standard 8. Experience in Workshop Tools, Equipment & Machinery and relevant driving experience. A Valid driver's license coupled with PDP. Must have knowledge in OHSACT, 85 of 1993. Must have the ability to work under pressure. Must have good communication skills and must be able to report effectively.
<b><u>DUTIES</u></b>	:	Transport Workshop tools, Equipment & Machinery from one Institute to the other. Transport Officials from one Institute to the other. To transport any other work related items as per instruction by the superior. Ensure compliance as per OHSAct, 85, of 1993. Assist with loading and off-loading any delivery in the section. Should be trustworthy. Adherence requirement of the job.
<b><u>ENQUIRIES</u></b>	:	Mr. PM Nova: Tel No (021) 402 2348, Mr. M Stephens Tel No: (021) 402 2334, Mr. T Mudau Tel No: (021) 402 2333
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>FOR ATTENTION</u></b>	:	Ms. C Rossouw

## 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 X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.
- CLOSING DATE** : 30 September 2022 at 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](http://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.

## MANAGEMENT ECHELON

- POST 35/147** : **DIRECTOR: PROVINCIAL AND LOCAL GOVERNMENT CO-ORDINATION**  
**REF NO: DT36/2022**
- SALARY** : R1 073 187 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** : Pretoria
- REQUIREMENTS** : A SAQA recognised B-degree (NQF7) or equivalent qualification. Minimum 5 years' experience in a middle Management position in the field of local government. Knowledge and experience of engagement at a community level, local government level and provincial level. Required knowledge: Local government legislation and planning, Tourism Stakeholders and bodies, Intergovernmental relations, NDP and NTSS, Strategic planning. Required skills: Strategy development and analysis, Project implementation, evaluation and reporting, Stakeholder engagement, IGR relation management, Coordination, Change management, Negotiation. Communication, Financial Management skills. Good interpersonal, Excellent written and verbal communication and Conflict management skills. 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/>
- DUTIES** : The successful candidate will be reporting to the Chief Director: Tourism Visitor Services and will be responsible for the following key functions; Co-ordinate and manage intergovernmental and inter departmental relations and tourism; Co-ordinate and manage all local government programmes of the department; Establish, convene and maintain institutional arrangements for engagement with relevant stakeholders in the local government sector; Develop and implement a programme for capacity building for local government practitioners; Identify and propose areas for government interventions, norms and standards, guidelines, codes of practice, international best practice and regulations for intergovernmental and interdepartmental consideration and implementation; Facilitate and manage all monitoring, analysis and reporting activities for local government.
- ENQUIRIES** : Ms E Mathopa Tel No: (012) 444 6426

**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 will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. EE Requirement: Preference will be given to African Female, Coloured Female and White Female Candidates.

#### **OTHER POSTS**

**POST 35/148** : **DEPUTY DIRECTOR: PROGRAMME PLANNING AND IMPLEMENTATION**  
**REF NO: DT37/2022**

**SALARY** : R822 042 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 the MMS dispensation)

**CENTRE** : Pretoria  
**REQUIREMENTS** : A SAQA recognised NQF 6 qualification in Social Sciences or related fields. Minimum of three years working experience in a relevant field. Sound knowledge and understanding of the tourism sector and Tourism Act. Knowledge of the Human Resource Development Strategy, public service & departmental prescripts and all procedures related to Human Resource Development. Good Financial management skills. Sound knowledge and skills on policy formulation & analysis, project management, financial management, writing skills, people management and empowerment. A valid driver's licence and willingness to travel.

**DUTIES** : The successful candidate will be responsible for identifying, prioritising needs and priorities for community planning; managing consensus on a proposal/plan; monitoring progress on the community plan; conducting community engagement action plan to raise levels and quality of participation; identifying and prioritising of critical stakeholders; identifying the existing skills gaps with relevant stakeholders; determining training objectives of each programme; managing a selection criteria for course participants; implementing training programmes to improve performance of the sector; incorporating sector training needs into CATHSSETA Memorandum of Understanding; developing training evaluation tools; identifying training interventions based on the outcomes of the skills audit; conceptualising and scoping of Human Resource Development interventions; costing proposal for roll-out plan of interventions; consulting relevant stakeholders to identify skills gaps that could be addressed through foreign training opportunities; managing project proposals; managing criteria for educators that would provide training.

**ENQUIRIES** : Ms P Molokoza Tel No: (012) 444 6636  
**NOTE** : EE Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.

**POST 35/149** : **BRANCH COORDINATOR: TOURISM SECTOR SUPPORT SERVICES**  
**REF NO: DT39/2022**

**SALARY** : R744 255 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** : Pretoria  
**REQUIREMENTS** : A recognised Bachelor's Degree/National Diploma (NQF6) plus a minimum of 3 years' relevant experience in rendering administrative and executive support services, preferably in a similar environment. Sound knowledge of strategic planning, programme management, project management, budget and expenditure management, service delivery innovation. Skills and Competencies: Project Management, Planning and Organising, Financial and Budget Administration, Stakeholder Liaison, High Level Communication (written and verbal), Human Resources and asset Management skills. Exposure to an electronic document management system will serve as an added advantage. Ability to work under constant pressure and to solve problems. A valid driver's licence will be an added advantage and incumbent should be willing to travel.

**DUTIES**

: The successful candidate will be responsible for co-ordinating and quality assurance of all Branch information which including consolidating budget inputs; monitoring the branch budget to detect over/under expenditure; reporting instances of deficit/excess expenditure during estimate of national expenditure; managing assets of the Branch in terms Supply Chain Management policies; provisioning of administration and human resources support; coordinating the process of compiling the Strategic Plan, Annual Performance Plan, Branch business plans and Service Delivery Improvement Plan; consolidating and coordinating branch quarterly performance reports; analysing evidence for performance reporting, package and load them on the Electric Document Management System (EDMS); managing the branch audit queries and ensuring that they are dealt with within specified period; providing support on special projects; ensuring proper filing of all electronics as well as hard copy documents of the branch; arranging and providing secretariat support for management and other meetings in the branch (Branch Management, Quarterly Review and Planning Sessions); ensuring the implementation of action plans; monitoring and quality control EDMS workflows of the branch; providing support to the Office of the DDG on the monitoring of the implementation of executive and top management meeting decisions; coordinating submission of documents for departmental management meetings (Manco, EMC, MINMEC, Minister's Quarterly Review, MIPTECH, Top Management, Lekgotla etc). Managing communication to the branch by Ministry, DG's office and other branches and ensuring that responses are provided within specified times.

**ENQUIRIES**  
**NOTE**

: Ms M Setwaba  
: EE Requirement: Preference will be given to African Male, Coloured Male and White Male Candidates.

## DEPARTMENT OF TRANSPORT

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

<b><u>APPLICATIONS</u></b>	:	Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>NOTE</u></b>	:	Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at <a href="http://www.gov.za">www.gov.za</a> ). Applicants must fill in full new Z83 form part A, B, C, D and F. A recent updated comprehensive CV ONLY (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <a href="http://www.thensg.gov.za/training-course/sms-pre-entry-programme/">http://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

## MANAGEMENT ECHELON

<b><u>POST 35/150</u></b>	:	<b><u>CHIEF DIRECTOR: RURAL AND SCHOLAR TRANSPORT IMPLEMENTATION REF NO: DOT/HRM/2022/84</u></b> Branch: Public Transport Chief Directorate: Rural and Scholar Transport Implementation
<b><u>SALARY</u></b>	:	R1 269 951 per annum (Level 14), (all-inclusive salary package), of which 30% may be structured according to individual needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria An appropriate recognised NQF level 7 in Economics, Public Administration/ Management, Transport Economics, Transport Planning, Development Economics/ Planning with 6 -10 years relevant management experience and 5 years' experience at senior managerial level. An Honours / Master's degree (NQF level 8) will be an added advantage. The followings will serve as a strong recommendations: Willing and able to deliver effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice; Initiate, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitment; Knowledge of Public Management Financial Act (PFMA) and Treasury Regulation; Good communication skills (verbal and written); Computer literacy; Governance related to information; Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial



practices in order to ensure the achievement of strategic organisational objectives; Sound knowledge of the Public Administration regulations and procedures; Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate; Complex problem solving and decision-making skills; Good organisational and interpersonal skills; Willingness to travel and work beyond normal working hours.

## **DUTIES**

: Manage the implementation and maintenance of rural public transport policy and strategies. Develop Rural Transport Network plans. Develop and support rural public transport partnership initiatives, by implementing women and youth empowerment programmes and integrate special groups into rural public transport systems. Manage the rollout of public transport services and systems in rural areas and provide institutional support and monitoring service for rural transport programmes across the spheres of government. Manage the implementation and maintenance of scholar transport policy, develop and implement scholar transport strategies and frameworks and facilitate and monitor scholar transport programmes. Develop and support rural non-motorized transport partnership initiatives, by implementing women and youth empowerment programmes and integrate special groups into public transport systems. Develop and manage the implementation of accessible transport programmes. Manage the planning and or implementation of projects. Facilitate and develop the definition of the project missions, goals, tasks and resources requirements. Manage the development of methods to monitor projects or area progress and provide corrective guidance if necessary. Ensure effective management of project resources, project budget and resource allocation. Work cross-functionally to solve problems and implement changes. Ensure effective project progress reporting. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative system's continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the chief directorate. Monitor the planning, organising and delegation of work. Ensure staff complete and report on PMDS which is aligned to the APP and strategic documents. Ensure monitoring & evaluation is carried out in all areas of the Chief Directorate.

## **ENQUIRIES NOTE**

: Ms Khibi Manana Tel No: (012) 309 3400  
: Preference will be given to African Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position.

## **POST 35/151**

: **DIRECTOR: AIR TRANSPORT REF NO: DOT/HRM/2022/85**  
Branch: Civil Aviation  
Chief Directorate: Aviation Policy and Regulation  
Directorate: Air Transport

## **SALARY**

: R1 073 187 per annum (Level 13), (all Inclusive salary package), of which 30% can be structured according to individual needs.

## **CENTRE REQUIREMENTS**

: Pretoria  
: A recognised NQF level 7 in Transport Planning/ Transport Economics/Air Transportation with a minimum working experience of 5 years at MMS level An SMS pre-Entry Certificate. The following will serve as strong recommendations: Sound background of the South African civil aviation sector. Understanding of South Africa's role in the international arena. In depth knowledge and understanding of the air transport; Strategy development, strategy management and review processes; relevant legislations, treaties, policies and prescripts governing air transport; intergovernmental relations. Knowledge of recent international, regional and national trends relevant for Air Transport Development; Understanding of Government and the Department's roles in bilateral air services. Excellent Skills in: Management; Presentation; communication both written and verbal; report writing; conflict management; analytical and problem solving; stakeholder management; financial and budgeting; leadership. Experience in: engaging with all levels of Government, international organisations and private stakeholders; managing projects and processes; negotiation of agreements/memorandum of understanding within a multi-disciplinary environment at an international level. A valid driver's licence.

<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for: International Air Services Act 60 of 1993, the Air Services Licensing Act 115 of 1990 and relevant international instruments the International Air Services Regulations of 1994 relevant for Air Transport; Liaise with the Aeronautical Authorities and airlines of various States; Manage negotiations and conclusions of bilateral air services agreements;; Develop and manage policies relevant for air transport; Manage the provision of secretariat and technical support services to the International and Domestic Air Services Councils; Manage and process all aspects regarding the issuing of licences; Provide technical support at council meetings; Manage the processing and issuing of Foreign Operator's Permits and Overflight and Landing Clearances; Monitor operators' compliance; Develop/ Review strategies on air transport related issues. Manage South Africa's representation at ICAO Panels, Committees and Working Groups relating to Air Transport; Provide guidance and adequate support for and development of the staff of the Directorate; Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch; Establish and maintain governance and administrative system's continuity within the work of the branch; Develop reports regarding forecasting, trending and results analysis on air transport; Prepare and submit implementation plans; Managing and monitoring the budget and expenditure for the Directorate;; Ensure the compilation of the annual report and strategic plan of the Directorate; Develop, manage and report on the operational plans of the Directorate; Monitor the planning, organising and delegation of work; Manage human and financial resources allocated to the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms Elizabeth Mpye Tel No: (012) 309 3446
<b><u>NOTE</u></b>	:	Preference will be given to African Male/Female, Coloured Male /Female, White Male/Female and persons with disabilities are encouraged to apply for the position.
<b><u>POST 35/152</u></b>	:	<b><u>DIRECTOR: AIRPORTS AND AIRSPACE REF NO: DOT/HRM/2022/86</u></b> Branch: Civil Aviation Chief Directorate: Aviation Policy and Regulation Directorate: Airports and Airspace
<b><u>SALARY</u></b>	:	R1 073 187 per annum (Level 13), (all Inclusive Salary Package), of which 30% can be structured according to individual needs.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised NQF Level 7 in Public Administration / Public Management/ Air Transportation / BCom Aviation Management as recognised by SAQA and SMS pre-entry certificate. Relevant experience in the field of Airports and Airspace is required of which 5 years' experience must be at senior managerial or middle managerial level. Excellent Management skills required. The following will serve as recommendation: Compilation of management reports; and an extensive knowledge of the Public Finance Management Act.
<b><u>DUTIES</u></b>	:	Promote and coordinate the planning and development of an integrated airport infrastructure management network. Finalize and implement the National Airports Development Plan (NADP). Participate in fora dealing with the environmental impact on aviation infrastructure. Represent South Africa (DOT) on regional- and international airspace fora. Participate/Chair relevant industry Committees. Facilitation of development and the implementation of the National Airspace Master Plan, annually, if required. Implement the National Civil Aviation Policy (NCAP) from an Airspace Perspective. Coordination with DEA regarding the NEMA Act on airspace matters. Monitor the development of regulatory frameworks as implemented through ATNS and ACSA. Manage the Airports and Airspace Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Public Service.
<b><u>ENQUIRIES</u></b>	:	Ms. Elizabeth Mpye Tel No: (012) 309 3446
<b><u>NOTE</u></b>	:	Preference will be given to African Male/Female, Coloured Male /Female, White Male/Female and persons with disabilities are encouraged to apply for the position.

<b><u>POST 35/153</u></b>	:	<b><u>DIRECTOR: AVIATION SAFETY AND SECURITY REF NO: DOT/HRM/2022/87</u></b> Branch: Civil Aviation Chief Directorate: Aviation Policy and Regulation Directorate: Aviation Safety and Security
<b><u>SALARY</u></b>	:	R1 073 187 per annum (Level 13), (all-inclusive salary package), of which 30% can be structured according to individual needs.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A recognized NQF level 7 qualification or an Advanced Diploma in Safety Management Systems (SMS) in Civil Aviation, Advanced Diploma Security Management System, Transport Management, Public Administration of which 5 years' experience must be on MMS level. The following will serve as strong recommendations: Knowledge of the Aviation transport systems; Excellent Management skills; Experience in negotiation of international agreements or participation in international multilateral forums; Excellent communication and report writing skills; Understanding of South Africa's role in the international aviation arena; Sound knowledge of ICAO processes relevant for aviation safety, security and facilitation; Experience in managing statutory bodies; Experience in stakeholder management and negotiation in multi-disciplinary environment; Experience in managing projects and processes in conflict environment with multiple stakeholder contradictions; Experience in managing multiple compliance framework environment; Knowledge of public service financial management and budgeting; Sound analytical skills.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for: Manage the Aviation Safety, Security, and facilitation responsibilities of South Africa; Develop, implement, monitor, and evaluate aviation safety, security, and facilitation regulatory frameworks; Manage South Africa's international obligations on civil aviation safety, security, and facilitation; Manage the independence of the Aircraft Accident and Incident Investigation; Interface with other national and regional organizations involved with aviation safety, security, and facilitation; Represent South Africa at ICAO, AFCAC, SASO, SADC and other international for a dealing with aviation safety, security, and facilitation; Provide and manage secretariat services for statutory bodies on aviation safety, security, and facilitation; Develop financial reports for forecasting, trending and results analysis; Ensure the compilation of the annual report and strategic plan of the Directorate; Monitor the planning, organising and delegation of work.
<b><u>ENQUIRIES</u></b>	:	Mr Zakhele Thwala Tel No: 012 309 3921
<b><u>NOTE</u></b>	:	Preference will be given to African Male/Female, Coloured Male /Female, White Male/Female and persons with disabilities are encouraged to apply for the position.
<b><u>POST 35/154</u></b>	:	<b><u>DIRECTOR: SEARCH AND RESCUE REF NO: DOT/HRM/2022/88</u></b> Branch: Civil Aviation Chief Directorate: Aviation Policy and Regulation Directorate: Search and Rescue
<b><u>SALARY</u></b>	:	R1 073 187 per annum (Level 13), (all-inclusive salary package), of which 30% can be structured according to individual needs.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A recognized NQF level 7 qualification in Transport Management / Public Management / Aeronautical and Maritime experience will be added advantage of which 5 years' experience must be on MMS level and pre-entry certificate. The following will serve as strong recommendations: Knowledge of the Aviation and Maritime transport systems; Excellent Management skills; Experience in negotiation of international agreements. Good presentation skills; Excellent communication skills; Excellent report writing skills; Sound background of the South African aviation and maritime transport sub-sector; Understanding of South Africa's role in the international arena; Experience in engaging with all levels of Government and Private Sector; Experience in stakeholder management and negotiation in multi-disciplinary environment; Experience in managing projects and processes in conflict environment with multiple stakeholder contradictions; Experience in managing multiple compliance framework environment; Knowledge of public service financial management and budgeting; Sound analytical skills.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for: Manage the search and rescue responsibilities of South Africa; Interface with other national and

regional organizations involved with emergency services; Promote close cooperation and coordination between civil and military authorities and organizations for effective SAR services; Ensure International cooperation for SAR enhancement; Negotiate and implement SAR operational MOUs, procedures and plans between SA and other SAR bodies; Cooperate on research and development; Represent South Africa at ICAO, IMO, Cospas-SARSAT and other international SAR fora; Provide and manage secretariat services for SASAR Executive Committee; Ensure that the SASAR manual and assets manual assets are regularly updated; Manage SASAR training for representatives of signatory organizations; Manage Service Providers; Promote SAR through publication of a newsletter, radio talk shows, seminars and distribution of information pamphlets; Establish and maintain governance and administrative system's continuity within the work of the branch; Develop financial reports for forecasting, trending and results analysis; Evaluate infrastructure spending plans; Ensure the compilation of the annual report and strategic plan of the Directorate; Monitor the planning, organising and delegation of work.

**ENQUIRIES**  
**NOTE**

: Mr Zakhele Thwala Tel No: 012 309 3921  
: Preference will be given to African Male/Female, Coloured Male /Female, White Male/Female and persons with disabilities are encouraged to apply for the position.

**OTHER POSTS**

**POST 35/155**

: **OFFICE ADMINSTRATOR GRADE II REF NO: DOT/HRM/2022/89**  
Branch: Office of the Director-General  
Chief Directorate: Strategic Planning and Cluster Coordination  
Directorate: Strategic Planning and Monitoring

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

: R261 372 per annum (Level 07), (all-inclusive salary package)  
: Pretoria  
: A recognized NQF level 06 qualification from a recognized SAQA accredited tertiary institution in Office Management / Public Administration with two (02) years' experience; or Grade 12 with five (05) years of relevant experience. An office administration and computer course certificate will serve as an advantage. Knowledge and experience in application of administration related legislation within the Public Service. Knowledge and experience of administration in supply chain management and finance processes as they relate to the administration of meetings, petty cash and procurement directives and procedures. Knowledge and experience of HR policies, project management and planning and organising. Strong organisational skills with specific reference to management of documents. Knowledge and experience of MS Office Suite and Outlook. Good communication skills (written and verbal). Ability to interpret directives. Ability and willingness to work extended hours as and when required.

**DUTIES**

: Provide secretarial and administrative support services to the Chief Director's office; This will include, inter alia, entail the following; Establish and maintain an efficient administrative system for workflow coordination. Serve as nodal point for all chief directorate communication (Receive, direct and screen correspondence and telephone calls to relevant managers or sections). Diary management (Receive and reply to invitations, inform Chief Director of appointments, ensure no overlaps occur, reschedule appointments when necessary). Organise and plan logistics for meetings (arrange venues, refreshments, equipment, copy relevant literature). Ensure safekeeping of all documentation in the office of the Chief Director in line with relevant policies and legislation. Take minutes and ensure proper record keeping. Ensure strategic decisions taken in meetings are actioned timeously. Collate and prepare meeting packs for the Chief Director. Organise refreshments for the Chief Director, visitors and other stakeholders. Draft routine correspondence and reports as required (Send and receive faxes,, emails, receive and dispatch items and do photocopying). Administer travel arrangements for the chief directorate (accommodation, travel, venues arrangements, etc.). Administer claims and sundry payments (S & T, cellular phone, petty cash, payments, ad hoc). Provide administrative support for the Office of the Director-General as and when required. Create and maintain filing system (Receive documentation, acknowledge receipt, apply file number / allocation, record data into computer system, file appropriately). Management of office equipment such as:

		photocopiers, computers, shredders, etc. Serve as Chief User Clerk for the chief directorate (Procurement of standard items such as stationery, refreshments, etc. and understanding of government's cost containment measures) – Keep and maintain a Leave Register Chief Directorate. Keep circulars and relevant policies updated, as well as processes and procedures applicable for the office of the Chief Director. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting.
<b><u>ENQUIRIES</u></b>	:	Mr. Bosa F Ramantsi Tel No: (012) 309 3288
<b><u>NOTE</u></b>	:	Preference will be given to African Male, Coloured Male /Female, White Male /Female, Indian Male /Female and persons with disabilities are encouraged to apply for the position.
<b><u>POST 35/156</u></b>	:	<b><u>RECEPTIONIST / SECRETARY REF NO: DOT/HRM/2022/90</u></b> (Administration: Office of the Director-General) (Chief Directorate: Office of the Director-General) (Directorate: Parliamentary and Strategic Support)
<b><u>SALARY</u></b>	:	R211 713 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate NQF Level 6/7 qualification (National Diploma or Bachelor's Degree) in Office Management/ Public Administration with 2 years relevant experience. Required knowledge and skills: Comply with MISS requirements; Good communication (written and verbal); interpersonal skills; Organised, Analytic, Problem Solving; and Computer skills. Must be able to work beyond normal working hours and under pressure. Must also be able to work independently and under minimal supervision. Must have an understanding of government processes, particularly cabinet and parliamentary processes.
<b><u>DUTIES</u></b>	:	Render a reception and general administrative support services to the office of the Director-General in Cape Town. Receive Director-General's guests. Liaise with the Pretoria Office on regular basis. Liaise with Ministry in regard to matters relating to Cabinet and Parliament. Make logistical arrangements for the Director-General's meetings. Make travel and accommodation arrangements for the staff in the office of the Director-General in Cape Town. Attend to email correspondence and type documents as required. Receive telephone calls, keep a message system for staff members, Records, acknowledge receipt of queries from the public and personnel from the Department. Maintain strict confidentiality when working with documents related to staff members and other matters. Provide general administrative assistance as required. Record data into computer system and file documents in compliance with MISS document. Prepare meeting packs.
<b><u>ENQUIRIES</u></b>	:	Ms Kgabo Matjane Tel No: (012) 309 3946
<b><u>NOTE</u></b>	:	Preference will be given to African Male, Coloured Male /Female, White Male /Female, Indian Male /Female and persons with disabilities are encouraged to apply for the position.
<b><u>POST 35/157</u></b>	:	<b><u>STORES ASSISTANT (ASSETS) REF NO: DOT/HRM/2022/91</u></b> Branch: Office of the Chief Financial Officer Directorate: Supply Chain Management Sub-directorate: Asset Management
<b><u>SALARY</u></b>	:	R147 459 per annum (Level 04), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Pretoria (Head Office)
<b><u>REQUIREMENTS</u></b>	:	A recognised NQF level 4 (Senior Certificate) / General Education and Training Certificate with no experience required. Note: The following will serve as a recommendation: Operating the forklift. Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for the following: Receive information on furniture from the Senior Asset Officer. Move and distribute furniture according to the detailed request from the supervisor. Assists with the repair of slightly broken furniture. Storage and safekeeping of assets / furniture. Assist in ensuring that assets that are to be disposed are recorded and properly described and identified. Shredding of old documents for Supply Chain Management. Monitor casual labourers on the movement of furniture only when it is required.
<b><u>ENQUIRIES</u></b>	:	Mr Victor Nemukombame Tel No: 012 309 3880

**NOTE**

: Preference will be given to African Females, White Males, coloured males/females and persons with disabilities are encouraged to apply for the position.

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE**  
**NOTE**

- : 30 September 2022
- : 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 DPSSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSSA 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. 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. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however, it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (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. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

## OTHER POSTS

**POST 35/158**

- : **DEPUTY DIRECTOR: INTERMEDIARY WATER PRICING REF NO: 300922/01**
- : Branch: Regulation, Compliance and Enforcement

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

- : R882 042 per annum (Level 12), (all-inclusive package)
- : Pretoria
- : A three (3) years Degree in Financial Accounting, Management Accounting, Business Administration or Economics at NQF Level 7. Three (3) to five (5) years' experience at an Assistant Director level/ lower management experience in Regulation environment. Knowledge and experience in financial management and financial planning. Knowledge and understanding of all applicable legislation, policies, practices and procedures related to intermediary water pricing. Knowledge and understanding of Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations and Government financial systems. Knowledge of Inter-governmental financial systems. Knowledge of sectoral policies and procedures. Knowledge of principles and practice of financial accounting

		(GAAP & GRAP). Knowledge and understanding of SCOA. Computer literacy (MS Excel, Outlook, Power Point). Excellent report writing skills and ability to ensure high level of quality. Ability to develop high-level presentations. Communication skills (written and verbal). Problem solving and analysis. Accountability and ethical conduct.
<b><u>DUTIES</u></b>	:	Implement policies and plans for water pricing strategies. Develop models and frameworks in relation to intermediary water pricing regulation. Analyse economic and financial trends and its impact on the intermediary bulk water tariffs. Conduct research on price formulation and economic trends and benchmark with other competitive water services institutions. The implementation of strategic water pricing framework. Review of tariff proposals from bulk suppliers. Oversee tariff consultation process. Implement, monitor and evaluate corrective measures. Review of bulk water supply contracts. Assessing performance of bulk water providers.
<b><u>ENQUIRIES</u></b>	:	Ms MSN Moshidi Tel No: 012 336 6614
<b><u>APPLICATIONS</u></b>	:	Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at the Continental Building, cnr Visagie and Bosman.
<b><u>FOR ATTENTION</u></b>	:	Planning, Recruitment and Selection Unit.
<b><u>POST 35/159</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 300922/02</u></b> Branch: Provincial Coordination and International Corporation: Northern Cape SD: Financial Management
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) to five (5) years' relevant experience in Financial Management or Accounting at supervisory/management (ASD) level. A valid driver's license. Working experience on BAS and PERSAL. Knowledge and experience of Assets management, Supply Chain Management, Expenditure Management, Budgeting process and Revenue Management. Practical knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and all applicable legislation, policies, practices and procedures. Practical knowledge and understanding of Public Service Anti-Corruption Strategy and fraud prevention measures. Knowledge of affirmative action guidelines and laws. Knowledge and understanding of principles and practices pertinent to financial accounting. Practical knowledge and understanding of Standard Chart of Accounts (SCOA). Be computer literate and have sound knowledge of Microsoft Office and Microsoft Excel. Ability to write reports and submissions. Ability to compile presentations and excellent presentation skills. Excellent problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Excellent verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Manage the financial revenue, expenditure management and accounting sub-directorate. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Be responsible for supply chain management, asset management, payroll management and management of personnel in the sub-directorate. Monitor for revenue collected, expenditure incurred, submits reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting to work as required in revenue management. Ensure that cashier, banking, debt management, monitoring and reporting services are rendered in expenditure management. Ensure that payment for compensation of employees, goods and services, transfers, subsidies, and reporting are efficiently and effectively performed in accounting. Provides financial administration and accounting services (legal/journals, accounting, reporting, interim and annual financial statements). Manage the sub-directorate revenue, expenditure management and accounting. Maintenance of discipline. Management of performance and development. Undertake human resource and other related administrative functions. Establish, implement, and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement, and maintain processes to ensure proper control of work. Compile and submit all required administrative reports, serve on transverse task teams as required.



		Procurement and asset management for the Sub-Directorate. Planning and allocating of work, Quality control of work delivered by employees. Functional technical advice and guidance.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms I Lekalake Tel No: 053 830 8800
	:	Northern Cape (Kimberley): Please forward your applications, quoting the relevant reference number to The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand deliver at 28 Central Road, Beaconsfield, Kimberley, 8301.
<b><u>FOR ATTENTION</u></b>	:	Ms C Du Plessis
<b><u>POST 35/160</u></b>	:	<b><u>ENGINEER PRODUCTION GRADE A – C (CIVIL) REF NO: 300922/03</u></b> Branch: Infrastructure Management: Head Office
<b><u>SALARY</u></b>	:	R728 829 – R1 106 814 per annum, (OSD) (Offer will be based on proven years of experience)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An Engineering Degree (B Eng/BSc Eng) in Engineering. Three (3) years post qualification engineering experience in water and civil engineering related to gauging structure/weirs design, construction management and safety of hydraulic structures required for a registered professional engineer. Compulsory registration with Engineering Council of South Africa (ECSA) as a professional engineer. Excellent knowledge and technical skills relating to current design and calibration standards and practice with reference to hydraulic structure e.g. flood outlets and gauging weirs. Demonstrable appropriate knowledge and experience in hydraulic and hydrological analyses and computer application and software used for these purposes. Knowledge of modelling of hydraulic structures dam safety, environmental and other legal aspects. Demonstrable practical experience in the design of hydraulic structure such as dams and gauging weirs. Knowledge and data management.
<b><u>DUTIES</u></b>	:	Oversee all the engineering design and analysis, optimizing appropriate design and cost effectiveness of new and existing gauging weirs activities in the directorate in addition, will be required to carry out the hydraulic and structural design of gauging structures to comply with national and international standards. Carry out quality control, monitoring progress and managing and solving problems at sites, to assist in the establishment of flow gauging sites, direct/indirect hydraulic calibration of flow gauging sales and flow information improvement. Audit all relevant engineering reports in the section. Provide professional and technical advice and engineering support services to other directorates and other organisations. Keep abreast with the latest developments in the fields of dam safety, water engineering and formulating new policies and standards to reflect the latest trends. Participate in the operation of the Vaal and Bloemhof dams, in the Orange Vaal system, during extreme flood events. Liaise with the hydrological components in the DWS at National and Provincial on all relevant communal issues. Mentor and train engineers and technicians. Attend meetings and perform work on behalf of the department around the country which may entail long and inconvenient travel and working hours.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. TA Thobejane Tel No: 012 336 7869
	:	Pretoria (Head Office): please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001, or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Planning, Recruitment and Selection Unit
<b><u>POST 35/161</u></b>	:	<b><u>ENGINEERING TECHNOLOGIST (OSD) GRADE A-C REF NO: 300922/04</u></b> Branch: Infrastructure Management Head Office SD: Contract Administration
<b><u>SALARY</u></b>	:	R369 351 - R566 223 per annum, (OSD), (Offer will be based on proven years of experience)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Bachelor of Technology (B Tech) in Engineering. Three years post qualification engineering technologist experience. Compulsory registration with the ECSA as a Professional Engineering Technologist. A valid unexpired driver's license with the exception of persons with disabilities). Experience in contract administration, project management, knowledge technical design and understanding of different project contracts like GCC, NEC, FIDIC, JBCC, etc.

	Understanding of procurement processes in the Public sector. Sound financial planning and management. Ability to communicate, conflict management, contract dispute resolution and negotiation skills. Computer literacy and the ability to use most of the MS Office programmes include MS Projects is highly recommended. Ability to work with design software like Autocad Civil 3d will be an added advantage.
<b><u>DUTIES</u></b>	: Provide technological advisory services and procurement administration for appointment of PSPs. Manage technical contract administration services in conjunction with technologists and engineers. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, contract administration guidelines and procedures and incorporate new knowledge and technology in contract administration. Ensure quality assurance of technical designs and tender documents with specifications and make recommendation for approval by the relevant authority. Ensure the development, implementation and contracts databases. Assist with coordination of compilation and structuring of tender documents in line with the CIDB (Best Practice Guideline).
<b><u>ENQUIRIES</u></b>	: Mr V Monene Tel No: (012) 336 6943
<b><u>APPLICATIONS</u></b>	: Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
<b><u>FOR ATTENTION</u></b>	: Planning, Recruitment and Selection unit
<b><u>POST 35/162</u></b>	: <b><u>CONTROL WATER CONTROL OFFICER REF NO: 300922/05</u></b> Branch: Provincial Coordination and International Cooperation: Northern Cape CD: Proto CMA Lower Vaal
<b><u>SALARY</u></b>	: R321 543 per annum (Level 08)
<b><u>CENTRE</u></b>	: Kimberley
<b><u>REQUIREMENTS</u></b>	: A National Diploma or Degree in Water Quality Management / Production / Operations Management. Three (3) to (5) five years working experience in water control environment. Knowledge in controlling and managing the water distribution for all government water schemes, state dams, Irrigation boards, water use associations, canals, and rivers within the provincial management operations. Understanding of government legislation. Knowledge in water related policy implementation. Understanding of financial management act and human resources. Knowledge and implementation in Occupational Health and Safety Act. Monitoring and evaluation principles. Knowledge in supporting water utilisation and water resource strategy. Knowledge and understanding of drought and flood management. Knowledge in grievance and disciplinary procedures. Knowledge in monitoring and reporting water pollution and alien vegetation. Knowledge in basic civil, mechanical, and electrical maintenance. Good communication skills both (verbal and written).
<b><u>DUTIES</u></b>	: Ensure the development and implementation of strategic plan for the component. Ensure distribution and abstraction of bulk raw water to stakeholders. Supervise and audit water use data and register all water users. Develop and implement a performance improvement suggestion scheme. Investigate and make recommendations on all problems. Motivate personnel to perform water related functions. Provide training and guidance in water measurement and distribution. Do capacity building, skills training, and job creation programmes. Control and manage health and safety aspects within water division. Compile monthly reports on OHS environment. Compile demand plans for the component. Compile MTEF budget for the component. Early warning system. Ensure DORA and financial regulation are adhered to. Gather data on meter readings and distribute to relevant stakeholders for billing purposes. Inputs on tariff determination. Manage the water supply abstraction and investigate problems thereof and initiate remedial steps. Ensure distribution and abstraction of bulk raw water to stakeholders. Supervise and audit water use data and register all water. Promote awareness on the equitable distribution of water. Investigate and make recommendations on all water related problems e.g., suspected illegal water use. Provide training and guidance in water measurement and distribution. Compile monthly reports on operations of the component. Gathering and collation of hydrological data. Ensure distribution and abstraction of bulk raw water to stakeholders. Assist management with registration of water users within the provincial management operations. Monitor and report on invasive plants and aquatic weeds within the

		area. Compile budget. Ensure early warning systems is implemented. Do monthly reports.
<b><u>ENQUIRIES</u></b>	:	Mr. T Rasikhanya Tel No: 053 830 8800
<b><u>APPLICATIONS</u></b>	:	Northern Cape (Kimberley): Please forward your application quoting the relevant reference number to The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8300 or hand deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.
<b><u>FOR ATTENTION</u></b>	:	Ms C Du Plessis
<b><u>POST 35/163</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT REF NO: 300922/06</u></b> Branch: Provincial Coordination and International Cooperation: Northern Cape Division: Revenue Management
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	A National Diploma or Degree in Financial Management. Two (2) to three (3) years relevant experience in revenue management. Practical experience on SAP and PERSAL system. A valid drivers license. Knowledge and understanding of financial legislation, policies, practices, and procedures. Knowledge and understanding of financial prescripts such as the PFMA, Treasury Regulations and the Division of Revenue Act (DORA). Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative, clerical procedures and systems. Provide a framework for managing performance information. Problem solving and Analysis. People and diversity management skills. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Willingness to travel extensively.
<b><u>DUTIES</u></b>	:	Verifying and approving of bank deposits. Check revenue submissions pertaining to customer accounts. Release adjustments. Verify water readings. Conduct enquiries on the SAP system. Verification of debt letters and recovery plans. Print age analysis. Attend meetings. Capturing of journals on the SAP system. Approval of subsistence and travel claims and other PERSAL related transactions. Payroll reporting and quality assurance on telephone statements. Sign-off documents registries on transactions filed. Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Ms K Andrews Tel No: 053 830 8800
<b><u>APPLICATIONS</u></b>	:	Northern Cape (Kimberley): Please forward your application quoting the relevant reference number to The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8300 or hand deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.
<b><u>FOR ATTENTION</u></b>	:	Ms C Du Plessis
<b><u>POST 35/164</u></b>	:	<b><u>ENGINEER TECHNICIAN PRODUCTION GRADE A – C REF NO: 300922/07</u></b> Branch: Provincial Coordination and International Corporation: Gauteng DIV: Hydrometry
<b><u>SALARY</u></b>	:	R316 536 – R337 791 per annum, (OSD) (Offers will be based on proven years of experience)
<b><u>CENTRE</u></b>	:	Boskop Area Office
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical engineering experience. A valid driver's license. Compulsory registration with Engineering Council of South Africa (ECSA) as an Engineering Technician. Experience in project management. Technical design of gauging weirs and analysing. Knowledge and experience in Computer-aided engineering applications. Technical report writing and technical consulting skills. Good computer literacy and computer programming skills. Knowledge of hydrological data. Problem solving, analysis, decision making and team work skills. Creativity, financial management, customer focus and responsiveness skills. Good planning, organising and people management. Good communication skills (verbal and written) and negotiation skills.
<b><u>DUTIES</u></b>	:	Stream gauging using ADP and conventional stream gauging. Survey of gauging weirs using level. Survey of flood (rated) sections. Calibration of flow gauging stations. Inspection and Supervise maintenance of flow gauging stations. Maintenance of electronic data logging instruments. Supervision of personnel. Hydrological Data editing and processing. Management of hydrological data bank. Procurement of maintenance material / equipment.

		Travel extensively as and when required. Manage the collection of all forms of hydrological data within area of responsibility. Liaise with landowners for access. Must be prepared to work away from the office for extended periods of time.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. PD De Villiers at 082 724 9457
	:	Gauteng (Boskop Dam Hydrometry): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X08, Noordbrug, 2522 or hand deliver to Hydrometry Office-Boskop Dam. (On the R501 between Potchefstroom and Carletonville, 16 kilometres from Potchefstroom.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mrs M. Buyskes Tel No: 018 298 9000
	:	Applicants may be subjected to skills testing as part of the recruitment process to prove technical compliance for the post.
<b><u>POST 35/165</u></b>	:	<b><u>ENVIRONMENT OFFICER PRODUCTION GRADE A – C (WATER USE AUTHORISATION PROCESSING) REF NO: 300922/08</u></b> Branch: Provincial Coordination and International Cooperation: Northern Cape DIV: Proto CMA Lower Orange Area
<b><u>SALARY</u></b>	:	R276 831 per annum, (OSD), (Offers will be based on proven years of experience)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Upington A National Diploma or Degree in Natural Science or equivalent. Practical experience in the field of water quality management will be an added advantage. A valid driver's license. Good computer literacy and writing skills. Understanding of the National Water Act 1998, the Water Services Act 1997, and related Environmental legislation e.g., NEMA. Knowledge of industrial, agricultural, and mining processes. Practical knowledge on wastewater treatment process and related technologies will serve as an advantage. Knowledge of Water Quality Management with an understanding of prevailing principles of in Integrated Water Resource Management and Catchment Management will be additional requirement. Good communication skills (both written and verbal). Willing to travel extensively and work irregular hours.
<b><u>DUTIES</u></b>	:	Processing of water use license applications in water management areas. Provide comments on environmental impact assessments, environmental management reports and development applications in the lower orange management area. Liaise with stakeholders in the water sector and other government departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, agricultural activities, local authorities, etc. Conduct site inspections in relation to Water Use License Applications. Undertake water resource monitoring and special investigations. Prepare reports and interpret water quality monitoring results.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. S Cloete Tel No: 054 338 5800
	:	Northern Cape (Upington): Please forward your application, quoting the relevant reference number to The Provincial Head, Department of Water and Sanitation, Private Bag X5912, Upington, 8800 or hand-deliver to our offices in Louis vale Road, Upington.
<b><u>FOR ATTENTION</u></b>	:	Mr. TT Sithole
<b><u>POST 35/166</u></b>	:	<b><u>FINANCE CLERK (SUPERVISOR) REF NO: 300922/09</u></b> Branch: Provincial Coordination and International Cooperation: Northern Cape Division: Financial Accounting (WTE)
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	A Senior / Grade 12 certificate or equivalent qualification. Three (3) to five (5) years' experience in Revenue Management or Financial Management / Accounting. Computer Literacy. Basic knowledge in Public Service Financial legislations, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial manual). Knowledge of basic financial operation systems (SAP and PERSAL). Problem solving. People and Diversity management, Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.
<b><u>DUTIES</u></b>	:	Supervise and render financial accounting transactions. Receive and allocate invoices. Verify invoices for correctness, verification, and approval (internal

		control). Verify processing of invoices (e.g., capturing of payments). `Supervise filing of all documents. Supervise collection of cash. Receive and allocate salary advice. Process and ensure the processing of salary advice (e.g., check advice) for correctness. Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journals and verify the compilation of journals. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Supervise the distribution of documents regarding the budget. Supervise human resources / staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms K Andrews Tel No: 053 830 8800
	:	Northern Cape (Kimberley): Please forward your application quoting the relevant reference number to The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8300 or hand deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.
<b><u>FOR ATTENTION</u></b>	:	Ms C Du Plessis
<b><u>POST 35/167</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: 300922/10</u></b> Branch: Provincial Coordination and International Cooperation: Gauteng Division: Hydrometry
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 per annum (Level 05)
	:	Boskop Area Office
	:	A Senior / Grade 12 certificate or equivalent qualification. One (1) to (2) two years working experience in Administration will serve as an added advantage. A valid drivers license. Knowledge and experience in clerical functions, practices as well as the ability to capture data. Knowledge of human resource prescripts. Good computer literacy and sound knowledge of MS Office. Knowledge of PERSAL system. Ability to work under pressure, independently and handle confidential matters. Accountability and ethical conduct. Good communication skills both (verbal and written).
<b><u>DUTIES</u></b>	:	Provide administrative support for the hydrometry office as well as corresponding between hydrometry office and provincial office. Manage office leave and attendance registers. Handle, copy, process and file all leave forms to and from the office. Manage all events involving appointments, retirements, resignations, PILAR cases, IOD's, pensions and keep record of all documents. Handle and manage all salary and related pay slips. Solve all issues regarding housing, medical subsidies, salary notches levels, and leave credits. Handle the procurement of standard items like stationery. Remain up to date about prescripts / policies and procedures applicable to the directorates, department and inform everyone. Manage, copy, and report on all PMDS matters to be sent to provincial office. Render general administration support services within the component. Provide personnel administration clerical support services within the component. Handle routine enquiries from the officials and stakeholders. Record, organize, store, and retrieve correspondence and data from filing systems. Manage and update al personnel files. Handle routine enquiries. Operate and manage office equipment like photocopiers. Liaise with internal and external stakeholders in relation to human resource matters. Stock control of office stationery to be done. Administer telephone accounts for the component. Implement administrative procedures for the component. General office administration. Provide receptionist support services for the office.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. PD De Villiers at 082 724 9457
	:	Gauteng (Boskop Dam Hydrometry): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X08, Noordbrug, 2522 or hand deliver to Hydrometry Office-Boskop Dam. (On the R501 between Potchefstroom and Carletonville, 16 kilometres from Potchefstroom.
<b><u>FOR ATTENTION</u></b>	:	Mrs M. Buyskes Tel No: 018 298 9000
<b><u>POST 35/168</u></b>	:	<b><u>GENERAL WORKER REF NO: 300922/11</u></b> Branch: Provincial Coordination and International Cooperation: Gauteng Division: Hydrometry
<b><u>SALARY CENTRE</u></b>	:	R104 073 per annum (Level 02)
	:	Boskop Area Office

- REQUIREMENTS** : An ABET Certificate or relevant qualification. One (1) to (2) two years' experience in performing manual work. Basic knowledge of using equipment, tools and light machinery must be punctual and productive. Must be able to work away from the office for long periods and stay at camp sites near place of work. Must be able to work in or near rivers and dams. Good communication skill. It may be expected of the official to work long durations away from the office.
- DUTIES** : Performing of general maintenance and light construction work at gauging stations. Performing of general maintenance at the office complex and terrain. Maintain and take care of machinery, equipment, tools and goods. Apply occupational health and safety to ensure safe working environment and conditions.
- ENQUIRIES** : Mr. P.D. Geldenhuys at 082 721 2297
- APPLICATIONS** : Gauteng (Boskop Dam Hydrometry): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X08, Noordbrug, 2522 or hand deliver to Hydrometry Office-Boskop Dam. (On the R501 between Potchefstroom and Carletonville, 16 kilometres from Potchefstroom.
- FOR ATTENTION** : Mrs M. Buyskes Tel No: 018 298 9000

**THE PRESIDENCY**

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

- APPLICATIONS** : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email: [applications@presidency.gov.za](mailto:applications@presidency.gov.za) Candidates will be subjected to a security clearance up to the level of "Top Secret".
- FOR ATTENTION** : Ms L Mphahlele
- CLOSING DATE** : 30 September 2022
- NOTE** : Applications must be submitted on the improved Z83 form (Employment application form) which must be fully completed and compulsory to be signed and dated, accompanied by copies of qualifications, ID as well as a recent updated comprehensive CV with at least names of three (3) referees with current contact details in order to be considered. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered". Copies of qualifications need NOT TO be certified. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. All qualifications will be verified. The requirements for appointment at Senior Management Service (SMS) level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government (NSG). Applicants should therefore have proof that they have registered for the Pre-Entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted SMS candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department, be required to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Correspondence will be limited to successful 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 a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. In addition, the successful candidates will have to disclose their financial interests. The successful candidates will be required to enter into employment contracts and a performance agreement.

**OTHER POSTS**

- POST 35/169** : **SENIOR SUPPLY CHAIN PAYMENT OFFICER: PAYMENTS**  
Directorate: Supply Chain Management
- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate plus a National Diploma in Supply Chain Management/ or equivalent NQF 6. A minimum of 2-3 years' experience in Supply Chain Management. Core Competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Have proven track record in relationship building and teamwork skills. Have excellent computer skills in a Microsoft Windows environment. Have effective oral and written communication skills. Knowledgeable in various employment policies and practices related to government regulations. Experienced in procurement and payments of goods and services. Have excellent interpersonal and coaching skills. Have skills in database management and record keeping. Have sense of urgency and ability to identify and resolve problems in a timely manner. Have excellent organisational and planning skills flexible with ability to work on multiple projects simultaneously. Negotiation techniques. Consultation skills. Have well entrenched understanding and application of transversal system, Logis system and Logis integration.

<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following key performance areas: Receiving of documents with invoices from transit. Verification of documents before payment processing. Verified invoice and order forms to be paid to the correct supplier. Verifying of the SBD forms attached to the batches. Verifying of quotations and tax clearance certificates. Attachment of the cash flow on the batches. Authorizing of the verified bank details on Logis system. Verification of the correctness of the invoice captured. Verifying of the SCOA allocations on the system before pre-authorising the payments. Pre-authorising of payments on Logis integration. Printing and attaching of payment advices to the batches, signed by both capturer and the authorizer before registered and submitted to Finance. Receiving of flights, accommodation, and car hire invoices. Ensure that information on the booking forms (trip forms) correspond with the invoices before processing. Ensure that the booking forms are signed by both the applicant and the supervisor. Ensure that invoices are paid to the supplier within 30 days. Supervision of subordinates. Attending to all payment enquiries from both internal and external clients by providing feedback.
<b><u>ENQUIRIES</u></b>	:	Mr Dankie Sindane Tel No: (012) 300 5947
<b><u>POST 35/170</u></b>	:	<b><u>SUPPLY CHAIN OFFICER: ORDERING</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R261 372 per annum (level 07)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate plus a three year National Diploma in Supply Chain Management or related field, or equivalent qualification on NQF level 6. A minimum of 1-year logistics related experience. Knowledge of Supply Chain Management procedures. Experience in LOGIS. Knowledge of PPPFA, PFMA and Treasury regulations. Good communication skills (written and verbal).
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following key performance areas: Check and verify the Acquisition batch by checking the following: Alignment of the quotation to the End-user's specification. Approval of the application of purchase by the responsibility manager. Availability of funds from the cash flow for the acquired goods/services (item code). Confirm the following supplier's information from Central Supplier Database (CSD). Supplier's details aligned to the printed CSD information by Acquisition. Supplier's banking details. Compare the CSD banking information with the Supplier's banking details on LOGIS. Capture the requisition onto the LOGIS. Create the sequential Requisition Number. Capture the Procurement Advice (PA) on store items. Capture the Procurement Advice and link it with the quotation. Sign the Procurement Advice. The system will print the Order Form, Cost Centre Form and Simultaneous receipt (for Transit Unit). Scan the approved order form and send it by means of e-mail to the appointed/preferred Supplier together with the covering letter and their quotation. Carbon copy the end-user on the e-mail for notification purposes. Print the proof that the Order and other relevant documents were sent to the supplier. File the Order Form, PA, Simultaneous Report, Cost Centre Form and correspondence to the supplier to the same Acquisition Batch.
<b><u>ENQUIRIES</u></b>	:	Mr Dankie Sindane Tel No: (012) 300 5947



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

***Free State Department of Agriculture and Rural Development is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.***

<b><u>APPLICATIONS</u></b>	:	Posted to Mrs S Hlekiso, Private Bag x02, Bloemfontein, 9301 or delivered by Hand to Mrs S Hlekiso in Room 228, 2 <sup>nd</sup> Floor, Admin Building, Glen.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>NOTE</u></b>	:	Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at <a href="http://www.dpsa.gov.za/dpsa2g/vacancies.asp">www.dpsa.gov.za/dpsa2g/vacancies.asp</a> . "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 for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> .

**MANAGEMENT ECHELON**

<b><u>POST 35/171</u></b>	:	<b><u>DIRECTOR: SUSTAINABLE RESOURCE MANAGEMENT REF NO: SRM</u></b>
<b><u>SALARY</u></b>	:	R1 073 187 per annum. (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Glen An appropriate B-degree or equivalent qualification (NQF level 7 as recognized by SAQA) in the relevant fields of Engineering / Sustainable Resource Management. 5 years of experience at a middle / senior managerial level. Valid driver's license (code B).
<b><u>DUTIES</u></b>	:	Manage the provision of engineering services. Promote sustainable Land Care. Promote the implementation of sustainable use and management of land. Manage agricultural risk and disaster management. Plan, manage & co-ordinate all resources (e.g. human, finance, equipment, etc.) of the Directorate. Provide inputs to provincial policies on all aspects relating to service delivery and ensure implementation of all policies which will enable the Department to fulfil its role in delivering a service in line with the strategic plan to communities / clients. Ensure partnership and coordination with relevant role players to enhance service delivery. Advise the Chief Director: Agric Dev Support on all

matters in order to ensure informed decision making and forward planning. Participate in the development of the 5 year strategic plan, the Annual Performance Plan and Operational Plan for the Directorate. Monitor the implementation of SRM matters and report monthly, quarterly and annually to enhance the overall performance of the Directorate  
Dr N Nhlabatsi Tel No: 051 861 8483

**ENQUIRIES**

**POST 35/172**

**DISTRICT DIRECTOR: THABO MOFUTSANYANA REF NO: DIR/DISTRICT**

**SALARY**

R1 037 187 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE  
REQUIREMENTS**

Thabo Mofutsanyana District: Qwa Qwa  
An appropriate B-degree or equivalent qualification (NQF level 7 as recognized by SAQA) in the field of Agriculture. 5 years of experience at a middle / senior managerial level. Valid driver's license (code B).

**DUTIES**

Manage and implement all Agricultural Extension and Development Services in the District through the relevant departmental Local Municipality Managers in order to ensure improved service delivery to the benefits of all clients of the Department. Manage and implement the District Soil Conservation Services, in accordance with the relevant legislation through the Control Engineering Technician to ensure compliance to national programmes. Manage and implement the Food Security Programme in the District in accordance with the relevant frameworks through the Food Security Officer to ensure compliance with the relevant strategies and policies. Manage the Support Services in the District, i.e. Economic Services, Engineering Services and Administrative Support Services to ensure efficient and effective service delivery. Provide inputs to provincial policies on all aspects relating to District service delivery and ensure implementation of all policies which will enable the Department to fulfil its role in delivering a service in line with the strategic plan to communities / clients. Ensure partnership and coordination with relevant role players to enhance service delivery. Advise the Chief Director: District Services on all matters relating to Agricultural Extension and Development in the District in order to ensure informed decision making and forward planning. Plan, manage & co-ordinate all resources (e.g. human, finance, equipment, etc.) of the District to ensure effective and efficient utilization of resources. Participate on management level in strategic and operational planning for the District in order to ensure that goals and objectives are reasonable and attainable, and that reporting against the Strategic Plan takes place.

**ENQUIRIES**

Ms M Ramabenyane Tel No: 051 861 8678

**OTHER POSTS**

**POST 35/173**

**STATE VETERINARIAN REF NO: SV**

**SALARY**

R744 255 per annum (Level 11), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE  
REQUIREMENTS**

Bloemfontein Veterinary Laboratory and Welkom  
BVSc Degree or equivalent Qualification recognised by the South African Veterinary Council. Registration with the South African Veterinary Council. Valid driver's licence (code B). 1-2 years post qualification experience.

**DUTIES**

Develop, analyse and audit policies, norms, standards and legislation for Veterinary services, which would, inter alia, entail the following: Scan local and international environment to inform policy needs, updates and impact; Collection of data and stakeholder consultation; Compile and provide inputs for policy development, norms and standards; Dissemination, implementation and auditing of policies, norms and standards. Render Veterinary Services through the implementation of the relevant legislation, which would, inter alia, entail the following: Plan, implement, maintain and coordinate disease surveillance measures (eg. Early warning systems), identify controlled and non-controlled

diseases and take appropriate corrective actions; Management of animals identification and traceability; Issuing of permits and health certificates for the movement of animals across borders / diseases free and infected zones; Identification of prevalent animal diseases, development and implementation of appropriate intervention strategies (e.g. Primary Health Care); Design and implementation of herd health programs to promote productivity of livestock; Implement disease surveillance and other epidemiologic studies; Facilitate the development of a practical Early Warning System for all relevant diseases including disease modeling, simulation and scenario mappings; Contribute to the development of emergency diseases control preparedness systems; Liaising with the public, animal owners, organized agriculture and international organizations on the prevention and treatment of diseases; Manage and control the importation and exportation of animals and animal products; Implementation and management of the prescribed official veterinary management systems including the implementation of the National Monitoring Residue Program; Conduct veterinary risk assessments; Ensure that slaughter and other import/export facilities comply with the registration requirements with the relevant authorities; Performance of abattoir ante and post mortem inspections as required; Audit the hygiene management systems at the import / export establishment (e.g. Implementation of Hazard Analysis and Critical Control Point (HACCP) and Hygiene Assessment System (HAS)); Certification of products in accordance with International norms and standards; Management of meat inspection and disposal of condemned material in accordance with the relevant legislation; Identify illegal slaughter practices and take corrective action with assistance when necessary; Undertake post mortem, farm disease outbreak investigations and other examinations to identify causes of morbidity and mortality; Implement new procedures techniques and / or equipment to ensure that an efficient and effective Veterinary Diagnostic and Research service is rendered; Ensure animal owners and para veterinary staff follow the correct procedures and methods to collect and dispatch samples; Inspect slaughter and sterilization facilities to ensure the maintenance of essential national hygiene standards; Evaluate safety, efficacy and quality of stock remedies registration dossier applications, imports permits, labels, advertisements and make recommendations. Provision of training, development and awareness programs (extension and outreach services) to communities with regards to Veterinary Services, which would include, inter alia, the following: Determine needs of communities through liaison with community leaders and other stakeholders; Determine interventions required to address the needs; Plan, implement and coordinate the appropriate interventions; Render veterinary advice to stock farmers and animal owners with regard to prevention of animal diseases and promotion of animal health care; Provide support to other line functionaries, i.e. extension, engineering with regard to veterinary related issues. Perform administrative and related functions which would include, inter alia, the following:- Provide inputs for the Operational Plan of the Veterinary unit; Comply with the Public Service prescripts; Comply with Financial Management prescripts; Contribute to the maintenance of databases; Compile and submit reports as required; Oversee and supervise the relevant staff i.e. Compulsory community service veterinarians. Keep abreast of National and international trends with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Veterinary Service, through: Studying the Veterinary legal and policy frameworks continuously to enable optimum performance of the Veterinary functions according to the required standards; Studying professional journals, publications and attend relevant continuous professional development interventions to ensure that cognisance is taken of new developments and technologies.

<b><u>ENQUIRIES</u></b>	:	Dr K J Mojapelo Tel No: 051 4363677
<b><u>POST 35/174</u></b>	:	<b><u>DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: FACM</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<b><u>CENTRE</u></b>	:	Glen

<b><u>REQUIREMENTS</u></b>	:	Appropriate B Degree or equivalent qualification (NQF level 7 as recognized by SAQA) in the field of Engineering / Project Management / Architecture / Facilities Management / Quantity Surveying. At least 3 -5 years' experience in a facilities management environment. Computer literate. Driver's license. Good communication skills
<b><u>DUTIES</u></b>	:	Main responsibilities of the post will be linked to Government Owned Buildings and will include: Planning of capital and maintenance projects over the MTEF, which includes planning documents such as User Asset Management Plan (U-Amp) and Infrastructure Programme Management Plan (IPMP). Implementation and supervision of capital and maintenance projects annually through policy requirements such as Framework for Infrastructure Delivery and Procurement Management (FIDPM) and Infrastructure Delivery Management System (IDMS). Reporting on capital and maintenance projects on the Infrastructure Reporting Model (IRM), e.g. monthly, quarterly and annually. Facilitate and provide office accommodation and farm buildings to management and directorates in the province. Render a support service to districts, farmers and clients in the agricultural sector. Render a training and development service to engineering and architectural candidates and graduates. Maintain records of expenditure on work in progress (WIP) and the Immovable Asset Register (IAR). Effective management of resources in terms of personnel, budget and assets of the Sub directorate.
<b><u>ENQUIRIES</u></b>	:	Mr H Grobler Tel No: 051 – 861 8607
<b><u>POST 35/175</u></b>	:	<b><u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DDLR</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Glen
	:	Recognized three year degree/ diploma in Labour Law / Labour Relations or equivalent qualification. Certificate for Investigating Officer and Presiding Officer will be an added advantage. 3-5 years relevant experience in conducting misconduct investigations, handling of grievances, conciliation and arbitration. Presiding Officer and Public Service experience.
<b><u>DUTIES</u></b>	:	Develop labour relation policies: Develop labour relation strategies. Improve operational labour relation methods. Manage the investigation of misconduct and grievance cases to advise appropriately thereon: Manage misconduct cases, grievances and disputes. Manage misconduct procedures. Manage grievance procedures. Manage dispute procedures. Facilitate the institution of disciplinary action (progressive and formal hearings). Advise Management on all labour relations matters in order to minimize unfair labour practices: Advise on disciplinary procedures. Advise on grievance procedures. Advise on dispute procedures. Represent the Department in bilateral discussions with organized labour unions: Oversee the implementation of arbitration awards and collective agreements. Provide information sessions on labour relation matters to senior management. Represent the Department in processes of Conciliation and Arbitration. Perform and manage administrative and related functions: Ensure compilation of and submit monthly and quarterly progress and technical reports (functional and support related e.g. work plans for PMDS). Manage and control personnel and assets. Determine specifications for procurement of goods and services. Comply with the Public Service prescripts. Develop a business plan and action plan for the sub-directorate. Develop and implement a service delivery improvement programme for the sub-directorate. Manage and ensure the development all the human resources in the sub-directorate. Financial management of the cost centre (i.e. sub-directorate). Ensure the development and maintenance of databases.
<b><u>ENQUIRIES</u></b>	:	Mrs C E Lombaard Tel No: 051 861 8738
<b><u>POST 35/176</u></b>	:	<b><u>ASSISTANT DIRECTOR: SECURITY REF NO: ADS</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09), (a basic salary)
<b><u>CENTRE</u></b>	:	Glen
<b><u>REQUIREMENTS</u></b>	:	Qualification: National Certificate in security management or equivalent. 6 - 10 years' experience.

**DUTIES**

: Manage the security functions, maintain and develop department security Policies and which includes the following: Identify risks and threats to the security of the department and develop relevant policies and/or procedures to address these matters. Monitor compliance to security procedures and/or policies and initiate corrective/disciplinary steps in cases of non-adherence/compliance. Develop, coordinate and conduct awareness programmes within the department. Administrative and related functions: Authorising leave. Approve / authorise rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Identify and make recommendations on resource requirements and make inputs into budget processes. Conduct security investigations: Examine all reported incidences of security breaches to determine the level of investigation required. Gather information through interviews or obtaining physical evidence. Liaise with all stakeholders / role-players. Compile reports.

**ENQUIRIES**

: Mr R Terblanche Tel No: 051 861 8436

**DEPARTMENT OF HEALTH**

***Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.***

**CLOSING DATE**

: 04 October 2022

**NOTE**

: Applications must be submitted on new Z83 form. "Applicants are advised that from 1 January 2021, a new application for employment (Z83) form will be effective which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered." Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. 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. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for this SMS post. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. 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 To: All DDG'S, Chief Directors,

Directors, District Managers, Deputy Directors, Ceo's, Heads Of Institutions, Assistant Directors, Phc Managers, All Employees

#### OTHER POSTS

<b><u>POST 35/177</u></b>	:	<b><u>DEPUTY DIRECTOR: ORAL HEALTH REF NO: H/D/28</u></b>
<b><u>SALARY</u></b>	:	R870 423 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, per annum. (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Health Support Services: Corporate Office; Bloemfontein Baccalaureus Degree in Dentistry or Oral Hygiene and Dental Therapy. Registration with the Health Professions Council of South Africa (HPCSA) in Oral Hygienist/Dentist. A minimum of 5 year's appropriate experience in the relevant profession after registration with HPCSA of which 3 years must be appropriate experience on Management level. A Valid Code B driver's license. Current Registration with HPCSA (2022/2023) Knowledge and Skills: Competencies (knowledge and skills): Excellent negotiation, facilitation and communication skills (written and verbal). Knowledge and experience in policy making processes. Ability to formulate Oral Health related policies, guidelines, norms and standards, specifications and contracts, and operational plans. Sound knowledge of Public Service Act & Regulations, Supply Chain Management Policies and related Regulations, Public Finance Management Act and financial policies and practices. Ability to effectively and efficiently manage the Sub-Directorate resources. Good human relations and ability to train and manage and supervise Oral Health staff. Ability to work as part of Oral Health Services multi-disciplinary team or inter-sectoral partners, and independently in terms of decision making and problem solving in a clinical an administrative environment. Basic computer literacy (MS Word, Excel, PowerPoint, Zoom, and Microsoft teams) to enhance service delivery. Ability and willingness to work overtime including weekends and public holidays and to deputies the immediate supervisor should the need arises. Post graduate qualifications or enrolled post graduate qualification.
<b><u>DUTIES</u></b>	:	Facilitate implementation of relevant professional's policy, guidelines, protocols and SOPs in line with the Provincial and National policies. Develop and implement the strategic plan and the operational plan. Provide strategic and operational direction to staff and stakeholders. Participate in the development, implementation and monitoring of District Health plans. Strengthen clinical governance and clinical care. Provide measures and guidance on quality assurance to comply with the set quality standards. Utilize health information technology and other health information systems for enhancement of service delivery in the Province. Facilitate performance information management, reporting and accountability. Ensure optimal governance, build capable and accountable strategic leadership and management in the Province. Effective human resource planning to ensure workforce alignment with the current and future needs of the Province. Build an enabled, productive, motivated and empowered workforce. Ensure good financial management to achieve maximum value for money. Ensure equitable distribution of resources to achieve optimal service delivery. Comply with all legal prescripts, Acts, Policies, Circulars, Guidelines, Procedures and Code of Conduct for Public Service. Maintain professional and ethical standards.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr JM Mokgatle Tel No: (051) 408 1504/1 To: The Director, HRM and Planning Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Me RD Stellenberg
<b><u>POST 35/178</u></b>	:	<b><u>DEPUTY DIRECTOR: ORTHOTICS AND PROSTHETICS GRADE 1 REF NO: H/D/29</u></b>
<b><u>SALARY</u></b>	:	R870 423.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, per annum. (OSD)
<b><u>CENTRE</u></b>	:	Health Support Services: Corporate Office; Bloemfontein

<b><u>REQUIREMENTS</u></b>	:	Baccalaureus Degree in Medical Orthotics/Prosthetics. Registration with the Health Professions Council of South Africa (HPCSA) in Medical Orthotics/Prosthetics. A minimum of 5 year's appropriate experience in the relevant profession after registration with HPCSA of which 3 years must be appropriate experience on Management level. A Valid Code B driver's license. Current Registration with HPCSA (2022/2023) Knowledge and Skills: Competencies (knowledge/skills): Strong leadership skills used to bring about positive cultural change and a highly productive and engaged workforce. Problem-solving, decision-making, negotiation and conflict-resolution skills. Knowledge and experience in policy making processes. Computer literacy (Microsoft Soft Office package) to enhance service delivery. Operational and general management of the Orthotic and Prosthetic Centers and ensuring service delivery mechanisms, in line with relevant key Policy Frameworks. Competency in Public Sector People Management, Financial Management and Supply Chain Management. Ability to effectively and efficiently manage the Sub-Directorate resources. Competency in information management (data management, analysis, interpretation, target setting, monitoring and evaluation) skills. Ability and willingness to work overtime including weekends and public holidays and to deputies the immediate supervisor should the need arises.
<b><u>DUTIES</u></b>	:	Provide a comprehensive strategic and operational leadership and management of Orthotic and Prosthetic service through the development, review, and the implementation the strategic and operational plans. Develop and facilitate inputs on legal prescripts, Acts, Policies, Circulars, Guidelines, and Procedures. Ensure comprehensive Clinical Governance of O&P services, including the development and implementation of clinical protocols, Quality Assurance and Quality Improvement plans, National Core Standards and OHS Act compliance. Ensure comprehensive people management and development of all staff in the component. Ensure good financial management to achieve maximum value for money. Ensure equitable distribution of resources to achieve optimal service delivery. Liaison with internal (DOH) and external (including institutions of Higher Learning) stakeholders to improve continuity of care in respect of training, research and innovation in the field. Utilize health information technology and other health information systems for enhancement of service delivery in the Province. Facilitate performance information management, reporting and accountability.
<b><u>ENQUIRIES</u></b>	:	Mr JM Mokgatle Tel No: (051) 408 1504/1
<b><u>APPLICATIONS</u></b>	:	To: The Director, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Me RD Stallenberg
<b><u>POST 35/179</u></b>	:	<b><u>DEPUTY DIRECTOR: RADIOGRAPHER GRADE 1 REF NO: H/D/30</u></b>
<b><u>SALARY</u></b>	:	R870 423.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, per annum. (OSD)
<b><u>CENTRE</u></b>	:	Health Support Services: Corporate Office; Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Baccalaureus Degree in Diagnostic Radiography. Registration with the Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. A minimum of 5 year's appropriate experience in the relevant profession after registration with HPCSA of which 3 years must be appropriate experience on Management level. Valid driver's license. Current Registration with HPCSA (2022/2023) Knowledge and Skills: Competencies (knowledge/skills): Strong leadership skills used to bring about positive cultural change and a highly productive and engaged workforce. Problem-solving, decision-making, negotiation and conflict-resolution skills. Knowledge and experience in policy making processes. Computer literacy (Microsoft Soft Office package) to enhance service delivery. Operational and general management of Radiography services and ensuring service delivery mechanisms, in line with relevant key Policy Frameworks. Competency in Public Sector People Management, Financial Management and Supply Chain Management. Ability to effectively and efficiently manage the Sub-Directorate resources. Competency in information management (data management, analysis, interpretation, target setting, monitoring and evaluation) skills. Ability and

		willingness to work overtime including weekends and public holidays and to deputise the immediate supervisor should the need arise.
<b><u>DUTIES</u></b>	:	Provide a comprehensive strategic and operational leadership and management of Radiography service through the development, review, and the implementation of the strategic and operational plans. Develop and facilitate inputs on legal prescripts, Acts, Policies, Circulars, Guidelines, Protocols, and Procedures on radiography. Quality Assurance and Quality Improvement plans, National Core Standards and OHS Act compliance. Ensure comprehensive people management and development of all staff in the component. Ensure good financial management to achieve maximum value for money. Ensure equitable distribution of resources to achieve optimal service delivery. Liaison with internal (DOH) and external (including institutions of Higher Learning) stakeholders to improve continuity of care in respect of training, research and innovation in the field. Utilize health information technology and other health information systems for enhancement of service delivery in the Province. Facilitate performance information management, reporting and accountability. Medical equipment acquisition and deployment. Health technology maintenance management services. Medical equipment risks and quality improvement. Co-ordinate, implement R&D activity in clinical radiographic practice, audits, trials and service delivery strategies.
<b><u>ENQUIRIES</u></b>	:	Mr JM Mokgatle Tel No: (051) 408 1504/1
<b><u>APPLICATIONS</u></b>	:	To: The Director, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Me P Mpu
<b><u>POST 35/180</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1-3 REF NO: H/M/38 (X4 POSTS)</u></b> (Applicants might be required to enter into a commuted overtime contract)
<b><u>SALARY</u></b>	:	Grade 1: R833 523 per annum Grade 2: R953 049 per annum Grade 3: R1 106 037 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, per annum excluding Commuted Overtime and Rural Allowance.
<b><u>CENTRE</u></b>	:	Xhariep District
<b><u>REQUIREMENTS</u></b>	:	MBCHB or equivalent Degree Registration with the HPCSA as Medical practitioner (Independent Practice). Proof of current registration with HPCSA (2022/2023). Experience: <b>Grade 1:</b> None after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. One-year relevant experience after registration as Medical practitioner with recognized a foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> Minimum of 5 years after registration as medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> Minimum of 10 years after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical practitioner with a recognized foreign health professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Knowledge and skills: Performing Caesarean Section, giving general & local Anesthesia ATLS, ACLS, PALS, Basic Surgical Skills will be an added advantage. Valid driver's license.
<b><u>DUTIES</u></b>	:	Rendering of clinical services which includes examine and treatment of patients, emergencies, ward rounds, outreach to and operation, procedures. Patient administration. Provide training and leadership to nurses, medical officers doing community services and internships.
<b><u>ENQUIRIES</u></b>	:	Dr M T Kalume Tel No: 051 492 2420
<b><u>APPLICATIONS</u></b>	:	To: The District Director – Xhariep District, Private Bag X2, Trompsburg, 9913 OR hand delivered at Albert Nzula District Hospital, 22 Louw Street, Trompsburg, 9913.



<b><u>FOR ATTENTION</u></b>	:	MS N Khoabane
<b><u>POST 35/181</u></b>	:	<b><u>PHARMACIST GRADE 1-3 REF NO: H/P/41 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R703 773 - R746 958 per annum, (OSD) Grade 2: R762 291 - R809 067 per annum, (OSD) Grade 3: R833 523 - R884 664 per annum, (OSD) 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, per annum. (OSD), excluding Commuted Overtime and Rural Allowance
<b><u>CENTRE REQUIREMENTS</u></b>	:	Xhariep District Appropriate bachelor of Pharmacy Degree. Computer literacy. Valid driver's license. Current registration with SAPC (2022/2023). Pharmacist <b>Grade 1</b> : Registration with the SAPC as a Pharmacist. None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Pharmacist <b>Grade 2</b> : Registration with the SAPC as a Pharmacist. Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Pharmacist <b>Grade 3</b> : Registration with the SAPC as a Pharmacist. Minimum of 13 years after registration as a Pharmacist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 14 years relevant experience after registration as a Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
<b><u>DUTIES</u></b>	:	Render a comprehensive, professional and quality pharmaceutical services in the form of support, assistant, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Management of pharmaceutical addendums. Ensure availability of medicine stock through drug supply management and stock control principles. Keeping statistics and compiling reports. Ensure compliance with national core standards. Dispense Medication to patients and clinics. Management and control of medicine stock. Issuing of stock and scheduled medication, calculating of stock levels, control expired medication and maintain drug registers (scheduled 5, 6 and donation). Reduce risk in pharmacy, compile risk assessment and action plan. Ensure adherence to good pharmacy practice rules and regulations. Training of staff, Pharmacist Assistants, interns, community service and other pharmacy support personnel in the district.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Henning Tel No: 051 492 2420 To: The District Director – Xhariep District, Private Bag X2, Trompsburg, 9913 OR hand delivered at Albert Nzula District Hospital, 22 Louw Street, Trompsburg, 9913.
<b><u>FOR ATTENTION</u></b>	:	Mr. MP Ndondlo
<b><u>POST 35/182</u></b>	:	<b><u>ASSISTANT MANAGER NURSING: HIV TESTING SERVICES (HTS) PNA7 REF NO: H/A/28</u></b>
<b><u>SALARY</u></b>	:	R571 242 per annum plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	HIV & AIDS Directorate: Prevention Management Sub-Directorate Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Valid driver's license. Knowledge And Skills: Sound knowledge of the HIV prevention and HIV & AIDS/TB management policies. Appropriate experience in the management of HIV & AIDS/TB AND STI programs. Communication, report

<b><u>DUTIES</u></b>	:	writing, presentation, training, management & conflict management skills. Ability to work under pressure. Appropriate financial management knowledge. Manage and support the implementation of the HIV testing services (HTS) guidelines and protocols. To manage and support the implementation of the key HIV prevention strategies in the province. Monitor implementation of HTS services in the community and for key populations. Support the HIV program in implementation of testing modalities. Provide strategic leadership and creation of a social compact for better health outcomes. Liaise with different stakeholders to ensure optimal service delivery Ensure proper programmatic data management. Ensure proper financial management for the HTS program. Provide clinical support and guidance to clinicians.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. M. Chauke Tel No: (051) 408 1342
	:	To: Acting Director: HRM & Planning, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Me RD Stallenberg
<b><u>POST 35/183</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTEGRATED SCHOOL HEALTH PROGRAMME &amp; YOUTH HEALTH REF NO: H/A/31</u></b>
<b><u>SALARY</u></b>	:	R571 242 per annum, plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	MNCWH & Youth Health Directorate: Bophelo House
	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Valid driver's license. Current Registration with SANC (2022/2023). Knowledge and Skills: Communication, report writing, presentation, training, management & conflict management skills. Ability to work under pressure. Knowledge of School Health & Youth Health Policies.
<b><u>DUTIES</u></b>	:	Provide leadership and guidance in the implementation of Integrated School Health Programme (ISHP) & Youth Health policies in the province. Collaborate with relevant stakeholders to improve performance of ISHP & Youth Health programmes. Coordinate and facilitate the implementation of the HPV, Td & Deworming Campaigns. Develop skills and knowledge of health care providers to improve service delivery. Utilize the allocated resources effectively and efficiently. Monitor and evaluate ISHP and Youth Health service to ensure the attainment of strategic objectives.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. FD Bohlale Tel No: (051) 408 1281
	:	To: Acting Director: HRM & Planning, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver Bophelo House, Ground Floor, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Me RD Stallenberg
<b><u>POST 35/184</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (SPECIALTY UNIT) PNB3 REF NO: H/P/39</u></b>
<b><u>SALARY</u></b>	:	R571 242 per annum, plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Dihlabeng Regional Hospital
	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Advanced Midwifery and Neonatology Nursing Science qualification with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Knowledge and Skills: An additional post basic qualification of one-year duration. Knowledge of the management of people, financial and conflict management. Computer Literacy. Must be willing to work shifts. Ability to provide holistic care.

<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/Legal framework. Effective utilization of resources (Human &Material). Participation with training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	:	Me D. E Masheane Tel No: 058 307 1053
<b><u>APPLICATIONS</u></b>	:	To: CEO Dhlabeng Regional Hospital, Private Bag X3, Bethlehem, 9700 Free State or hand delivered Human Resource, First floor, Dhlabeng Regional Hospital, Bethlehem, 9700, Free State.
<b><u>FOR ATTENTION</u></b>	:	Mr S. Shabangu
<b><u>POST 35/185</u></b>	:	<b><u>ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY (GRADE 1) REF NO: H/A/30</u></b>
<b><u>SALARY</u></b>	:	R525 087 per annum, OSD, plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE</u></b>	:	Health Support Services: Corporate Office; Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Baccalaureus Degree in Occupational Therapy. Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). A minimum of 3 year's appropriate experience in the relevant profession after registration with HPCSA (where applicable) Current Registration with HPCSA (2022/2023). Knowledge And Skills: Computer literacy in MS Word, MS PowerPoint and MS Excel or MS Project. Knowledge of PFMA and Public Service Regulations and Public Procurement Practices Notes implementation. Knowledge of the key stakeholders and their relevancy. Good understanding on laundry. Conversant with Occupational Health and Safety Act and SANS Codes on Laundry and Linen Management. Good understanding on laundry process flows, equipment, consumables and key stakeholders and their relevancy. Good interpersonal communication (written and verbal skills). Ability to work independently and under extreme pressure.
<b><u>DUTIES</u></b>	:	Effective management, administration and supervision on a daily basis of occupational therapy vocational evaluation and rehabilitation services based on health related strategic, operational and performance plans and regulation. Formulating and review vocational evaluation and rehabilitation occupational therapy centers policies, guidelines, plans and standard operating procedures related and applicable to health. Ensure a sustainable and quality clinical occupational therapy vocational services are rendered, through a comprehensive assessment and rehabilitation services, In accordance with Occupational Therapy principles and methods. Monitoring and evaluation of the Occupational Therapy Vocational Evaluation and Rehabilitation center through health care information- fee performance, coding- licensing-, OHSC-, risk system, etc. Governance and effective management of Financial, Human and Physical resources as per Vocational Evaluation and Rehabilitation Component and Cost Center. Collaborate with relevant stakeholders to build capacity of and support occupational therapy practitioners in the province across sectors on the development and implementation of vocational evaluation and rehabilitation programs. Ensure personal and professional development of vocational evaluation and rehabilitation occupational therapist, occupational therapists, occupational therapy students, associated health care workers and clients/patients through skills-, community development and research as well as marketing projects, execute any related activities as directed by the immediate supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms C Vrey Tel No: (051) 408 1504/1
<b><u>APPLICATIONS</u></b>	:	To: The Director, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Me RD Stellenberg
<b><u>POST 35/186</u></b>	:	<b><u>ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH GRADE 1 REF NO: H/A/32</u></b>
<b><u>SALARY</u></b>	:	R517 326 per annum, plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE</u></b>	:	Health Support Services: Corporate Office: Bloemfontein

<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree or B-Tech in Environmental Health Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). A minimum of 3 year's appropriate experience in the relevant profession after Registration with HPCSA (where applicable) Current Registration for HPCSA (2022/2023). A Valid Code B driver's license. Knowledge and Skills: Competencies (knowledge/skills): Excellent negotiation, facilitation and communication skills (written and verbal). Good human relations and ability to teach and train staff within a team. Knowledge and experience in policy making processes. Appropriate understanding of Environmental Health scope of practice and norms and standards. Basic computer literacy (MS Word, Excel and PowerPoint presentation) to enhance service delivery. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Basic understanding of HR, SCM and financial policies and practices. Ability to assist in formulation of Environmental Health related policies, guidelines, norms and standards, specifications and contracts, and operational plans.
<b><u>DUTIES</u></b>	:	Develop, monitor and implement environmental health related policies, guidelines, plans, norms and standards and procedures as it relates to Hazardous Substances, Waste Management, Pest Control and related Regulations; Coordinate Hazardous Substances, Waste Management, Pest Control. Collaborate with relevant stakeholders to build capacity of and support Environmental Health Practitioners in Province and Municipalities. Ensure effective and efficient resource management. Manage and mitigate risks related to health care risk waste, hazardous substances and pest control. Maintain sound financial and supply chain management discipline. Establish, attend and convene provincial forums that seek to further the aims of waste reduction and green economy in the province. Monitor waste management, Utilize health information technology and other health information systems for enhancement of service delivery in the Province. Analyse, interpret, and generate reports for decision making. Ability and willingness to work overtime including weekends and public holidays and to deputise the immediate supervisor should the need arise. Execute any related activities as directed by the immediate supervisor.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. L. Leshabane Tel No: (051) 408 1540/1 or 1407
	:	To: The Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Me R Stellenberg
<b><u>POST 35/187</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING PNA 5 REF NO: H/P/43</u></b>
<b><u>SALARY</u></b>	:	R450 939 per annum, plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Dihlabeng Regional Hospital
	:	Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Registration for 2022/2023. Experience in Maternal and child Knowledge and Skills: An additional post basic qualification of one-year duration. Knowledge of the management of people, financial and conflict management. Computer Literacy. Must be willing to work shifts. Ability to provide holistic care.
<b><u>DUTIES</u></b>	:	Coordinate Maternal child and perinatal care. Provision of optimal, holistic specialized nursing care with set standards and within a professional/Legal framework. Effective utilization of resources (Human &Material). Participation with training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Me D. E Masheane Tel No: 058 307 1053
	:	To: CEO, Dihlabeng Regional Hospital, Private Bag X3, Bethlehem, 9700 Free State or hand delivered Human Resource, First floor, Dihlabeng Regional Hospital, Bethlehem, 9700 Free State.
<b><u>FOR ATTENTION</u></b>	:	Mr S. Shabangu

<b><u>POST 35/188</u></b>	:	<b><u>CLINICAL PROGRAM COORDINATOR: PNA5 REF NO: H/C/33 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R450 939 per annum, plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Xhariep District
	:	Diploma/Degree in Nursing or equivalent that allows registration with the South African Nursing Council as professional Nurse. A minimum of 7 years appropriate /recognizable experience in nursing after Registration with the SANC as a professional nurse in General Nursing. Registration with SANC (2022/2023). Knowledge and Skills: Good communication and Interpersonal relations. Ability to function under pressure and with multi-disciplinary team. Qualifications in post basic Health Care Management will be an added advantage. Computer Literacy.
<b><u>DUTIES</u></b>	:	Facilitate and oversee the development of operational/business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care through proper management of relevant programs. Maintain standards and norms of nursing practice to promote the health status of health care users. Develop and implement quality assurance/ infection control/ occupational Health & safety programs, guidelines, protocols, norms and standards. Utilize 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. Manage and utilize resources in accordance with relevant directives and legislation.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr IL Moisi Tel No: 051 492 2420
	:	To: The District Director – Xhariep District, Private Bag X2, Trompsburg, 9913 OR hand delivered at Albert Nzula District Hospital, 22 Louw Street, Trompsburg, 9913.
<b><u>FOR ATTENTION</u></b>	:	Mr MP Ndondlo
<b><u>POST 35/189</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY (CLINICAL MENTOR - PHC) PNB1-PNB2 REF NO: H/P/29 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R388 974 - R450 939 per annum Grade 2: R478 404 - R588 390 per annum Plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	HIV/AIDS Directorate - Xhariep District
	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Clinical Nursing Science, Health assessment treatment and care (Primary Health Care) with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. Registration for 2022/2023 <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred to above. A valid driver's license. Knowledge And Skills: Good communication and interpersonal skills. Strong ability to work within a team. Ability to work independently, under pressure and meet deadlines. Be willing to travel extensively. Good communication and interpersonal skills. Strong ability to work within a team. Knowledge of policies and HIV/AIDS management and ALL treatment policies and guidelines. Appropriate experience in the Management of HIV/AIDS Programs. NIMART & ACC Trained.
<b><u>DUTIES</u></b>	:	Provide clinical mentoring, in-service training & professional development of Health Workers in all clinical programs Dissemination & regular review of protocols, policies & mandates for all clinical programs & ensure the implementation of new developments by Clinicians. Coaching & mentoring of Participants after training to ensure the completion of workbooks & clinical practice. Strengthens the comprehensive clinical care in order to improve the performance outcomes of the programs. Liaise with different stakeholders to

		ensure optimal service delivery. Monitoring & evaluation of all clinical programs. Compile reports.
<b><u>ENQUIRIES</u></b>	:	Me L. Van Turha Tel No: 051- 408 1703
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>FOR ATTENTION</u></b>	:	Me RD Stallenberg
<b><u>POST 35/190</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY (CLINICAL MENTOR - PHC) PNB1-PNB2 REF NO: H/P/31 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R388 974 - R450 939 per annum Grade 2: R478 404 - R588 390 per annum Plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE</u></b>	:	HIV/AIDS Directorate - Mangaung Metro District
<b><u>REQUIREMENTS</u></b>	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Clinical Nursing Science, Health assessment treatment and care (Primary Health Care) with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. Registration for 2022/2023 <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred to above. A valid driver's license. Knowledge and Skills: Good communication and interpersonal skills. Strong ability to work within a team. Ability to work independently, under pressure and meet deadlines. Be willing to travel extensively. Good communication and interpersonal skills. Strong ability to work within a team. Knowledge of policies and HIV/AIDS management and ALL treatment policies and guidelines. Appropriate experience in the Management of HIV/AIDS Programs. NIMART & ACC Trained.
<b><u>DUTIES</u></b>	:	Provide clinical mentoring, in-service training & professional development of Health Workers in all clinical programs Dissemination & regular review of protocols, policies & mandates for all clinical programs & ensure the implementation of new developments by Clinicians. Coaching & mentoring of Participants after training to ensure the completion of workbooks & clinical practice. Strengthens the comprehensive clinical care in order to improve the performance outcomes of the programs. Liaise with different stakeholders to ensure optimal service delivery. Monitoring & evaluation of all clinical programs. Compile reports.
<b><u>ENQUIRIES</u></b>	:	Me L. Van Turha Tel No: 051- 408 1703
<b><u>APPLICATIONS</u></b>	:	District Director, Mangaung Metro District, PO Box 441, Bloemfontein, 9300 or hand deliver, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Mr Mokoqo
<b><u>POST 35/191</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY (CLINICAL MENTOR - PHC) PNB1-PNB2 REF NO: H/P/34 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R388 974 - R450 939 per annum Grade 2: R478 404 - R588 390 per annum Plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE</u></b>	:	HIV/AIDS Directorate - Fezile Dabi District
<b><u>REQUIREMENTS</u></b>	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Clinical Nursing Science, Health assessment treatment and care (Primary Health Care) with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. Registration for 2022/2023. <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least

		10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred to above. A valid driver's license. Knowledge and Skills: Good communication and interpersonal skills. Strong ability to work within a team. Ability to work independently, under pressure and meet deadlines. Be willing to travel extensively. Good communication and interpersonal skills. Strong ability to work within a team. Knowledge of policies and HIV/AIDS management and ALL treatment policies and guidelines. Appropriate experience in the Management of HIV/AIDS Programs. NIMART & ACC Trained.
<b><u>DUTIES</u></b>	:	Provide clinical mentoring, in-service training & professional development of Health Workers in all clinical programs Dissemination & regular review of protocols, policies & mandates for all clinical programs & ensure the implementation of new developments by Clinicians. Coaching & mentoring of Participants after training to ensure the completion of workbooks & clinical practice. Strengthens the comprehensive clinical care in order to improve the performance outcomes of the programs. Liaise with different stakeholders to ensure optimal service delivery. Monitoring & evaluation of all clinical programs. Compile reports
<b><u>ENQUIRIES</u></b>	:	Me L. Van Turha Tel No: 051- 408 1703
<b><u>APPLICATIONS</u></b>	:	To: CEO, Fezile Dabi District, PO Box 2005, Sasolburg, 1947 or hand deliver.
<b><u>FOR ATTENTION</u></b>	:	Me Rametsi
<b><u>POST 35/192</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALITY PNB1- PNB2 REF NO: H/P/37</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R388 974 - R450 939 per annum Grade 2: R478 404 - R588 390 per annum Plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE</u></b>	:	Dihlabeng Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Operating Theatre nursing science with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred to above. Registration for 2022/2023 Knowledge and Skills: An additional post basic qualification of one-year duration. Knowledge of the management of people, financial and conflict management. Computer Literacy. Must be willing to work shifts. Ability to provide holistic care.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/Legal framework. Effective utilization of resources (Human &Material). Participation with training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	:	Me D. E Masheane Tel No: 058 307 1053
<b><u>APPLICATIONS</u></b>	:	To: Head of Admin, Dihlabeng Regional Hospital, Private Bag x3, Bethlehem, 9700 Free State or hand delivered Human Resource, First floor, Dihlabeng Regional Hospital, Bethlehem, 9700 Free State.
<b><u>FOR ATTENTION</u></b>	:	Mr S. Shabangu
<b><u>POST 35/193</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY PNB1- PNB2 REF NO: H/P/36</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R388 974 - R450 939 per annum Grade 2: R478 404 - R588 390 per annum Plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE</u></b>	:	Dihlabeng Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Advanced Midwifery and Neonatology Science with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. Registration for 2022/2023. <b>Grade 1:</b> A

		minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse (2022/2023). <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred to above. Knowledge And Skills: An additional post basic qualification of one-year duration. Knowledge of the management of people, financial and conflict management. Computer Literacy. Must be willing to work shifts. Ability to provide holistic care.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/Legal framework. Effective utilization of resources (Human &Material). Participation with training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	:	Me D. E Masheane Tel No: 058 307 1053
<b><u>APPLICATIONS</u></b>	:	To: Head of Admin, Dihlabeng Regional Hospital, Private Bag X3, Bethlehem, 9700 Free State or hand delivered Human Resource, First floor, Dihlabeng Regional Hospital, Bethlehem, 9700 Free State.
<b><u>FOR ATTENTION</u></b>	:	Mr S. Shabangu
<b><u>POST 35/194</u></b>	:	<b><u>PROFESSIONAL NURSE; SPECIALTY PNB1-PNB2 (OBSTETRICS &amp; GYNECOLOGY) REF NO: H/P/38 (X8 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R388 974 - R450 939 per annum Grade 2: R478 404 - R588 390 per annum Plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<b><u>CENTRE</u></b>	:	Pelonomi Tertiary Hospital: Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. Registration for 2022/2023. <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Professional Nurse. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred to above. Knowledge and Skills: Knowledge of Public Service Act and Regulations and Public Finance Management Act (PFMA). Demonstrate and in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practices by the nursing team 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. Demonstrate and basic understanding of HR and Financial policies and practices. Computer literacy.
<b><u>DUTIES</u></b>	:	Ensure that comprehensive nursing treatment and care is delivered to patients in a cost effective, efficient and equitable manner by the Specialty Units. Ensure compliance to professional and ethical practice. Coordination of optimal holistic specialized nursing care provided within the set standards and professional/ legal framework. Provision of effective support Nursing Services.
<b><u>ENQUIRIES</u></b>	:	Ms MC Molefe Tel No: (051) 405 1140
<b><u>APPLICATIONS</u></b>	:	To: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X 20581, Bloemfontein, 9300 or hand delivered/ Courier, Ground floor, Block K Dr Belcher Road, Pelonomi Tertiary Hospital, Bloemfontein, 9300.
<b><u>FOR ATTENTION</u></b>	:	Ms F. M. Letloo Tel No: (051) 405 1603
<b><u>POST 35/195</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 1-2 (PHC) REF NO: H/C/34 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R388 974 - R450 939 per annum Grade 2: R478 404 - R588 390 per annum Plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<b><u>CENTRE</u></b>	:	Xhariep District



<b><u>REQUIREMENTS</u></b>	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. Registration for 2022/2023. <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Professional Nurse. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred to above. Attach proof of working experience endorsed by Human Resource Department/ Employer. Knowledge And Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Computer literacy, Driver's license.
<b><u>DUTIES</u></b>	:	Provide comprehensive Nursing Treatment and Care to patients at Primary Health Care (PHC) in a cost effective and equitable manner. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Provide save patient care. Manage patient's records according to relevant Legislation. Demonstrate an understating of nursing legislation and related and ethical nursing practices. Manage and Monitor proper utilization of human, financial and Physical resources. Detailed key responsibility areas can be obtained from the contact person.
<b><u>ENQUIRIES</u></b>	:	Mr. IL Moisi PHC Manager: Xhariep District Tel No: 051 492 2420
<b><u>APPLICATIONS</u></b>	:	To: The District Director – Xhariep District, Private Bag X2, Trompsburg, 9913 OR hand delivered at Albert Nzula District Hospital, 22 Louw Street, Trompsburg, 9913.
<b><u>FOR ATTENTION</u></b>	:	Mr. MP Ndondlo
<b><u>POST 35/196</u></b>	:	<b><u>ASSISTANT DIRECTOR: CONDOM DISTRIBUTION REF NO: H/A/29</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum, plus 13 <sup>th</sup> Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE</u></b>	:	HIV & AIDS Directorate: Prevention Management Sub-Directorate
<b><u>REQUIREMENTS</u></b>	:	Diploma/Degree in Public health/Social Science/Business or Public/Project Management. A minimum of 5 years in HIV experience; at least 3years of the period referred to above must be appropriate/recognizable experience at supervisory level. Well-developed knowledge of monitoring and evaluation. Valid driver's license. Knowledge And Skills: Sound knowledge of the prevention management strategy and HIV & AIDS/TB policies. Appropriate experience in the management of HIV &AIDS programs. Computer Literacy. Communication, report writing, presentation, training, management & conflict management skills. Ability to work under pressure. Appropriate financial management knowledge.
<b><u>DUTIES</u></b>	:	Manage and support the implementation of the TB/HIV, STI and HTA guidelines and protocols. To manage and support the implementation of the key prevention strategies in the province. Monitor implementation of condom services including lubricants. Provide community health education. Manage procurement of condoms and lubricants. Manage primary and secondary delivery sites. Provide strategic leadership and creation of a social compact for better health outcomes. Coordinate and conduct outreach campaigns. Liaise with different stakeholders to ensure optimal service delivery. Ensure proper programmatic data management.
<b><u>ENQUIRIES</u></b>	:	Mr. M. Chauke Tel No: (051) 408 1342
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>FOR ATTENTION</u></b>	:	Me RD Stellenberg
<b><u>POST 35/197</u></b>	:	<b><u>CLINICAL ASSOCIATE REF NO: H/C/35</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum per annum, plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<b><u>CENTRE</u></b>	:	Thabo Mofutsanyane District
<b><u>REQUIREMENTS</u></b>	:	Degree in Clinical Medical Practice. Registration with the HPCSA as a Clinical Associate. A minimum of 2 years appropriate experience after registration with

		the HPCSA as a Clinical Associate. Valid driver's license Knowledge and Skills: Knowledge of HIV/AIDS Policies and guidelines. Medical male circumcision training.
<b><u>DUTIES</u></b>	:	Obtaining patient history and performing physical examination according to level of training. Ordering or performing diagnostic and therapeutic procedures for common conditions. Promote implementation of Men's health services. Participate in marketing of HIV&AIDS Prevention strategy. Monitoring, evaluation and reporting of VMMC services. Effective and efficient utilization of resources.
<b><u>ENQUIRIES</u></b>	:	Mr. M. Chauke Tel No: 051 408 1342
<b><u>APPLICATIONS</u></b>	:	To: The Director – Thabo Mofutsanyana District, Private Bag X824, Witsieshoek, 9780 OR hand delivered.
<b><u>FOR ATTENTION</u></b>	:	Deputy Director: Admin Mr. Mashinini
<b><u>POST 35/198</u></b>	:	<b><u>PHARMACIST ASSISTANT (POST BASIC) REF NO: H/P/42</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R211 509 – R238 260 per annum Grade 2: R245 466 - R260 535 per annum Grade 3: R265 998 - R304 152 per annum Plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE</u></b>	:	Xhariep District
<b><u>REQUIREMENTS</u></b>	:	Registration with the SAPC as a Pharmacist Assistant (Post basic). <b>Grade 1:</b> None after registration with the SAPC as Pharmacist's Assistant (Post- Basic) <b>Grade 2:</b> A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post- Basic) with the SAPC. Registration with the SAPC as Pharmacist Assistant <b>Grade 3:</b> A minimum of 13 years appropriate experience as. Pharmacist Assistant after registration as a Pharmacist Assistant (Post- Basic) with the SAPC. Current registration with SAPC (2022/2023). Knowledge and Skills: Own discipline, knowledge of relevant legislations, regulations, policies implementation and information management, quality assurance and improvement programmes, communication and problem solving, computer literacy, stress tolerance objectiveness and empathy. Acquaintance with standard operating procedures and health care standards treatment guidelines, work effectively as part of a team.
<b><u>DUTIES</u></b>	:	Work under directive supervision of a pharmacist within the scope of the following duties. Stock control which includes, receiving, issuing, reporting and maintenance of stock (electronic and manual systems). Ensure proper storage of medicines. Dispensing of medicine including the receive, read and checking of prescriptions for legality, authenticity and validity. Ensuring appropriate use of medicine. Executing dispensary administration functions. Participate in pharmacy education programs. Advice and support patients and other health care professionals regarding pharmaceutical issues. Network with all stakeholders. Addressing pharmacovigilance.
<b><u>ENQUIRIES</u></b>	:	Ms M Henning Tel No: 051 492 2420
<b><u>APPLICATIONS</u></b>	:	To: The District Director – Xhariep District, Private Bag X2, Trompsburg, 9913 OR hand delivered at Albert Nzula District Hospital, 22 Louw Street, Trompsburg, 9913.
<b><u>FOR ATTENTION</u></b>	:	MS N Khoabane

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF E-GOVERNMENT**

*It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.*

- APPLICATIONS** : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or post to P/Bag X112, Marshalltown, 2107 or Applicants can apply online at: [www.professionaljobcentre.gpg.gov.za](http://www.professionaljobcentre.gpg.gov.za)
- CLOSING DATE** : 30 September 2022
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates. Applications are not required to submit copies of qualifications and other relevant documents on application. Communication regarding certified documents will be limited only to the shortlisted candidates. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

**OTHER POSTS**

- POST 35/199** : **DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING AND OD REF NO: REFS/014947**  
Directorate: Human Resource Management
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-inclusive remuneration package)  
Johannesburg
- Matric Certificate plus a 3-year NQF 6 Qualification in Human Resource Management. 3-5 years' experience in Human Resource Management/Organisational Development / Human Resources Planning/Work Study. Knowledge of PERSAL. Extensive experience in HR Management with specific reference to HR Information and Establishment. Extensive experience in project management would be an added advantage.
- DUTIES** : Facilitate and coordinate the development, implementation and maintenance of HR plan and HR Implementation Reports. Ensure the maintenance of the organisational staff establishment. Alignment of post establishment and PERSAL. Manage and maintain HR information, Provide HR Information statistics and reports to line managers. Determining roles and relationships in the organisation and designing structures to facilitate effective organisational functioning. Provide full spectrum internal OD and change management consulting services. Co-ordinate organisational design and development. Manage the provisioning and allocation of posts. Handle complex and sensitive Organisation Development processes and queries. Give advice on/and facilitate transversal organisation development issues/ programmes. Manage the research and development of appropriate OD interventions. Establish communication and reporting channels with business units. To manage the interface and performance of internal support services, where they are key to the project deliverables. Performance Management of the team.
- ENQUIRES** : Ms. Duckett Mawila Tel No: 011 689 4799
- POST 35/200** : **ASSISTANT DIRECTOR: COMMITTEES REF NO: REFS/014948**  
Directorate: Office of the HOD
- SALARY CENTRE** : R382 245 per annum (Level 09), (plus benefits)  
Johannesburg

<b><u>REQUIREMENTS</u></b>	:	Matric certificate plus NQF level 6 qualification in Business Administration, Secretarial or Office Administration with 2-3 years' experience in secretariat services, administration and executive support. Knowledge of administrative and clerical procedures and systems is essential.
<b><u>DUTIES</u></b>	:	Co-ordinate and facilitate all executive and management meetings. Provide secretariat and logistical support services to all executive and management meetings. Circulation of agenda and minute taking. Safekeeping of information, records management and developing of information management system to ensure safekeeping and efficient retrieval of minutes and associated documents. Resolve/ escalate queries from stakeholders. Accurate minute recording and ensure that minutes reflect discussions of meetings.
<b><u>ENQUIRES</u></b>	:	Mr. Themba Psungo Tel No: 011 689 6980

#### **DEPARTMENT OF HEALTH**

**ERRATUM: (For Heidelberg Hospital)** : Kindly note that the following post was advertised in Public Service Vacancy Circular 33 of 2022 dated 02 September 2022 For Middle Manager: Risk and Control , The Requirements have been amended as follows: A relevant bachelor's Degree/Diploma in Risk Management and Security Risk Management. At least (3) years relevant experience at supervisory level in Risk and Security Management. Understanding of the relevant legislation and policies framework. Public Finance Management Act (PFMA). Treasury Regulations, Public Sector Risk Management framework. Public Service Anti-corruption strategy and departmental Anti-corruption measures. Principles of enterprise risk management Governance and accountability. Internal control and assurance. ERM concept. Framework and methodologies. King reports on corporate governance. Knowledge of Minimum Physical Security Standards (HPSS), Minimum Information Security Standards (MISS), Security breaches, Investigations, Security awareness program, Occupational Health and Safety Act (OHSA) and Fire Regulations, Good communication (Verbal and written), Interpersonal, computer (MS Office packages), report writing, knowledge of Performance Management System Development, conflict resolution Act, auditing, disaster and recovery plan, Departmental policies and procedures, Driver's license. The closing date has been extended to 30 September 2022

#### **OTHER POSTS**

<b><u>POST 35/201</u></b>	:	<b><u>HEAD OF CLINICAL UNIT (OBSTETRICS &amp; GYNAECOLOGY) REF NO: REFS/TMH/2022/09/01 (X1 POST)</u></b> Directorate: Medical Services
<b><u>SALARY</u></b>	:	R1 754 739 – R1 862 412 per annum
<b><u>CENTRE</u></b>	:	Tambo Memorial Hospital
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualifications that allows registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist. Minimum of 3 years' experience after registration with HPCSA as a Medical Specialist. MBCHB and Specialist qualification in Obstetrics and Gynaecology with current registration with HPCSA. Be able to work commuted overtime. The candidate must possess the following skills; sound communication skills, strong leadership, decision making and interpersonal skills, conflict resolution and problem solving, Financial and Human Resource Management. Computer literacy and additional experience in Management or Supervision will be an added advantage.
<b><u>DUTIES</u></b>	:	Co-ordinate all clinical and administration services in the department. Maintain satisfactory clinical, professional and ethical standards related to these services. Ensure effective and efficient Specialist services to contribute to optimal Health Care. Supervision and effective utilization of Medical staff. Responsible for training and teaching of Medical Interns, Community Services, Students and Junior Doctors. Assist in the implementation of DoH policies and programs. Participate in academic activities in the Hospital and in the cluster.
<b><u>ENQUIRIES</u></b>	:	Dr L.P Buthelezi Tel No: (011) 898 8320
<b><u>APPLICATIONS</u></b>	:	Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.
<b><u>NOTE</u></b>	:	Applications must include only completed and signed new Form Z83, obtainable from any Public Service Department or on

([www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) accompanied by a comprehensive CV only highlighting or stating the requirements mentioned above. Only the shortlisted candidates will be required to submit certified copies of Identity document, Senior Certificate and highest required qualification as well as a driver's licence where necessary on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. 30 September 2022 at 12H00

**CLOSING DATE**

:

**POST 35/202**

:

**CLINICAL MANAGER REF NO: SMUCM/02/22**

Directorate: Office of the Chief Executive Officer

**SALARY**

:

R1 191 510 per annum

**CENTRE**

:

SMU Oral Health Centre

**REQUIREMENTS**

:

Appropriate qualification that allows registration with HPCSA as a Dentist. Minimum of 3 years appropriate experience as Dentist after registration with the HPCSA as a Dentist (independent practice). Managerial experience and or relevant master's such as an MBA/MPH or its equivalent would be an added advantage. Experience in a dental clinical training platform will be an added advantage.

**DUTIES**

:

The incumbent will assist the Chief Executive Officer in managing the clinical training platforms within and outside the SMU Oral Health Centre. Involvement in teaching and learning. Involvement in multi-disciplinary research. Use technology to effectively achieve workplace objectives for example maintain physical and electronic records. Plan and monitor the delivery of dental services at SMU Oral Health Centre as part of service quality assurance.

**ENQUIRIES**

:

Dr DF Kotsane Tel No: (012) 521 4800/1

**APPLICATIONS**

:

Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204.

**FOR ATTENTION**

:

Ms Pretty Rangoato

**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](http://www.gov.za), and a 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. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply.

**CLOSING DATE**

:

30 September 2022

**POST 35/203**

:

**MEDICAL SPECIALIST: (OPHTHALMOLOGY) GRADE 1 REF NO: REFS/TMH/2022/09/02 (X1 POST)**

Directorate: Medical Services

**SALARY**

:

R1 122 630 – R1 191 510 per annum

**CENTRE**

:

Tambo Memorial Hospital

**REQUIREMENTS**

:

An appropriate qualification as a Medical Specialist in Ophthalmology, which allows registration with HPCSA. Proof of HPCSA registration for the current year (card or receipt). Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Clinical skillset to manage high volume patient numbers, have clinical experience to help with clinic work, as determined by the needs of the department of Ophthalmology at Tambo Memorial Hospital.

**DUTIES**

:

Assistance in the provision of a quality cost effective and efficient 24-hours Ophthalmology services in keeping with Batho-Pele Principles. Assist with the

	training and guidance of medical Interns, Medical officers, Optometrists and other staff categories. Maintain accurate and appropriate health records in accordance with legal and ethical principles and ensure that junior staff complies with the above. Development of skills in the department with regards to research and instruction.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Dr K.F Shezi. Tel no (011) 898 8320
	: Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.
<b><u>NOTE</u></b>	: Applications must include only completed and signed new Form Z83, obtainable from any Public Service Department or on (www.dpsa.gov.za/documents) accompanied by a comprehensive CV only highlighting or stating the requirements mentioned above. Only the shortlisted candidates will be required to submit certified copies of Identity document, Senior Certificate and highest required qualification as well as a driver's licence where necessary on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<b><u>CLOSING DATE</u></b>	: 30 September 2022 at 12H00
<b><u>POST 35/204</u></b>	: <b><u>DENTAL SPECIALIST REF NO: SMUDS/01//22</u></b> Directorate: Oral Medicine and Periodontology
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R1 122 630 per annum : SMU Oral Health Centre : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Specialist in Oral Medicine and Periodontology. Registration with the HPCSA (Independent Practice) as a Dental Specialist in Oral Medicine and Periodontology. Appropriate clinical experience as a Specialist in Oral Medicine & Periodontology after registration with HPCSA. Experience in teaching and training of undergraduate and postgraduate students after qualifying as a specialist will be an added advantage.
<b><u>DUTIES</u></b>	: Implementation, monitoring and evaluation of academic dental services on the Oral Health Teaching platform. Supervisory and administrative role with regards to teaching and training of both undergraduate and postgraduate students. Responsible for quality assurance of teaching/training and clinical governance. Carry out own and supervise research. Participate in any other activity as directed by the Head of Department.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Dr GU Mohangi Tel No: (012) 521 4834/5 : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204.
<b><u>FOR ATTENTION NOTE</u></b>	: Ms Pretty Rangoato : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a 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 Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria.
<b><u>CLOSING DATE</u></b>	: 30 September 2022

<b><u>POST 35/205</u></b>	:	<b><u>MEDICAL SPECIALIST: GASTROENTEROLOGY REF NO: REFS/014869</u></b> Directorate: Internal Medicine
<b><u>SALARY</u></b>	:	R1 122 630 per annum, (all-inclusive - package)
<b><u>CENTRE</u></b>	:	Charlotte Maxeke Johannesburg Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the HPCSA as a Specialist in Internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine and proof of current registration. No experience required after registration with the HPCSA as a Medical Specialist in Internal Medicine. The following will be an added advantage: Preference will be given to candidates with FCP (Part 1), ACLS, AMLS, Diploma in HIV Management and with post community service Medical Officer work experience in Internal Medicine. Patient first mentality, General management skills, Excellent communication skills, Good Professional judgement, integrity and professional dependability, Leadership experience, Conflict management, Cost-containment. Management training and experience, Technology and Computer skills, Problem-solving experience, Coaching and mentoring experience.
<b><u>DUTIES</u></b>	:	As a consultant, the candidate will be responsible for the clinical management of general medical patients and sub specialist medicine responsibilities. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up and grand rounds. As the most senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at OPD, managing patients attending the Subspecialty. OPD or Specialty Ward Consultations within a relevant Sub-specialty. Possess the skill and knowledge required to manage a wide variety of gastrointestinal and hepatopancreatobiliary disorders. Function in a multi-disciplinary team. Be in possession of the appropriate gastroenterology qualification. Provide supervision for junior and nursing staff. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff. Co-ordination of sub specialist services at CMJAH and cluster hospitals for both inpatient and outpatient services. Supervision of the clinical technology service as required. Overseeing the development of appropriate referral pathways and development of services at referral hospitals. Participation in the academic duties of the Wits Internal Medicine and related Departments/ Subspecialties. Performance of research within the department. Supervision of research within the department and MMed students. Training and supervision of Senior registrar, Registrars, Medical Officers, Medical Interns and Medical Students including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.
<b><u>ENQUIRIE APPLICATIONS</u></b>	:	Prof A.Mahomed Tel No: (011) 488 4649/3564
	:	Applications should be submitted on a (PDF Format only) to the following email-address: <a href="mailto:Medicalhr.Cmjah@gauteng.gov.za">Medicalhr.Cmjah@gauteng.gov.za</a> . Only online application will be considered. Please use the reference as the subject.
<b><u>NOTE</u></b>	:	The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted

within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply.

**CLOSING DATE**

: 30 September 2022

**POST 35/206**

: **MEDICAL SPECIALIST REF NO: REFS/014868**  
Directorate: Radiation Oncology

**SALARY**

: R1 122 630 per annum, (all-inclusive - package)

**CENTRE**

: Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**

: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Radiation Oncology. Registration with the HPCSA as Medical Specialist in Radiation Oncology. No experience required after registration with the HPCSA as Medical Specialist in Radiation Oncology.

**DUTIES**

: The successful candidate will be expected to render the full spectrum of radiation oncology services at the Departmental of Radiation Oncology. This includes attendance at multi-disciplinary meetings, clinical assessment and formulation of treatments plans for patients, planning and delivery of radiotherapy treatments, on treatment assessments and follow-ups. To assist with patient backlogs in treatment and to ensure efficient delivery of radiation therapy in a safe, evidence based, ethical way considering health economics. To assist the Head of Department with day-to-day management of the unit. Oversee the work of registrars to ensure adequate service delivery from them. To also assist with the teaching program in the department of radiation oncology, including attendance and participation in academic meetings, providing supervision and informal and formal teaching to registrars. Research is encouraged, and it is expected that the successful candidate will be involved in their own clinical research, as well as aiding and supervising registrars on their MMeds. Performance of after-hours radiation oncology clinical services including in the wards and the assessment and treatment of radiation oncology emergencies.

**ENQUIRIES**

: Dr. D Ramiah Tel No: 011 481 2137

**APPLICATIONS**

: Applications should be submitted on a (PDF Format only) to the following email-address: [Medicalhr.Cmjah@gauteng.gov.za](mailto:Medicalhr.Cmjah@gauteng.gov.za). Only online application will be considered. Please use the reference as the subject.

**NOTE**

: The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the



South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, African Males and African Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.

<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/207</u></b>	:	<b><u>MEDICAL SPECIALIST REF NO: REFS/014932</u></b> Directorate: Diagnostic Radiology
<b><u>SALARY</u></b>	:	R1 122 630 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Charlotte Maxeke Johannesburg Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Diagnostic Radiology. Registration with the HPCSA as Medical Specialist in Diagnostic Radiology and proof of current registration. No experience required after registration with the HPCSA as a Medical Specialist in Diagnostic Radiology.
<b><u>DUTIES</u></b>	:	Will include full time clinical service provision including after hours (weekend and public holidays). Patient management and supervision of junior medical staff. Training of undergraduate and postgraduate student and participation in the academic program. Reporting to HOU on service delivery, clinical audits and where necessary quality improvement plans. Participant in outreach programs and provide MMed supervision.
<b><u>ENQUIRIES</u></b>	:	Dr K. Sneider Tel No: 011 488 3368
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted on a (PDF Format only) to the following email-address: <a href="mailto:Medicalhr.Cmjah@gauteng.gov.za">Medicalhr.Cmjah@gauteng.gov.za</a> . Only online application will be considered. Please use the reference as the subject.
<b><u>NOTE</u></b>	:	The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, African Females, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	30 September 2022

<b><u>POST 35/208</u></b>	:	<b><u>ASSISTANT MANAGER – PHARMACEUTICAL SERVICES REF NO: WKH/19/09/2022</u></b> Directorate: Pharmacy
<b><u>SALARY</u></b>	:	R911 406 – R 1 057 725 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Weskoppies Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration as a Pharmacist (proof of payment of annual fees for 2022). A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Willing to register as responsible pharmacist and tutor. Knowledge of public sector pharmacy, Pharmacy Act 53 of 1974. Medicines and Related Substances Act 101 of 1965, Mental Health Care Act 17 of 2002 and applicable legislation pertaining to practice of pharmacy and provision of pharmaceutical services. Knowledge of Procurement procedures and the Central Chronic Medicines Dispensing and Distribution (CCMDD) program. Knowledge of the principles, functioning and operation of Pharmacy and Therapeutic Committee (PTC). Knowledge of human resource management, staff training and development and financial management. Ethical and professional conduct with good communication, leadership, decision-making, operational and supervisory skills. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical and legal principles. Effective, planning, organizational, managerial and interpersonal skills. Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook). Knowledge and experience in RxSolution and Remote Demander's Module (RDM).
<b><u>DUTIES</u></b>	:	Supervise, oversee and manage the pharmaceutical services at the institution. Supervision and management of pharmacy personnel. Supervise and manage the provision, implementation and review of pharmaceutical service protocols, policies and procedures and ensure that they are in accordance with statutory regulations and guidelines. Support and monitor adherence to National Core Standards and Ideal Hospital Realization Framework in pharmaceutical Services for quality Assurance. Ensure compliance to standard operating procedures of Directorate: Pharmaceutical Services and implement hospital protocols. Ensure optimal availability of essential and non-essential medicines in compliance to national EDL guidelines and standard treatment guidelines. Effective and efficient operations management (including medicine supply management, infrastructure and equipment management). Execute control over expenditure of pharmaceutical and related products. Support pharmacovigilance activities and develop systems for adverse drug reaction reporting. Compliance to strategic planning objectives of the hospital and department of health. Support human resource development and training of pharmacists. Pharmacy support personnel and other health professionals. Work as part of a multi-pharmaceutical service to other health professionals. Work as part of a multi-disciplinary team and provide secretarial duties to the PTC. Provide a consultative pharmaceutical service to other health and patients. Submission of reports to hospital management and directorate: Pharmaceutical Services. Ensure quality pharmaceutical services in line with Batho Pele principles. Represent hospital at various pharmaceutical, provincial and professional forums.
<b><u>ENQUIRIES</u></b>	:	Prof N Khamker Tel No: (012) 319 9811
<b><u>APPLICATIONS</u></b>	:	Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered. Applications received after the closing date will not be considered.
<b><u>NOTE</u></b>	:	Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification. 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. Applicants who do not comply with the requirements outlined above, will not be considered. Failure to submit all the requested documents will result in the

application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.

**CLOSING DATE**

:

30 September 2022

**POST 35/209**

:

**MEDICAL REGISTRAR REF NO: INTERNALMED1, OBS&GYNEA2, PAEDS3, GEN SURG 4, TRAUMSURG5, CARDIOSURG6, CARDIOLOGY7, UROLOGY8, ACC&EMERG9, ANAES10, OPHTHAL11, ORTHO12, ENT13, PSYCH14, PUBHEALTH15, RADIAONCO16, NUCLMED17, NEURLOGY18, NUROSURG19**

Directorate: Internal Medicine, Obstetrics and Gynaecology, Paediatrics, General Surgery Trauma Surgery, Cardiothoracic Surgery, Cardiology, Urology, Accident and Emergency Medicine, Ophthalmology, Orthopaedics, ENT, Psychiatry, Public Health, Radiation Oncology, Nuclear Medicine, Neurology, Anaesthesia, Nuero Surgery.

**SALARY CENTRE**

:

R833 523 per annum, (all-inclusive package)

:

Charlotte Maxeke Johannesburg Academic Hospital

Helen Joseph Hospital

Rahima Moosa Mother and Child Hospital

Sterkfontein Hospital

Leratong Hospital

**REQUIREMENTS**

:

Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. HPCSA registration as a Medical Practitioner and must be post Community Service. Proof of current registration with HPCSA (2022/2023). No experience required As part of the health care team, registrars participate in safe, cost- effective evidence based and compassionate patient care; including participating in outreach programs. Applies cost containment measures in the provision of patient care as trainee specialist. Registrars participates in the educational activities of their chosen specialty training program, including conducting research toward Mmed. Supervise and teach medical students, interns, medical officers and other service commitments, overtime, Commitment to emergency care highest level of ethics, professionalism and punctuality. Expected ability to work in a team and to report all potential conflict of interest and corruption.

**ENQUIRIES**

:

Dr. S. Ngobese Tel No: 011 488 4812 CMJAH

Ms. R.O Kubayi Tel No: 011 489-1089 HJH

Ms. B. Khutsoane Tel No: 011 951 8206 Sterkfontein Hospital

Ms. C. Kgophane Tel No: 011 411 3531 Leratong Hospital

Ms. K. Marshal Tel No: 011 470 9284 or Dr. T. kleyenstuber Tel No: 011 470 9151 Rahima Moosa Hospital

**APPLICATIONS**

:

Applications must be submitted to Human Resource Departments at one of the following Hospitals:

**Charlotte Maxeke Johannesburg Academic Hospital:** application must be submitted on ( PDF Format only) to the following email-address [Medicalhr.Cmjah@gauteng.gov.za](mailto:Medicalhr.Cmjah@gauteng.gov.za). Please use the reference as subject

**Helen Joseph Hospital:** applications must be hand delivered at No. 1 Perth Road Auckland Park, Johannesburg 2001, Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.

**Rahima Moosa Mother and Child Hospital:** applications must be hand delivered to admin Building, Cnr. Fuel and Oudtshoorn Street, Coronationville.

**Sterkfontein Hospital:** applications must be hand delivered to the application box at the entrance or submitted to Private Bag X2010, Krugersdorp, 1740.

**Leratong Hospital:** applications must be hand delivered to Human Resource Department Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740.

<b><u>NOTE</u></b>	: The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	: 30 September 2022
<b><u>POST 35/210</u></b>	: <b><u>MEDICAL OFFICER REF NO: INTERNALMED20, OBS&amp;GYNEA21, PAEDS22, GEN SURG 23, TRAUMSURG24, CARDIOSURG25, CARDIOLOGY26, UROLOGY27, ACC&amp;EMERG28, ANAES29, OPHTHAL30, ORTHO31, ENT32, PSYCH33, PUBHEALTH34, RADIAONCO35, NUCLMED36, NEURLOGY37, NUROSURG38</u></b> Directorate: Internal Medicine, Obstetrics and Gynaecology, Paediatrics, General Surgery Trauma Surgery, Cardiothoracic Surgery, Cardiology, Urology, Accident and Emergency Medicine, Ophthalmology, Orthopaedics, ENT, Psychiatry, Public Health, Radiation Oncology, Nuclear Medicine, Neurology, Anaesthesia, Neuro Surgery.
<b><u>SALARY CENTRE</u></b>	: R833 523 per annum, (all-inclusive package) Charlotte Maxeke Johannesburg Academic Hospital Helen Joseph Hospital Rahima Moosa Mother and Child Hospital Sterkfontein Hospital Leratong Hospital
<b><u>REQUIREMENTS</u></b>	: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner post Community Service. Proof of current registration with HPCSA (2022/2023).
<b><u>DUTIES</u></b>	: The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing, and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case

presentations, lectures, and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Medical officers will inter alia be responsible for rendering of clinical services, assessment, and treatment of patients. Medical officers will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes.

## **ENQUIRIES**

: Dr. S. Mabunda Tel No: 011 488 4812 CMJAH  
Ms. R.O Kubayi Tel No: 011 489-1089 HJH  
Ms. B. Khutsoane Tel No: 011 951 8206 Sterkfontein Hospital  
Ms. C. Kgophane Tel No: 011 411 3531 Leratong Hospital  
Ms. K. Marshal Tel No: 011 470 9284 or Dr. T. kleyenstuber Tel No: 011 470 9151 Rahima Moosa Hospital

## **APPLICATIONS**

: Applications must be submitted to Human Resource Departments at one of the following Hospitals:

**Charlotte Maxeke Johannesburg Academic Hospital:** application must be submitted on (PDF Format only) to the following email-address [Medicalhr.Cmjah@gauteng.gov.za](mailto:Medicalhr.Cmjah@gauteng.gov.za). Please use the reference as subject

**Helen Joseph Hospital:** applications must be hand delivered at No. 1 Perth Road Auckland Park, Johannesburg 2001, Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.

**Rahima Moosa Mother and Child Hospital:** applications must be hand delivered to admin Building, Cnr. Fuel and Oudtshoorn Street, Coronationville.

**Sterkfontein Hospital:** applications must be hand delivered to the application box at the entrance or submitted to Private Bag X2010, Krugersdorp, 1740.

**Leratong Hospital:** applications must be hand delivered to Human Resource Department Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740.

## **NOTE**

: The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

## **CLOSING DATE**

: 30 September 2022

## **POST 35/211**

: **ASSISTANT MANAGER NURSING (PNA7) NIGHT REF NO: REFS/ 014949 (X2 POSTS)**  
Directorate: Nursing

## **SALARY**

: R571 242 – R662 223 per annum, (plus benefits)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Dr. George Mukhari Academic Hospital
	:	Basic R425 qualification (i.e., An appropriate bachelor's degree/ Diploma in nursing or equivalent qualifications that allows registration with the South African Nursing Council) as a professional nurse. A minimum of eight (8) years appropriate /recognizable experience in nursing after registration as a professional nurse with SANC. At least three (3) years of the period referred to above must be appropriate experience as an operational manager. Nursing Management with a duration of at least 1 year, accredited with South African Nursing Council as a requirement. Should have proven sound managerial skills, computer literacy and knowledge of financial management. Good verbal and written communication skills. Current proof of registration with SANC must be attached. Service records must be included. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Nursing education will be an added advantage. Willingness to work under pressure and beyond a call of duty.
<b><u>DUTIES</u></b>	:	Monitor and evaluate service delivery (Nursing) on Night Duty. Ensure that the clinical nursing practice by the nursing team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Evaluate National core standards and develop quality improvement plan where gaps were identified and implement the QIP. Work effectively and amicably at management level with persons of diverse intellectual. Able to manage own work and that of units reporting to the post and to ensure appropriate interventions to enhance nursing services at facility level. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Demonstrate a basic understanding of Human Resources and Financial Management. Participate in training, research, and self-development. Manage resources effectively and efficiently. (Human and Material). Must have a Basic Computer Skills. Demonstrate a basic understanding of the legislative framework governing the public service. Identify and develop policies relating to all Clinical Units. Resolve patient care related challenges/problems on Night Duty. Manage any conflict identified. Demonstrate a basic understanding of the legislative framework governing the public service.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. FF Mafisa Tel No: 012 529 3873
	:	Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
<b><u>NOTE</u></b>	:	to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed CV, only shortlisted candidates will be required to submit the certified documents on or before the interview date. The specific reference must be quoted. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/212</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALTY PNB3- CHILD NURSING SCIENCE/ PAEDIATRIC NURSING SCIENCE/CRITICAL CARE NURSING SCIENCE REF NO: REFS/ 014946 (X1 POST)</u></b> Directorate: Nursing
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R571 242 – R642 933 per annum, (plus benefits)
	:	Dr. George Mukhari Academic Hospital
	:	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 the relevant specialty (Child

Nursing Science or Paediatric Nursing Science with ICU experience or Critical care Nursing with Paediatric nursing experience. Registration with SANC as Professional Nurse. Proof of current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Nursing Management will be an added advantage. Service records must be included. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

#### **DUTIES**

: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and subordinates, 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 proper 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. Able to develop contacts, build and maintain a network of professional relations to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Implement nursing legislations and related legal and ethical nursing practices. Compile and analyze reports to improve quality of patient care. Manage resources effectively and efficiently in the unit. Must be prepared to work night shifts when needs arise and relieve the supervisor when required. Ability to function as part of a team and display good professional image.

#### **ENQUIRIES**

: Ms. FF Mafisa Tel No: 012 529 3873

#### **APPLICATIONS**

: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

#### **NOTE**

: To the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed CV, only shortlisted candidates will be required to submit the certified documents on or before the interview date. The specific reference must be quoted. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

#### **CLOSING DATE**

: 30 September 2022

#### **POST 35/213**

: **OPERATIONAL MANAGER NURSING SPECIALTY AREA REF NO: WKH/20/09/2022**  
Directorate: Nursing

#### **SALARY**

: R571 242 per annum (PN-B3), plus benefits

#### **CENTRE**

: Weskoppies Hospital

#### **EQUIREMENTS**

: Grade 12 or equivalent NQF level. Basic qualification as a professional nurse according to R425 (i.e Diploma / Degree in Nursing) that allows registration with the SANC as a Professional Nurse. Post Basic qualification in Advanced

	Psychiatric Nursing. Post Basic qualification in Nursing Education. Current registration with the SANC. A minimum of 09 years appropriate / recognizable nursing experience as Professional Nurse after registration with the SANC. At least 5 years of the above period must be in Psychiatric Nursing after obtaining the post basic qualification. A valid driver's license. Good interpersonal and communication skills and compassionate with team work. Must be computer literate (MS Excel, MS Word, MS PowerPoint).
<b><u>DUTIES</u></b>	: Coordinate clinical orientation, teaching, learning and assessment. Mentoring and support of student nurses and other nursing staff. Facilitate the achievement of clinical learning outcomes. Plan and facilitate a professional development program for Weskoppies Hospital Nursing Department. Execute and participate in the in-service training programme (formal and informal). Assist in the development of nursing protocols and Standard Operating Procedures in nursing. Relieve in patient office according to the need. Maintain Professional growth / ethical standards and continuous development of self and subordinates.
<b><u>ENQUIRIES</u></b>	: Ms. BP Schoonwinkel Tel No: (012) 319 9877
<b><u>APPLICATIONS</u></b>	: Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book.
<b><u>NOTE</u></b>	: Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification. 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. Applicants who do not comply with the requirements outlined above, will not be considered. No faxed or emailed application will be considered. Applications received after the closing date will not be considered. Note: Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	: 30 September 2022
<b><u>POST 35/214</u></b>	: <b><u>CLINICAL PROGRAMME COORDINATOR REF NO: PWH/QA01/2022</u></b> (Quality Assurance/Case Management Directorate: Nursing Department
<b><u>SALARY</u></b>	: R450 939 (Min) – R507 531 (Max) per annum, (plus benefits)
<b><u>CENTRE</u></b>	: Pretoria West District Hospital
<b><u>REQUIREMENTS</u></b>	: Senior/Matric certificate. Basic qualification with SANC in terms of Government notice (R425 i.e Diploma /Degree in nursing with midwifery. Proof of registration with SANC. Current registration with SANC. 7 Years of recognizable experience in nursing after registration as a professional nurse. Appropriate experience as a case manager in liaison with Medical Aids, managed care organization with regard to MHC policies, protocols, optimal fund utilization and updated clinical information will be an added advantage. Ability to link patient diagnoses with procedure codes. Knowledge of UPFS, ICD 10 codes/diagnosis codes. Medical Aid Act 131 of 1998 Basic computer skills. Code B driver's license.
<b><u>DUTIES</u></b>	: Overall provision of APP-aligned to total Quality Management services to the Hospital. Overall monitoring, investigation, evaluating, recording and reporting on complaints management. Effective clinical & non –clinical risk management



by monitoring, investigating, evaluating, recording and reporting on patients safety incidents. Improve effectiveness of system operations through monitoring and reporting on patients waiting times. Monitor, evaluate, record and report on customer satisfaction by planning & conducting annual surveys on patient experience of Care that comply with prescripts. Facilitate conduction of and reporting on Ideal Health Facility Realisation assessments in line with existing and approved legal prescripts. Provide support to all departments on matters pertaining to norms and standards by Office of Health Standards Compliance. Facilitate conduction of and reporting on Clinical Records Audits. Operate and manage relevant data system. Monitor development, implementation, monitoring and evaluation of Quality improvement plans. Become liaison between the district and all other essential stakeholders. Coordinate workflow process between clinical and admin personnel by leasing, guiding and supporting the fees department and relevant hospital staff with the identification of prescribed minimum benefits. Update clinical information of externally funder clients. Control the correctness the hospital bills, medical aids road accident funds and privately funded patients and the implementation of case management policies, protocols and procedures within the hospital. Provide quotations to privately funded and foreign patients.

**ENQUIRIES  
APPLICATIONS**

: Mr. MTK Zondi Tel No: 012 380 1205  
: 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 a new Z83 form obtainable from any public service department Website, which must be completed in full with, attached CV only. Only Shortlisted candidate will be required to submit certified copies of documents.

**CLOSING DATE**

: 30 September 2022

**POST 35/215**

: **OPERATIONAL MANAGER NURSING GENERAL PNA-5 REF NO: REFS/014954 (X4 POSTS)**  
Directorate: Nursing

**SALARY  
CENTRE  
REQUIREMENTS**

: R450 939 – R507 531 per annum, (plus benefits)  
: Dr. George Mukhari Academic Hospital  
: A Basic R425 qualification (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of seven (7) years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Should have proven sound managerial skills and be computer literate. Nursing Management will be an added advantage. Service records must be included. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

**DUTIES**

: Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Work as part of a multidisciplinary 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 subordinate to ensure proper nursing service in the units. 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. Able to develop contacts, build and maintain a network of professional relations to enhance service delivery. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Participate in training, research, and self-development. Promote achievement of National Core Standards targets. Be prepared to work shifts including rotating and relieving on night duty.

	Demonstrate basic computer literacy as a support tool to enhance service delivery.
<b><u>ENQUIRIES</u></b>	: Ms. FF Mafisa Tel No: 012 529 3873
<b><u>APPLICATIONS</u></b>	: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
<b><u>NOTE</u></b>	: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed CV, only shortlisted candidates will be required to submit the certified documents on or before the interview date. The specific reference must be quoted. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<b><u>CLOSING DATE</u></b>	: 30 September 2022, closing time will be 12h00 on the closing date.
<b><u>POST 35/216</u></b>	: <b><u>CLINICAL PROGRAMME COORDINATOR: QUALITY ASSURANCE REF NO: WKH/21/09/2022</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	: R450 939 per annum, plus benefits. (PN-A5)
<b><u>CENTRE</u></b>	: Weskoppies Hospital
<b><u>EQUIREMENTS</u></b>	: Grade 12 or equivalent NQF level. Basic qualification as a professional nurse according to R425 (i.e Diploma / Degree in Nursing) that allows registration with the SANC as a Professional Nurse. Current registration with the SANC. A valid driver's license. A minimum of 7 years appropriate experience in nursing after registration with SANC as a Professional Nurse in general nursing. Experience in a quality assurance unit will be an added advantage. Have the ability to analyze complex information relating to areas of operation and to transform that into user-friendly reports and assessments. Have experience and ability to utilize quality assurance related methodologies, tools and databases. Have the ability to prioritize issues and other related work matters and to comply with the ability with the frames set. Have ability to work under pressure to meet deadlines. Have excellent interpersonal and communication skills (both verbal and written). An aptitude for statistics and data analysis and excellent reporting writing skills. High level of accuracy and attention to detail. Have computer skills and the ability to work with MS Word, MS PowerPoint and MS Excel.
<b><u>DUTIES</u></b>	: Assist with Quality Assurance monitoring and evaluation framework. Source and obtain data and information to measure progress and compliance with Quality Assurance targets and norms required for the developments of measurable performance indicators related to the quality of care in the institution. Use the collected data to measures progress and compliance against set targets. Assist with the generation of reliable assessment in support of planning and intervention processes required for Quality Assurance in the institution. Assist with the drafting of annual. Quarterly and other relevant quality assurance performance reports. Assist management and investigation of complaints and Patient safety incidents. Participate in selected Clinical Audit projects. Conduct customer care related surveys and respond appropriately to results. Participate in continuous monitoring and evaluations (National Core Standards / Ideal Hospital Realization). Active participation in the activities of the Quality Assurance and Complaints Committees and assist with the secretarial responsibilities of these committee meetings, coordinate reports pertaining to performance indicators. Assist with data collecting, analysis and reports. Optimal utilizations of resources and implementation of the performance management system.

<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. BP Schoonwinkel Tel No: (012) 319 9877
	:	Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered. Applications received after the closing date will not be considered.
<b><u>NOTE</u></b>	:	Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification. 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. Applicants who do not comply with the requirements outlined above, will not be considered. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/217</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR REF NO: REFS/014933</u></b> Directorate: Nursing Department: Bed Management Unit
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R450 939 per annum, (plus benefits)
	:	Charlotte Maxeke Johannesburg Academic Hospital
	:	Grade 12 or equivalent. 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. Registration with SANC as a Professional Nurse and proof of current registration. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Computer literacy will be added advantage.
<b><u>DUTIES</u></b>	:	Constantly monitoring the availability of beds within the hospital. Placing patients correctly in available beds, timeously. Assisting casualties with patient flow, from casualty to the wards. Sending patients home within reasonable time once discharged. Assisting with the management and flow of day cases in the hospital. To work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Expected to relieve the Assistant Manager in his absence.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms A. Tshitereke Tel No: 011 488 3787
	:	Applications should be submitted strictly online at the following E-Recruitment portal: <a href="http://professionaljobcenter.gpg.gov.za">http://professionaljobcenter.gpg.gov.za</a> . No hand-delivered, faxed or emailed applications will be accepted. For assistance with online applications please email your query to <a href="mailto:e-recruitment@gauteng.gov.za">e-recruitment@gauteng.gov.za</a> .
<b><u>NOTE</u></b>	:	The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective

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

<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/218</u></b>	:	<b><u>LECTURER REF NO: REFS/014870</u></b> Directorate: Nursing Division: Clinical Education & Training Unit
<b><u>SALARY CENTRE</u></b>	:	R388 974 per annum, (plus benefits) Charlotte Maxeke Johannesburg Academic Hospital (Joint Appointment with the University Of Witwatersrand)
<b><u>REQUIREMENTS</u></b>	:	Matric or equivalent. A Basic R425 qualification (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of 4 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Post basic qualification in Nursing Education registered with the SANC and registration as a nurse educator. 1 year post basic qualification registered with SANC in either Oncology Nursing or Nephrology Nursing. Must be registered with SANC as moderator & assessor or be in possession of an assessor and moderator's certificate. A Master's degree in Nursing Science. PhD in Nursing will be added advantage. Teaching and relevant IT experience. Must have knowledge and experience that is required for the fourth industrial revolution.
<b><u>DUTIES</u></b>	:	Do clinical placement and accompaniment of undergraduate nursing students and the relevant post-graduate students. Ensure educational innovation and effective teaching and learning principles for student success in the Department. Provide proof of ongoing research/projects and publication in area of expertise. Administration duties, research participation and participation in community projects at Departmental, school and Faculty level, and CMJAH. Supervise postgraduate students in the relevant field of expertise. Ability to function as a role-player and member of the team. Training and development; and assess clinical competence of CMJAH Nursing staff. Initiate and support research in the clinical areas (CMJAH).
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. A Tshitereke Tel No: 011 488 378 Applications should be submitted strictly online at the following E-Recruitment portal: <a href="http://professionaljobcenter.gpg.gov.za">http://professionaljobcenter.gpg.gov.za</a> . No hand-delivered, faxed or emailed applications will be accepted. For assistance with online applications please email your query to <a href="mailto:e-recruitment@gauteng.gov.za">e-recruitment@gauteng.gov.za</a> .
<b><u>NOTE</u></b>	:	The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should

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

**CLOSING DATE**

:

30 September 2022

**POST 35/219**

:

**ASSISTANT DIRECTOR FINANCE REF NO: SMUF01/22**

Directorate: Support Services

**SALARY**

:

R382 245 per annum

**CENTRE**

:

SMU-Oral Health Centre

**REQUIREMENTS**

:

A Bachelor's Degree/Diploma (NQF level 6/7) in Financial Management/Accounting or relevant qualification. Minimum of five years supervisory experience in Financial Management. Knowledge and experience in budget & expenditure, procurement and patient revenue. Good understanding of Financial and Accounting policies, systems and relevant prescripts (Treasury regulations, PFMA, PPPFA, BAS, PERSAL, SCM procedures and delegations of authority). Good communication and report writing skills, Presentation and interpersonal skills. Computer literate with knowledge of advanced excel Systems. Able to work under pressure.

**DUTIES**

:

Prepare and present the hospital budget to all the relevant stakeholders in the Hospital and provide with monthly expenditure reports. Prepare the Hospital Business Plan. Attend bi-lateral meetings and review. Ensure proper allocation of budget to the cost centres and monitors its expenditure. Identification of measure cost drivers and develop strategies to minimize overspending of budget. Ensure the acquisition of goods and services is in accordance with a well-defined Procurement Plan and Demand Plan. Preparation and adherence of financial documentation prior to submission to SCM Unit for the compilation of orders. Preparation and processing of Procurement plan items as approved in the conditional grant and Business Plan. Ensure that all financial records and documents are kept safe and up to date for audit control purposes. Ensure that all payments for service providers, compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitful expenditure. Prepare journals of misallocated expenditure. Monitor monthly budget expenditure and Conditional Grants. Prepare and present monthly budget reports to all the relevant stakeholders. Attend all budget meetings, training and workshops and provide reports on the allocated budget. Promote the vision, mission and interest of the hospital. Meet with all relevant stakeholders to provide training and give update on finance matters. Provide training and guidance to the Hospital Management, staff members and subordinates on finance related matters. Ensure supervision of staff members in the Finance Section.

**ENQUIRIES**

:

Mr HH Hadebe Tel No: 012 521 4913

**APPLICATIONS**

:

Quote the relevant post number. Direct applications must be delivered to the Human Resources Manager, SMUOHC Human Resource Department, Room

		S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms Pretty Rangoato
	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a 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. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/220</u></b>	:	<b><u>DENTAL THERAPIST REF NO: REF NO: SMUDT02/22</u></b> Directorate: Community Dentistry
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R322 746 per annum, (plus other benefits)
	:	SMU Oral Health Centre
	:	A degree in Dental Therapy: Registration with the Health Profession Council of South Africa (HPCSA) as a Dental Therapist. At least 5 years' experience as a Dental Therapist. Experience in teaching and learning will be an added advantage. The candidate should provide evidence of the above with the application.
<b><u>DUTIES</u></b>	:	The incumbent is expected to undertake the following duties: Teaching and Learning of Dental Therapy and Oral hygiene student, Assessment and evaluation of Teaching and Learning of Dental Therapy and Oral hygiene students, participate in the Departmental Community based programme in providing service-learning programme involving community engagement, reflections Coordinate and manage community-based programmes in communities, Participate in Departmental Research activities, participate in curriculum development issues as when required, Provide clinical service to SMUOHC Manage own patients, be involved in administrative activities of the department.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Prof D Pagollang Motloba Tel No: 012 521 5767/4848
	:	Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms Pretty Rangoato
	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a 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. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/221</u></b>	:	<b><u>DIAGNOSTIC RADIOGRAPHER REF NO: RAD02/22</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R322 746 per annum
	:	Sefako Makgatho Oral Health Centre (SMUOHC)
	:	National Degree or Diploma in Diagnostic Radiography. Appropriate qualification that allows current registration with the Health Professions Council of South African (HPCSA) as a Diagnostic Radiographer. Evidence of current registration with the Health Professions Council of South Africa as a Diagnostic



		Radiographer for 2022/2023. Experience in Digital Radiography and knowledge of Picture Archiving and Communication Systems. Experience in teaching, training, and supervision of students. Knowledge of relevant public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Knowledge of Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control and Batho Pele principles. Good written and communication skills. Ability to work as a member of professional multidisciplinary teams.
<b><u>DUTIES</u></b>	:	Render effective dental patient-centred Radiography services in adherence to the scope of practice and health protocols. To work as part of interdisciplinary teams. Supervise, develop, teach, train and monitor the performance of students in all aspects of radiographic service delivery whilst adhering to Batho Pele Principles. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Perform record keeping, data collection and assets management. Contribute and participate in professional development of self, colleagues, and members of the interdisciplinary team members. Contribute to research projects of the department. Communicate effectively with stakeholders. Perform all the administrative functions. Implement and maintain the quality assurance protocols in alignment with national and provincial norms and standards. Comply with the Performance Management and Development System (contracting and assessment).
<b><u>ENQUIRIES</u></b>	:	Dr S Rajbaran Tel No: (012) 521 4902/3
<b><u>APPLICATIONS</u></b>	:	Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204
<b><u>FOR ATTENTION</u></b>	:	Ms Pretty Rangoato
<b><u>NOTE</u></b>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a 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. Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/222</u></b>	:	<b><u>OCCUPATIONAL THERAPIST GRADE 1/2/3 REF NO: WKH/ 22/09/2022</u></b> Directorate: Occupational Therapy
<b><u>SALARY</u></b>	:	R319 976 per annum, plus benefits. (Salary will be in line with OSD regulations with regards to years of experience after registration as Independent Practitioner)
<b><u>CENTRE</u></b>	:	Weskoppies Hospital
<b><u>EQUIREMENTS</u></b>	:	Degree in Occupational Therapy. Grade 12. Registration with the Health Professional Council of South Africa as an Independent Practitioner and 2022 proof of registration.
<b><u>DUTIES</u></b>	:	Provide an Occupational Therapy service to adult Mental Health users (Acute, Forensic and or Longer stay MHCU). Follow prescribed OT Processes in Mental Health such as assessments, planning and executing treatment (individual and groups). Execute all patients related administrative tasks according to the standards set by Quality Assurance principles. Actively do program planning within the Unit. Do group treatment as planned. Participate in the de-institutionalization program. Do general administrative duties. Work effectively in a multi discipline team. Do student training. Participate in the Weskoppies Hospital OT department CPD program. Do supervision of OTT/OTA according to PMDS process.
<b><u>ENQUIRIES</u></b>	:	Mrs. H Beetge Tel No: (012) 319 9783
<b><u>APPLICATIONS</u></b>	:	Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria, 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the

<b><u>NOTE</u></b>	: register book. No faxed or emailed application will be considered. Applications received after the closing date will not be considered.
	: Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification. 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. Applicants who do not comply with the requirements outlined above, will not be considered. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	: 30 September 2022
<b><u>POST 35/223</u></b>	: <b><u>PROFESSIONAL NURSE REF NO: TRH 14/2022 (X3 POSTS)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	: Grade 1: R260 760 – R302 292 per annum Grade 2: R320 703 - R368 307 per annum Grade 3: R388 974 - R492 756 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	: Tshwane Rehabilitation Hospital : Diploma in General Nursing and Midwifery Basic R425 qualification i.e., Diploma/Degree in Nursing, or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. Current registration with SANC. Experience in rehabilitation will be a recommendation. At least 1 or more years of experience as a Professional Nurse. Problem solving skills, facilitation skills, communication skills, knowledge of management, planning and organising. Be able to lead shift. Multi-cultural skills and nursing advocacy skills. Willing to work in a physical rehabilitation setting and rotate in all departments. Willing to work day and night shifts, weekend public holidays.
<b><u>DUTIES</u></b>	: Responsible for total patient care to all patients in the hospital. Educate and advise patients including relatives and staff. Ensure efficient and effective management of resources. Rotate through service points as required. Willing to work over weekends and holidays and rotate in other units where the need arise. Quality nursing care and rehabilitation programme as directed by the Scope of Practise. Have knowledge and interest of work in HCT and OPD. Ensure proper staff allocation for shifts in the unit. Manage staff performance. Able to act appropriately in an emergency situation. Be part of the team in managing the patients. Be able to work within the multidisciplinary health team. Demonstrate effective communication with patients, supervisors, other professionals, and junior colleagues including report writing. Be able to work independently as a Professional Nurse.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms MM Rakwena Tel No: (012) 354 – 6135 : Applications must be hand delivered directly to: Tshwane Rehabilitation Hospital Corner Dr Savage and Soutpansberg Road, Pretoria, 0001. No faxed applications will be considered.
<b><u>NOTE</u></b>	: Applicants are not required to submit copies of qualifications and other relevant documents when applying but must submit fully complete Z83 form and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks-, qualifications verification, criminal



checks and credit/financial checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

<b><u>CLOSING DATE</u></b>	:	23 September 2022
<b><u>POST 35/224</u></b>	:	<b><u>STAFF NURSE GRADE 1 REF NO: PWH/EN01/2022</u></b> Directorate: Nursing Department
<b><u>SALARY</u></b>	:	R173 952 (min) – R195 771 (max) per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria West District Hospital
<b><u>REQUIREMENTS</u></b>	:	Qualification that allows registration with the SANC as Staff Nurse. Nurse. Must have good Communication, interpersonal relations and organizational skills.
<b><u>DUTIES</u></b>	:	Render a nursing service within the scope of practice of a Staff Nurse. Assist with nursing duties. Manage Health care principles and delivery Of health care in order to control cost add quality and ensure an optimal health Outcome by managing length of stay and financial outcome. Effective interpretation and implementation of policies and protocol and procedures within the Unit. Provide education and training to clients, family and health team members about health care. Facilitate communication and co-ordination between health care, patients and family member in order to minimize fragmentation of health care delivery system. Co-ordinate care and patient advocacy. Administrate efficiently and effectively all administrative duties within the Unit pertaining to managed health care policies and protocols established by Gauteng Health Department.
<b><u>ENQUIRIES</u></b>	:	Ms NL Madiba Tel No: (012) 3801206
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	Applications must be submitted on a new Z83 form obtainable from any public service department Website, which must be completed in full with, attached CV only. Only Shortlisted candidate will be required to submit certified copies of documents.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/225</u></b>	:	<b><u>DENTAL ASSISTANT REF NO: SMUDA03/22 (X2 POSTS)</u></b> Directorate: Dental Assisting
<b><u>SALARY</u></b>	:	R170 955 per annum
<b><u>CENTRE</u></b>	:	SMU Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with a National Certificate in Dental Assisting and an appropriate qualification that allows registration with the HPCSA as a Dental Assistant. Proof of current registration. One year experience as a dental assistant. Ability to work under pressure, organizational skills, good communication skills, self-motivated and goal orientated.
<b><u>DUTIES</u></b>	:	Assist clinicians with oral health procedures. Preparing of instruments and material for the dental procedures. Cleaning and sterilization of instruments. Ordering of consumables as needed. Do inventory of dental instruments. Perform administrative duties. Adhere to the Health Care Waste Management Legislation and Principles.
<b><u>ENQUIRIES</u></b>	:	Ms Joyce Peteke Tel No: (012) 521 5631
<b><u>APPLICATIONS</u></b>	:	Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag X848, Medunsa, 0204. The Institution reserves the right to not to make any appointment.
<b><u>FOR ATTENTION</u></b>	:	Ms Pretty Rangoato
<b><u>NOTE</u></b>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a 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. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection

	:	interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities encourages to apply.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/226</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 REF NO: PWH/NA01/2022 (X1 POST)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R134 514 (Min) – R151 401 (Max) per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria West District Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration with the SANC as Nursing Assistant. Good writing, communication and Interpersonal relation skills. Qualification that allows registration with SANC as Nursing Assistant, Registration with SANC as nursing assistant and proof of current registration.
<b><u>DUTIES</u></b>	:	Assist patients with daily activities such as physical care i.e. maintain hygiene of patients, provide nutrition and assist with mobility and elimination processes. Provide elementary clinical nursing care i.e. measure, interpret and record vital signs, assist Professional Nurses with clinical procedures, preparation of patients for diagnostic And surgical procedures, operate all relevant apparatus and equipment. Maintain the code of conduct as required In the Public Service and by the Professional Body. Render a nursing service within the scope of practice of a Nursing Assistant. Work as part of a multi-disciplinary team.
<b><u>ENQUIRIES</u></b>	:	Ms NL Madiba Tel No: (012) 380 1206
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	Applications must be submitted on a new Z83 form obtainable from any public service department Website, Which must be completed in full with attached CV only. Only Shortlisted candidate will be required to submit certified copies of documents.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/227</u></b>	:	<b><u>OPERATOR REF NO: PWH/OPER01/2022 REF NO: PWH/OPER01/2022 (X1 POST)</u></b> Directorate: Nursing Department
<b><u>SALARY</u></b>	:	R124 434 (Min) - R146 577 (Max) per annum (Level 03), (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria West District Hospital
<b><u>REQUIREMENTS</u></b>	:	Abet or Grade 10-12. Good interpersonal relations, reading and writing skills, telephone Etiquette and communication skills. Be able to cope with physical demand of the position and work under pressure. Willing to adjust to change and work shifts, weekends, night shifts and public holidays.
<b><u>DUTIES</u></b>	:	Responsible for cleaning, collect and receive unsterile packs from wards and check that they are complete and in good working conditions. Washing of instruments, packing and autoclaving various towels, gowns and small Packs. Effective handling of cooled down items to be packed off in sterile store- room. Maintenance of general Hygiene and tidiness of the complex. Do messenger duties, and reporting of blocked drains; taps leakages to Professional nurse in charge.
<b><u>ENQUIRIES</u></b>	:	Ms NL Madiba Tel No: 012 380 1206
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	Applications must be submitted on a new Z83 form obtainable from any public service department Website, which must be completed in full with, attached CV only. Only Shortlisted candidate will be required to submit certified copies of documents.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/228</u></b>	:	<b><u>CLEANER REF NO: SMUCL/03/22 (X2 POSTS)</u></b> Directorate: Support Services
<b><u>SALARY</u></b>	:	R104 073 per annum, (plus other benefits)
<b><u>CENTRE</u></b>	:	SMU Oral Health Centre

- REQUIREMENTS** : Grade 12 with 1-2 years cleaning experience. Ability to effectively use cleaning machines and materials. Candidates will be required to undergo medical surveillance. Cleaning experience in Public Health sector will be an added advantage.
- DUTIES** : Cleaning interior and exterior surroundings in the institution. Dust, wash walls and windows, sweep, scrub and polish floors. Housekeeping for all boardrooms. Operate cleaning equipment. Maintenance (proper cleaning daily after use) of cleaning equipment. Remove medical and general waste from generation area to storage areas. Safe keeping and control of cleaning equipment and materials. Be prepared to rotate to different areas within the institution that requires cleaning. Have knowledge of usage of cleaning chemicals. Adhere to Occupational Health and Safety and Infection control policies. Perform any other duties delegated by the Supervisor.
- ENQUIRIES** : Ms R Matjila Tel No: (012) 521 4924
- APPLICATIONS** : Quote the relevant post number. Direct applications must be delivered to SMUOHC Human Resources Department, Room S521, Level 5 or posted to: SMU Oral Health Centre, Private Bag X848, Pretoria, 0001.
- FOR ATTENTION** : Mrs I Makgatho
- 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](http://www.gov.za), and a 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. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 30 September 2022

#### **DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

- APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>
- CLOSING DATE** : 07 October 2022
- NOTE** : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83 and a comprehensive Curriculum Vitae (CV) only. Certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job) will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

#### **MANAGEMENT ECHELON**

- POST 35/229** : **DIRECTOR: STAKEHOLDER ENGAGEMENT AND CAPACITY DEVELOPMENT REF NO: REFS/ 014957**
- SALARY** : R1 073 187 per annum, (all-inclusive benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus Degree at NQF Level 7 in Public Administration Management, Communication or an equivalent qualification. Five (5) years relevant experience at middle / senior management in Stakeholder Management /Communication field and an overall understanding of the Human Settlements

policies and prescripts. Possession on an SMS Pre-Entry certificate. Knowledge of the National Housing Code; Housing Policies; Legislation e.g. Housing Act and Rental Housing Act; Intergovernmental Relation Framework Act and Constitution of South Africa. Competencies: Strategic capability and leadership, programme and project management, knowledge management, service delivery innovation and people management and empowerment. Financial Management, Change Management, Problem solving. Excellent oral and written communication skills, Honesty and integrity. Attributes: Good interpersonal relations. Ability to meet strict deadlines, self-motivated and respectful.

- DUTIES** :
- Develop and execute the strategies for education of beneficiaries about Departmental programmes, services and life skills related to Human Settlements. Oversee the creation and delivery of consumer education curriculum, framework and guides, best practices and easy to digest training materials for consumer education workshops and virtual training programs. Formulate training plans, determine appropriate training methods and Financial Recourses needed to deliver specific Consumer Education to different target audiences. Oversee & manage the coordination and monitoring of community empowerment programmes in the Human Settlement service centres and stakeholders. Forge formidable partnerships with interested partners with the same vision. Management of the sub-business within Consumer Education Unit. Ensure cooperative governance in the business Unit. Manage the Performance Management System for reporting staff.
- ENQUIRIES** :
- Ms K Kunene at 072 315 9992

#### **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 of Mr O Mkhabela. All applicants are also encouraged to number the pages of their CV.***

- CLOSING DATE** :
- 30 September 2022
- NOTE** :
- Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form. 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](http://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. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be 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. 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.

## OTHER POSTS

<b><u>POST 35/230</u></b>	:	<b><u>MANAGER SOCIAL WORK POLICY GRADE 1: PERSONS WITH DISABILITIES REF NO 2022/09/11</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R806 811 – R1 116 881 per annum, (within OSD framework)
	:	Head Office (Johannesburg)
	:	Bachelor of Social Work. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 10 years appropriate experience in social work after registration with the SACSSP of which 5 years must be appropriate experience in Social Work policy development or Social Work supervision. Skills and Competencies: Project Management, Planning and organizing, Networking, Communication (written and verbal) and Professional counselling skills.
<b><u>DUTIES</u></b>	:	Develop/facilitate the development of policies for rendering a social work service to persons with disabilities. Monitor, interpret and review legislation, policies and procedures to determine whether the I disability legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the relevant policies. 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. Service providers are trained and developed to be able to deliver work of the required standard work. Plan and ensure that social work policy research and development are undertaken and complex social work research plans.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Z Jaca Tel No: (011) 355 7707
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to: Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms V Cimini Tel No: (011) 355 7707
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
<b><u>POST 35/231</u></b>	:	<b><u>SOCIAL WORK MANAGER: PROBATION AND CANALIZATION: REF NO SD/2022/09/12</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R806 811 – R1 116 881 per annum, (within OSD framework)
	:	Ekurhuleni Region
	:	A Degree in Social Work with registration with South African Council for Social Services profession as 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Ziyanda Noncolela Tel No: (011) 820 0429
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 40 Catlin Street, Germiston, 1401 or Private Bag X 1008, Germiston, 1401.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms ZO Noncolela Tel No: (011) 820 0429
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

<b><u>POST 35/232</u></b>	:	<b><u>SOCIAL WORK MANAGER: INTAKE FIELD AND FOSTER CARE REF NO: SD/2022/09/13</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R806 811 – R1 116 881 per annum, (within OSD framework)
	:	Johannesburg Metro Region
	:	A Degree 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. 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms C Dukwana Tel No: (011) 355 9502- JHB Metro Region
	:	Applications can be delivered to- The Gauteng Department of Social Development, Johannesburg Metro Region 41 Fox Street, Private Bag X1, Johannesburg, 2000.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms CS Dukwana Tel No: (011) 355 9502
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
<b><u>POST 35/233</u></b>	:	<b><u>MANAGER SOCIAL WORK POLICY GRADE 1: SUBSTANCE ABUSE PREVENTION, TREATMENT AND REHABILITATION REF NO: 2022/009/52</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R806 811 – R1 116 881 per annum, (within OSD framework)
	:	Head Office (Johannesburg)
	:	Bachelor of Social Work. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 10 years appropriate experience in social work after registration with the SACSSP of which 5 years must be appropriate experience in Social Work policy development or Social Work supervision. Skills and Competencies: Project Management, Planning and organizing, Networking, Communication (written and verbal) and Professional counselling skills.
<b><u>DUTIES</u></b>	:	Develop/facilitate the development of policies for rendering a social work service to persons with disabilities. Monitor, interpret and review legislation, policies and procedures to determine whether the I disability legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the relevant policies. 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. Service providers are trained and developed to be able to deliver work of the required standard work. Plan and ensure that social work policy research and development are undertaken and complex social work research plans.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
	:	Applications can be delivered to: The Gauteng Department of Social Development, 69 Commissioner Street, or Private bag X 35, Johannesburg, 2000.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

<b><u>POST 35/234</u></b>	:	<b><u>DEPUTY DIRECTOR: ASSETS MANAGEMENT REF NO: SD/2022/09/03</u></b>
<b><u>SALARY</u></b>	:	R744 255 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).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Johannesburg)
	:	A three year tertiary Qualification (NQF level 6/7) in Supply Chain Management with 3-5 years' in middle management level in Supply Chain Management in the Public Services. A valid driver's licence. Knowledge and understanding of Legislative Framework governing the Public Service. Knowledge and understanding of PFMA and Department's Constitutional mandate. Skills and Competencies: Must be at strategic thinker, Analytical, honesty and integrity, Business Insight, Interpersonal relations, Coordinating, Budgeting process, Leadership, Communication, Financial Management and procedures, Problem Solving, Project management and Leadership skills.
<b><u>DUTIES</u></b>	:	Monitor the implementation of the business plans, organize and control activities pertaining to the component. Manage and advice on the processes for Identified Disposed Assets. Dispose all non-core, surplus, lazy, obsolete and redundant assets using an approved disposal process, policies and procedure manuals. Manage the implementation of policies, guidelines, practices, procedures based on the National Legislation. Manage the reconciliation of BAS capital expenditure report and asset register on LOGIS. Develop operational standards and ensure the attainability and sustainability of the same. Monitor and ensure the updating and proper management of asset register (including facilities). Maintain and manage the consolidated electronic asset management system and recording. Develop partnerships and network with relevant stakeholders. Establish and maintain good relations within the Department, NGO's and all stakeholders.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms E Choshi Tel No: (011) 355 7700
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street or Private bag X 35, Johannesburg, 2000.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms E Choshi Tel No: (011) 355 7700
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/235</u></b>	:	<b><u>DEPUTY DIRECTOR: BUSINESS ALIGNMENT REF NO: SD/2022/09/04</u></b>
<b><u>SALARY</u></b>	:	R744 255 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).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Johannesburg)
	:	A three year tertiary Qualification (NQF level 6/7) in Information Technology/ Information Systems/ Computer Science with a minimum 3-5 years' in middle management experience. A valid driver's licence. Knowledge and understanding of Legislative Framework governing the Public Service. Knowledge of the Department's Constitutional mandate. Knowledge of ICT regulatory frameworks and ICT related systems viz. SAP CRM, SAP BW & BI, SAP ECC. Business and Systems Analysis skills Competencies: Must be a Strategic planner with Analytical, Business Insight, Interpersonal relations, Coordinating, Budgeting process, Facilitation, Communication, Financial Management processes and procedures, Problem Solving, Project management and Leadership skill, Change Management.
<b><u>DUTIES</u></b>	:	Analyse the overall departmental strategic intent and define organizational business model. Manage the development of business cases in line with each system implementation. Ensure corrective and adaptive maintenance are carried in the systems implementation. Manage the mapping and automation of business processes in line with the business requirements and architecture. Oversee the implementation of the Systems Training Plan. Manage the process of ensuring that training has received the desired outcomes. Develop and manage change management plans in the implementation of application and systems. Manage and monitor alignment of the system to changing departmental strategy. Manage stakeholder engagements related to systems and processes both internal and external, including Service Providers. Manage the training, development of staff and staff performance.
<b><u>ENQUIRIES</u></b>	:	Ms M Skosana Tel No: (011) 227 0069

<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street or Private bag X 35, Johannesburg, 2000.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms M Skosana Tel No: (011) 227 0069
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/236</u></b>	:	<b><u>DEPUTY DIRECTOR: NPO MONITORING AND EVALUATION REF NO: SD/2022/09/05</u></b>
<b><u>SALARY</u></b>	:	R744 255 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).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Johannesburg)
	:	A three-year tertiary Qualification (NQF Level 6/7) in Accounting /Financial Management/Auditing with 5 years' experience in the field of auditing or accounting or monitoring and evaluation and with a minimum of 3-5 years' middle management experience in financial environment. A valid driver's licence. Knowledge and understanding of Legislative Policy Framework regulating compliance monitoring of funded NPO's in the Public Service. Knowledge and understanding of procedures and processes governing the NPO Compliance Monitoring functions. Skills and Competencies: Analytical, Negotiation, Report Writing, Interpersonal, Monitoring and Evaluation, Planning and Organizing, Leadership, Communication, People Management and Coordinating skills.
<b><u>DUTIES</u></b>	:	Provide strategic leadership and mentoring to regional offices on NPO monitoring and compliance matters. Oversee overall monitoring activities of funded organisations for compliance with the service level agreement (SLA). Develop appropriate monitoring tools (onsite & desktop) to be utilised by all monitoring officials. Continuous review of standard operating procedure for financial monitoring on a yearly basis. Ensure regular on-site and desktop financial monitoring as per standard operating procedure (SOP) to verify compliance with terms & conditions of the SLA is conducted. Ensure risk assessments of funded organisations are conducted to categorise them according to their risk profile and monitor changes thereof. Manage the development of 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. Review the consolidated narrative and financial monitoring reports of your subordinates and escalate key findings to various committees of the Department for implementation and action. Oversee the Departmental NPO monitoring task teams to discuss financial monitoring findings, SLA deviations and future funding or suspension. Develop action plans from Auditor General (AG) and Gauteng Audit Service (GAS) findings, Departmental NPO Monitoring task teams and ensure implementation across the regions. Develop, manage and evaluate specific activities of sub-ordinates to ensure delivery of desired outputs and outcomes.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr C Maabane Tel No: (011) 227 0060
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to: Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr C Maabane Tel No: (011) 227 0060
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
<b><u>POST 35/237</u></b>	:	<b><u>DEPUTY DIRECTOR: INVESTIGATIONS AND LOSS CONTROL REF NO: SD/2022/09/06</u></b>
<b><u>SALARY</u></b>	:	R744 255 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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Johannesburg)
	:	An NQF Level 7 qualification in Forensic Investigations/Fraud Examination (CFE). 3 – 5 years management experience within the investigations field and managing multiple investigations simultaneously. At least 10 years of working



experience within investigation field and the undertaking of reporting on investigations. At least 3 years working experience within the ethics or integrity management field. Valid driver's license. It would be an added advantage if applicant a certified Ethics Officer. Knowledge of PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment, investigation, governance and integrity management framework of the public service and the ability to apply such technical knowledge in simple and complex assignments. Knowledge of a wide range of work areas, processes and systems such as HR, SCM: Tenders and quotations, asset and inventory management, petty cash management, debtors management, creditors management, strategic planning, monitoring and evaluation of performance reporting systems, OHS, BCP, fleet management, records management and integrity management principles, frameworks and legislative requirements etc. to be able manage and guide the investigations, monitoring, reporting as well as corrective measures to be designed and implemented. Ability to design and manage the design investigation and fraud detection review procedures, checklists and work papers which will facilitate the testing to be undertaken and then reported on in line with legislative prescripts. Ability to plan and organise multiple investigations and independently manage allocated tasks and provide adequate and timeous progress reports to CRO. Knowledge of compilation of investigation reports which also include the design of action plans to address findings raised. Knowledge of transversal operating computer systems utilised within department such as: BAS/PERSAL/SAP etc., how they operate and all security parameters thereto and relevant to the investigation within the control environment. Skill and Competencies: Teamwork, supervision, good interpersonal relations, staff development, information system, policies, procedures, and legislations, analytical, project management, report writing, problem solving, planning and organizing skills, interrogation skills, time management skills, document management and evidence compilation skills, negotiations skills and advanced research skills.

<b><u>DUTIES</u></b>	:	Manage all the requests for, undertaking of and reporting of investigations (Internally reported, through the National Anti-Corruption and Premiers Ethics Hotline): Manage liaison with law enforcement agencies in the investigation of fraud and corruption cases, oversight structures and externally appointed investigations capacity. Manage and report on all Losses reported: Manage the development and implementation of Loss Control Policy, procedures and directives, Manage the maintenance of electronic loss control registers and manual files from which statistical information is extracted from to undertake tend, root cause and impact analysis which is filtered into the Directorate reports. Manage the development, implementation and reporting of the ethics management framework for the department, Develop the unit's operational plan, Manage the implementation and reporting on the operational plan for the sub-directorate, Manage the component budget for all outsourced investigations and expenditure management, manage training and development of staff, manage staff leave, attendance, travel, Co-ordinate the activities of the sub-directorate, Manage staff performance.
<b><u>ENQUIRIES</u></b>	:	Ms I Netshiungani Tel No: (011) 227 0105
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to: Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Ms I Netshiungani Tel No: (011) 227 0105
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/238</u></b>	:	<b><u>DEPUTY DIRECTOR: DEMAND PLANNING AND CRM REF NO: SD/2022/09/07</u></b>
<b><u>SALARY</u></b>	:	R744 255 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)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	3 Year Tertiary Qualification (NQF Level 6/7) in of Supply Chain Management/Logistics/Purchasing or any qualification in the Finance field. A minimum of 3 - 5 years middle management experience in Supply Chain Management. Knowledge and understanding of PFMA, PPPFA and SCM Legislative framework in the Public Service, knowledge of Departmental Policy

		Framework. Skills and Competencies: Customer relationships managements, demand planning, analytical, report writing, interpersonal, monitoring and evaluation, planning and organising, leadership, people management, communication and coordination skills.
<b><u>DUTIES</u></b>	:	Manage the identification of supply chain management needs, costing of identified needs to the budget, manage the conducting of pricing and market research. Manage the monitoring of adherence to procurement plans in the procurement of goods and services. Manage the establishment of relations with relevant stakeholders and service providers. Create and manage a single point of contacts and maintain relationships with relevant stakeholders. Manage staff performance.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms T Mbhense Tel No: (011) 355 7703
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms T Mbhense Tel No: (011) 355 7703
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/239</u></b>	:	<b><u>DEPUTY DIRECTOR: REGIONAL SERVICES AND INSTITUTIONS REF NO: SD/2022/09/08</u></b>
<b><u>SALARY</u></b>	:	R744 255 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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Johannesburg)
	:	A 3 years tertiary qualification in Public Management with minimum of 3 - 5 years' middle management experience in organizational transformation and innovation programmes in the Public Service. Knowledge and understanding of legislative and policy framework, systems, procedures and processes regulating transformation and service delivery improvement in the Institutions. Knowledge and understanding of Institutions legislative and policy mandates, systems, procedures and processes. Knowledge and understanding of Departmental key priorities, strategic objectives, goals, reporting framework, Departmental decentralization model and strategy. A valid Code B driver's license. Skills and Competencies: Institutional capacity building skills, teamwork, management, good interpersonal relations, monitoring and evaluation, analytical thinking, planning and organizing, communication and people management skills.
<b><u>DUTIES</u></b>	:	Monitoring and Evaluation of Strategic and Operational Plans in the Regions including service delivery programmes, assist in designing of service delivery turnaround strategy, monitoring the implementation of service delivery turnaround strategy. Monitoring of transformation programmes on service delivery in the Institutions including promoting accessibility of services and the expansion of service points in the Regions. Monitoring of expenditure reports from Regions including Coordination of the development of Institutional annual resource management plan. Collate monthly and quarterly expenditure reports from Institutions. Provide administrative support and guidance to the Management of Institutions. Provide assistance in the development of annual performance targets. Report on service delivery programmes. Manage staff performance, training and development of Institutions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms I Netshiungani Tel No: (011) 227 0105
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms I Netshiungani Tel No: (011) 227 0105
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/240</u></b>	:	<b><u>DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: SD/2022/09/09</u></b>
<b><u>SALARY</u></b>	:	R744 255 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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Johannesburg)
	:	3 Year Tertiary Qualification (NQF Level 6/7) in the field of Risk Management. A minimum of 3 - 5 years middle management experience within Risk

Management. At least 10 years' experience of working within the risk management field. A valid Code B driver's license. Demonstrate at least 10 years of experience in detailed technical knowledge of National and GPG Risk Management Framework, PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment and governance frameworks of the public service and the ability to apply such technical knowledge. Ability to design and supervise the design of risk responses which will facilitate the risk management functions to be undertaken and then reported on in line with legislative prescripts. Plan and organise risk assessments and independently manage allocated tasks and provide adequate and timeous feedback to supervisor Ability to work independently from Director and demonstrates experience in compilation of risk assessment reports which also include the design of action plans to address findings raised, evaluation and prioritisation of all risks identified and undertake a root cause analysis during assessments and other tasks which allow for problem solving. Detailed understanding and knowledge of transversal operating computer systems utilised within department such as: BAS/PERSAL/SAP and other in-house applications, how they operate and all security parameters thereto and relevant to the assessment of departmental risks and opportunities. Skills and Competencies: Teamwork, Management skills, good interpersonal relations, staff development, information system, policies, procedures and legislations, analytical thinking, advanced project management, report writing, problem solving, planning and organizing, communication, Interrogation, document management and evidence compilation, technical, time management, negotiation and advanced research skills.

<b><u>DUTIES</u></b>	:	Manage and facilitate the development of the departmental Risk Management framework including monitoring and reporting processes across the department (Strategic, Operational, Fraud, IT, Compliance, Project and specific project risks – Complete Risk Profile/Universe).Management of the Quarterly Risk Management Committee and Risk Champions Forum as well as reporting to external oversight bodies. Manage and facilitate the development, implementation, monitoring and reporting on the departmental Combine Assurance Framework. Management of the Sub-Directorate including development, implementation, monitoring of the unit's operational plan, budget, training, development of staff, leave and attendance register.
<b><u>ENQUIRIES</u></b>	:	Ms S Moloi Tel No: (011) 227 0062
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Ms S Moloi Tel No: (011) 227 0062
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/241</u></b>	:	<b><u>DEPUTY DIRECTOR: TENDER AND CONTRACT MANAGEMENT REF NO: SD/2022/09/10</u></b>
<b><u>SALARY</u></b>	:	R744 255 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)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	3 Year Tertiary Qualification (NQF Level 6/7) in the field of Supply Chain Management. A minimum of 3 - 5 years management experience in Tender and Contract Management. Knowledge and understanding of PFMA, tender and contract management legislative framework in the Public Service and procedures on tender and contracts administration. Knowledge and understanding of policy formulation and coordination. Skills and Competencies: Business insight, team work, supervision, communication, interpersonal relation, problem solving and analysis, staff development, information systems, financial management and procedures, budget processes, policies procedures and legislation, planning and coordination. Analytical, project management, report writing, communication, problem solving, conflict management, leadership, facilitation, tender and contract management skills. A valid drivers' license.
<b><u>DUTIES</u></b>	:	Tender administration of outsourced, adhoc, accommodation leases and transversal services tenders. Manage the process of commencement and termination of contracts awarded. Present pending tenders report monthly and

		finalised tenders on annual performance plan. Develop and maintain document management system for tender and contract administration. Train SMME's and co-operatives on completion of tender documents. Manage staff performance.
<b><u>ENQUIRIES</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/242</u></b>	:	<b><u>DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: SD/2022/09/53</u></b>
<b><u>SALARY</u></b>	:	R744 255 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)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	3 Year Tertiary Qualification (NQF Level 6/7) in the field of Strategic Management. A minimum of 3 - 5 years' experience at middle management level in Strategic Management in the public service environment. Knowledge and understanding of Strategic Planning framework, systems, procedures and processes applicable in Public Service. Knowledge and understanding of departmental key priorities, strategic objectives, goals and reporting framework. Skills and Competencies: strategic planning, reporting, analytical, monitoring, facilitation, interpersonal, monitoring and evaluation, planning and organising, leadership, people management, communication and coordination. A valid drivers' license.
<b><u>DUTIES</u></b>	:	Coordinate the compilation of Departmental Strategic Plan, Annual Performance Plan and Programme of Action. Develop a schedule of visits to Regions, Institutions and Head Office components. Guide programme managers on the implementation of strategic plan. Schedule follow up sessions with programme managers on the implementation of the strategic plan. Identify deviations in the implementation of strategic plan and recommend corrective action. Manage the consolidation of monthly and quarterly performance reports. Quality assure quarterly performance data. Submit quarterly reports for reporting. Provide analysis on the quarterly reports. Manage staff performance, training and development, leave and conduct. Manage budget.
<b><u>ENQUIRIES</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/243</u></b>	:	<b><u>PROFESSIONAL TOWN AND REGIONAL PLANNER REF NO: SD/2022/09/14</u></b>
<b><u>SALARY</u></b>	:	R628 014 – R953 715 per annum, (within OSD framework)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A Bachelors' Degree in Urban/Town and Regional Planning or relevant qualifications. 3 years' post qualification professional experience required. A Valid driver's licence. Compulsory registration with SACPLAN as a Professional Town & Regional Planner. Knowledge: PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions, Circulars, Government Immovable Asset Management Act of 2007, Framework for Infrastructure Delivery and Procurement Management, Spatial Planning and Land Use Management Act 13 of 2013, Children's Act of 2005 and the Best practice Note of 2010, Spatial planning systems and norms of Government and Relevant Provincial Land Administration Legislation. Skills and Competencies: decision making, team leadership, analytical, creativity, self-management, financial management, customer focus and responsive, communication, computer literacy, delegation and development of others, planning, organising and execution, conflict management.
<b><u>DUTIES</u></b>	:	Ensure the application of town and regional planning principles in land development: Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Town Planning

inputs to infrastructure and related plans: Prepare inputs to Project Planning reports from a town planner perspective, for example Business Cases, Infrastructure Assets Management Plans, Strategic Briefs, etc. Undertake extensive analyses to formulate and maintain an infrastructure planning framework for the Department. Undertake spatial analysis and modelling to support comprehensive infrastructure planning framework. Identify suitable sites for social development infrastructure projects and undertake final validation on suitability. Validate all aspects of town planning requirements for planned infrastructure projects. Represent the Department at the different spatial forum to promote alignment between social planning and broader provincial planning. Interact with the Custodian, GOGTA and related planning forums in the province to promote seamless and integrated spatial planning. Policies, Norms, Standard and Monitoring Reports: Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards from a town planning perspective. Contribute from a town planning perspective to post project, post occupancy and end of the year evaluations as well as preparation of reports. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies/councils on town and regional planning-related matters.

<b><u>ENQUIRIES</u></b>	:	Ms T Mbhense Tel No: (011) 355 7703
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Ms T Mbhense Tel No: (011) 355 7703
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/244</u></b>	:	<b><u>SOCIAL WORK SUPERVISOR GRADE 1 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R389 991 – R725 517 per annum, (within the OSD framework)
<b><u>CENTRE</u></b>	:	Sedibeng Region (Directorate: Intake and Field)
		Johannesburg Metro Region Ref No: SD/2022/09/25 (X3 Posts)
		Tshwane Region Ref No: SD/2022/09/26 (X1 Post)
		Sedibeng Region Ref No: SD/2022/09/27 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's degree in Social Worker with 7 years appropriate/ recognizable experience in Social Work after registration as a Social Worker with the South African Council for Social Services (SACSSP). Submission of valid proof of registration with the council. A valid driver's licence. Knowledge of and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order 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. Knowledge of applicable and relevant legislations and policies in this field of work and the ability to compile complex reports. Good conflict resolution and people management, Computer literate, excellent verbal, and written communication skills.
<b><u>DUTIES</u></b>	:	Ensure that a Social Work service regarding the care, support, protection and development of vulnerable individuals, group, 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 and advise Social Workers, Social Auxiliary Workers, and volunteers to ensure an effective Social Work Services. 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.
<b><u>ENQUIRIES</u></b>	:	Ms CS Dukwana Tel No: (011) 355 9502 - Johannesburg Metro Region Mr Attholohang Kotsedi Tel No: (012) 359 3314 - Tshwane Region Ms. M Khoabane Tel No: (016) 930 2054 - Sedibeng Region
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to: The Gauteng Department of Social Development, Johannesburg Metro Region, 41 Fox Street, Private Bag X1, Johannesburg, 2000 <b>Tshwane Region</b> , South Tower, 268 Lillian Ngoyi and Pretorius Streets, Private Bag X 266, Pretoria, 0001

		<b>Sedibeng Region</b> , 3 Moshoeshoe Street, Sebokeng or Private Bag X 209, Vanderbijlpark 1911.
<b><u>FOR ATTENTION</u></b>	:	Ms CS Dukwana Tel No: (011) 355 9502 - Johannesburg Metro Region Mr A Kotsedi Tel No: (012) 359 3314 - Tshwane Region
<b><u>NOTE</u></b>	:	Ms. M Khoabane Tel No: (016) 930 2054 - Sedibeng Region The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/245</u></b>	:	<b><u>SOCIAL WORK SUPERVISOR (PROBATION AND CANALIZATION) REF NO: SD/2022/09/28</u></b> Directorate: Probation and Canalization
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R389 991 – R725 517 per annum, (within the OSD framework) Sedibeng Region 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. A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. A valid driver's licence. Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effectively. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order 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 effectively. The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. Ability to compile complex reports.
<b><u>DUTIES</u></b>	:	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. 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms T Mokgokolushi Tel No: (010) 345 2253 Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, for attention Sedibeng Region, 3 Moshoeshoe Street, Sebokeng or Private Bag X 209, Vanderbijlpark, 1911.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms T Mokgokolushi Tel No: (010) 345 2253 The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/246</u></b>	:	<b><u>SOCIAL WORK SUPERVISOR REF NO: SD/2022/09/50</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R389 991 – R725 517 per annum, (within the OSD framework) Dr Fabian and Florence Ribeiro Treatment Centre 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. A minimum of 7 years' appropriate experience in social work after registration as Social Worker with the SACSSP. A valid driver's licence. Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effectively. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order 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 effectively. The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. Ability to compile complex reports.

<b><u>DUTIES</u></b>	:	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. 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.
<b><u>ENQUIRIES</u></b>	:	Ms SL Hutchinson Tel No: (012) 734 8377
<b><u>APPLICATIONS</u></b>	:	Applications can be delivered to: The Gauteng Department of Social Development, Fabian & Florence Rebeiro Treatment Centre. Zonderwater Prison, Cullinan, 1000, Private Bag x1004 Cullinan 1000.
<b><u>FOR ATTENTION</u></b>	:	Ms SL Hutchinson Tel No: (012) 734 8377
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
<b><u>POST 35/247</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER REF NO: SD/2022/09/15</u></b>
<b><u>SALARY</u></b>	:	R388 974 – R588 390 per annum, (within OSD framework)
<b><u>CENTRE</u></b>	:	Dr Fabian & Florence Rebeiro Treatment Centre
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms Samantha Hutchinson Tel No: (012) 734 8325
<b><u>APPLICATIONS</u></b>	:	Applications can be delivered to: The Gauteng Department of Social Development, Dr Fabian & Florence Rebeiro Treatment Centre, Zonderwater Prison, Cullinan, 1000.
<b><u>FOR ATTENTION</u></b>	:	Ms Samantha Hutchinson Tel No: (012) 734 8325
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
<b><u>POST 35/248</u></b>	:	<b><u>PROFESSIONAL NURSE (SPECIALTY) REF NO: SD/2022/09/49</u></b>
<b><u>SALARY</u></b>	:	R388 974 – R588 390 per annum, (within OSD framework)
<b><u>CENTRE</u></b>	:	Fabian & Florence Rebeiro Treatment Centre
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 4 years appropriate/recognizable 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. Skills and Competencies: Project Management, Analytical Report writing, Monitoring and Evaluation, Communication and People Management Skills, Interpersonal Skills and Leadership Skills.
<b><u>DUTIES</u></b>	:	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 Management of nursing staff performance, development, leave plans and disciplinary matters.
<b><u>ENQUIRIES</u></b>	:	Ms Samantha Hutchinson Tel No: (012) 734 8325
<b><u>APPLICATIONS</u></b>	:	Applications can be delivered to: The Gauteng Department of Social Development, Dr Fabian & Florence Rebeiro Treatment Centre, Zonderwater Prison, Cullinan, 1000.
<b><u>FOR ATTENTION</u></b>	:	Ms Samantha Hutchinson Tel No: (012) 734 8325
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
<b><u>POST 35/249</u></b>	:	<b><u>ASSISTANT DIRECTOR: NPO MONITORING &amp; EVALUATION REF NO: SD/2022/09/16</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	West Rand Region
<b><u>REQUIREMENTS</u></b>	:	A 3-year tertiary qualification (NQF level 6/7) in Accounting or Financial Management or Auditing with 3 – 5 years' experience at supervisory level in NPO environment. A valid driver's license. Knowledge and understanding of legislative and policy framework, procedures and processes governing the monitoring and evaluation of NPOs in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organisations. Skills & Competencies: Honesty and integrity, innovative individual, thorough to details, communication, interpersonal relations, planning and co-ordinating, analytical, report writing and computer skills.
<b><u>DUTIES</u></b>	:	Co-ordination of onsite monitoring of NPO's. Plan and schedule staff and resources for conducting of onsite financial compliance monitoring to funded organisations. Manage the preparation and submission of reports on non-compliance of NPOs to funding model and instruments. Co-ordination of capacity building to funded NPOs. Manage and monitor the implementation of financial and administrative capacity building plans. Manage the provision and submission of progress reports on the implementation of NPO's financial and administrative capacity building plan. Manage the preparation and submission of quarterly reports on NPOs compliance status. Plan and schedule staff for assessment of current financial and administrative capacity of all existing funded NPO's. Manage the compilation and submission of recommended appropriate interventions. Supervision of staff leave plan, performance, training and development.
<b><u>ENQUIRIES</u></b>	:	Mr S Makgorogo Tel No: (011) 950 7700
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, West Rand Region, SA Dutch Building, 16 Human Street, Krugersdorp 1740, Private Bag X 2068 1740.
<b><u>FOR ATTENTION</u></b>	:	Mr S Makgorogo Tel No: 011 950 7700
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/250</u></b>	:	<b><u>ASSISTANT DIRECTOR: AUXILLIARY SUPPORT REF NO: SD/2022/09/17</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Ekurhuleni Region
<b><u>REQUIREMENTS</u></b>	:	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).
<b><u>DUTIES</u></b>	:	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** : Mr Aubrey Mathabatha Tel No: (011) 820 0463 – Ekurhuleni Region  
**APPLICATIONS** : Applications can be delivered to- The Gauteng Department of Social Development, Ekurhuleni Region, 40 Catlin Street, Germiston, 1401, Private Bag X 1008 Germiston, 1401.

**FOR ATTENTION** : Mr Aubrey Mathabatha  
**NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

**POST 35/251** : **ASSISTANT DIRECTOR: TENDER AND CONTRACT MANAGEMENT REF NO: SD/2022/09/18**

**SALARY** : R382 245 per annum, (plus benefits)  
**CENTRE** : Head Office (Johannesburg)  
**REQUIREMENTS** : A three-year tertiary qualification (NQF Level 6/7) in Supply Chain Management with 3-5 years' experience in Supervisory level in Supply Chain environment. A valid driver's license. Knowledge and understanding of tender and contract management legislative in the Public Service. Knowledge and understanding of PFMA. Knowledge of Department's procedures on tenders and contracts administration. Skills And Competencies: Report writing, communication, conflict management, planning and organising, leadership, coordination, facilitation, contract management and tender management skills, business insight, teamwork, supervision, staff development, financial management, budgeting processes, policies, procedures and legislations.

**DUTIES** : Administration of outsourced adhoc accommodation leases and transversal service tenders. Manage the process of commencement and termination of contracts awarded. Collates information on pending tenders for reporting. Submit price adjustment request for assessment to E-gov. Monitor, update and safe keeping of process files. Management of staff.

**ENQUIRIES** : Ms S Moloi Tel No: 011 227 0062  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street, Thusanong Building, Johannesburg, 2000 or post to Private Bag X35, Johannesburg, 2000.

**FOR ATTENTION** : Ms S Moloi Tel No: (011) 227 0062  
**NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures

**POST 35/252** : **ASSISTANT DIRECTOR: NPO FUNDING REF NO: SD/2022/09/19**

**SALARY** : R382 245 per annum, (plus benefits)  
**CENTRE** : Head Office (Johannesburg)  
**REQUIREMENT** : 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.

**DUTIES** : 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.
<b><u>ENQUIRIES</u></b>	:	Ms S Moloi Tel No: 011 227 0062
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street, Thusanong Building, Johannesburg, 2000 or post to Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Ms S Moloi Tel No: (011) 227 0062
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/253</u></b>	:	<b><u>ASSISTANT DIRECTOR: NPO MONITORING EVALUATION REF NO: SD/2022/09/20</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A three year Tertiary qualification (NQF Level 6/7) in Financial Management/Auditing/Accounting with 3-5 years' supervisory level experience in financial environment. A valid driver's license. Knowledge and understanding of legislation policy frameworks, processes and procedures governing the monitoring and evaluation of NPO's in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organisations. Skills and Competencies: Through to details, Analytical thinking, Honesty and Integrity, Financial Management, Interpersonal, Report writing, Planning and organizing, leadership, People management, communication and Coordination and facilitation skills.
<b><u>DUTIES</u></b>	:	Assist in overseeing the overall functioning of Regional office units. Consolidate all regional monitoring reports which includes findings and recommendations. Analyse the performance reports from provincial funded NPO's and will be made available to service providers for verification and confirmation. Analyse the performance in line with service level agreement. Monitor and analyse subsidy expenditure reports on NPO's for under payment and misallocations. Analyse expenditure reports based on the service level agreement and costing framework. Manage the quarterly comprehensive reports for legislature, treasury and other relevant stakeholders. Manage staff development, performance based on the work plan and monthly reports.
<b><u>ENQUIRIES</u></b>	:	Ms E Choshi Tel No: 011 355 7700
<b><u>APPLICATIONS</u></b>	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building.
<b><u>FOR ATTENTION</u></b>	:	Ms E Choshi Tel No: (011) 355 7700
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/254</u></b>	:	<b><u>ASSISTANT DIRECTOR: FLEET MANAGEMENT REF NO: SD/2022/09/21</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A 3-year tertiary qualification (NQF Level 6/7) in Public/Transport Management qualifications with 3-5 years' experience at supervisory level. A Valid driver's licence. Knowledge and understanding of Policy framework regulating Government owned and subsidised vehicles in Fleet management. Knowledge and understanding of financial management. Knowledge and understanding of Office support services. Knowledge and understanding of legislative framework governing the Public Service. Skills and Competencies: Management, Project Management, Report writing, Communication, Problem solving, Conflict management, Planning and Organizing, Coordination and Facilitation Skills. Applied strategic thinking, budget and financial management, change management, customer focused and responsive, impact and influence.
<b><u>DUTIES</u></b>	:	Monitor the implementation of National, Provincial and Departmental policy framework. Assist in the drafting of the Departmental policies pertaining to fleet management and the review and amendment of existing policies. Monitor spending on the Departmental fleet. Prepare fleet expenditure reports and recommend budget adjustment on fleet. Manage the replacement of Departmental fleet and the purchase of new fleet. Coordinate the maintenance

		and the utilization of fleet. Management of losses and damage of fleet. Management of staff. Management of Traffic Fines.
<b><u>ENQUIRIES</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/255</u></b>	:	<b><u>ASSISTANT DIRECTOR: OFFICE OF THE HOD REF NO: SD/2022/09/22</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A 3-year tertiary qualification (NQF Level6/7) in Office Management and Technology/Public Administration/Business Administration with 3 – 5 years' experience at a supervisory level. A valid drivers' license. Knowledge and understanding of public service policies and procedures, functioning of provincial and national government, departmental policy mandates, priorities, objectives, and service delivery model. Skills and Competencies: project management, strong administrative, people management and empowerment, client orientation and customer focused, service delivery innovation, effective writing, computer and analytical skills.
<b><u>DUTIES</u></b>	:	Manage processes and procedures regulating the distribution, dispatching, storage and filling of documents, files and mail related to queries in the Office of HOD. Supervise the responsibilities of the Senior Administrative Officers in the Office of the HOD. Handle all walk-in queries and redirect and refer accordingly. Maintain the database of managing queries and correspondences. Draft responses and quality check for submission to internal and external stakeholders. Advise and sensitise nosiness units on reports and responses to be submitted. Management of Premier's Hotline, MEC, and Presidential queries with the Office of HOD. Lead Liaison person with the representatives from the Regions, Premier's Office and National Department of Social Development. Coordinate the HOD Support Forum with the Director in the Office of the HOD. Management of all responses to Parliamentary and Legislative questions in the Office of the HOD. Liaison with Parliamentary Liaison Officer on logistics and preparations for Legislature appearance. Provide support at all Portfolio Committee appearances.
<b><u>ENQUIRIES</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Mr Z Jaca, Tel No: (011) 355 7678
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/256</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMMUNITY MOBILISATION AND PUBLIC PARTICIPATION REF NO: SD/2022/09/23</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A 3-year tertiary qualification (NQF Level 6/7) in Stake Holder Relations/ Public Management (Political Science)/ Public Relations/Community Development with a minimum of 3-5 years' experience at supervisory level. A Valid driver's licence. Knowledge and understanding of Legislative Frameworks Governing the Public Service. Knowledge and understanding of the Department's constitutional mandate. Knowledge of ICT regulatory frameworks. Knowledge and understanding of Stakeholder Relations Legislative and Policy Frameworks, Procedures, Community Relations, Projects Commitments, Priorities, Systems and Processes applicable in the Public Service. Skills and Competencies: Project Management, Report writing, Communication, Problem solving, Conflict management, Planning and Organizing, Coordination and Facilitation Skills.
<b><u>DUTIES</u></b>	:	Facilitate the Coordination of Back to School Programme by issuing of the School Uniform and Dignitary packs to deserving and needy Learners. Facilitate the Coordination of the Pre and Post-Sopa activities and organise the venue, mobilise community participation, organise plenary meetings and

		distributions of fliers. Facilitate the Coordination of Community Engagements through Prevention and awareness Programmes and Partnership Engagements. Facilitate the Coordination of Department's Month Engagements by utilising the community Radio Stations to deliver messages. Manage the Community Mobilisation and Public Participation Unit, Aspire teamwork in Stakeholder Operations, Presidential/ Premier Hotline enquiries and responses. Approve Payments, claims and Log Sheet of stuff under supervision.
<b><u>ENQUIRIES</u></b>	:	Ms E Choshi Tel No: (011) 355 7700
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Ms E Choshi Tel No: (011) 355 7700
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/257</u></b>	:	<b><u>ASSISTANT DIRECTOR: SYSTEMS TRAINING REF NO: SD/2022/09/24</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A 3-year tertiary qualification (NQF Level 6/7) in Information Technology/ Information Systems/ Computer Science/ Human Resource Management with 3-5 years' experience at supervisory level. A SAQA accredited certification on the relevant Occupational Qualification. Valid driver's licence. Knowledge and understanding of Legislative Frameworks Governing the Public Service. Knowledge and understanding of the Department's constitutional mandate. Knowledge of ICT regulatory frameworks. Knowledge on ICT related systems. Skills and Competencies: Project Management, Report Writing, Communication, Problem Solving, Conflict Management, Planning and Organizing, Coordination and Facilitation Skills. Detailed understanding of training processes. Applied strategic thinking, budget and financial management, change management, customer focused and responsive.
<b><u>DUTIES</u></b>	:	Develop the training plan. Review existing training plan; propose enhancements and modifications to improve engagements, learning and retention and/or to meet the changing needs of the organization. Ensures that training milestones and goals are met while adhering to approved and adopted training plan. Identifies problems and opportunities such as operational changes or follow best practice industry trends that internal training process could benefit from. Manage the Training Coordination of all Information Systems initiatives implemented by the Department. Manage the Training Unit resources. Monitor the process of ensuring that Training unit participates in the analysis of system usage reports on trained end users and implement the improvement plan.
<b><u>ENQUIRIES</u></b>	:	Ms M Skosana Tel No: (011) 227 0069
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Ms M Skosana Tel No: (011) 227 0069
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/258</u></b>	:	<b><u>GIS TECHNOLOGIST REF NO: SD/2022/09/30</u></b>
<b><u>SALARY</u></b>	:	R369 351 – R566 223 per annum, (within the OSD framework)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	Bachelor of science (NQF 6/7) Geography/Geomatics or Environmental Sciences, A Valid drivers Licence, 3 years GISc Technologist experience, Registration with PLATO as a GISc Technologist.
<b><u>DUTIES</u></b>	:	To provide Technical function: Collect and capture of data from various formats and sources, Maintain GISc unit effectiveness: Ensure easy access to spatial information at all times, Governance: Allocate, control, monitor and report on all resources, Financial Management: Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organization needs: GIS Implementation: Undertake system audit, requirement analysis and cost benefit analysis: Conduct research: Research, investigate and advice on new GIS technologies. Competencies: Skills: Strategic management and direction, problem solving and analysis, Team leadership,

		Computer skills, Planning and organising skills. Knowledge: Programme and project management GISc legal and operational compliance, Spatial modelling design and analysis knowledge, Research and development, Policy Formulation.
<b><u>ENQUIRIES</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/259</u></b>	:	<b><u>SOCIAL WORK POLICY DEVELOPER SOCIAL CRIME PREVENTION REF NO: SD/2022/09/29</u></b>
<b><u>SALARY</u></b>	:	R369 258 – R589 896 per annum, (within the OSD Framework)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	Qualification Registration with the South African Council for Social Service Professions as Social Worker. Experience A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP. Knowledge and understating of legislation, policy, procedures, processes and institutional framework governing probation services and social crime prevention services. Skills and Competencies: project management, planning and organizing, networking communication, professional counselling skills, policy analysis and development and financial management.
<b><u>DUTIES</u></b>	:	Develop provincial policies and guidelines for probation services. Administer the implementation of the Child Justice Act, Norms and Standards for diversion programmes and the blueprint: Norms and Standards for secure care facilities. Conduct training and capacity building workshops in the field of probation services diversion programmes. Ensure compliance with legislation, policies and procures through DQAs, case audits and site visits. Manage programme performance reporting processes.
<b><u>ENQUIRIES</u></b>	:	Ms M Skosana Tel No: (011) 227 0069
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000
<b><u>FOR ATTENTION</u></b>	:	Ms M Skosana Tel No: 011 227 0069
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/260</u></b>	:	<b><u>COMMUNITY DEVELOPMENT SUPERVISOR REF NO: SD/2022/09/43</u></b>
<b><u>SALARY</u></b>	:	R369 258 -R524 121 per annum, (within OSD framework)
<b><u>CENTRE</u></b>	:	JHB Metro Region
<b><u>REQUIREMENTS</u></b>	:	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' recognisable 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms C Dukwana Tel No: (011) 355 9502 - JHB Metro Region
<b><u>APPLICATIONS</u></b>	:	the Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development, Johannesburg Metro Region, 41 Fox Street, Private Bag X1, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Ms CS Dukwana Tel No: (011) 355 9502
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedure
<b><u>POST 35/261</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: ACCOUNTS PAYABLE REF NO: SD/2022/09/31</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A 3-year Tertiary qualification (NQF Level 6 or 7) in Finance with 2-3 years' experience in Finance. A valid driver's license. Knowledge and understanding of legislative and policy framework regulating the accounts payable processes, procedures, and systems. Knowledge and understanding of Departmental Accounts Payable procedures, processes, and systems. Knowledge and understanding the PFMA act. Knowledge and understanding the treasury regulations. Skills and competencies: Analytical, Report writing, Communication, Interpersonal, Planning and Organizing, Coordination, Facilitation, Conflict management, Leadership and Problem-solving skills.
<b><u>DUTIES</u></b>	:	Monitoring of expenditure within Department. Supervise and monitor the compilation of petty cash request. Distribution of pocket money on a monthly basis. Reconciliation of payments: Supervise and analyse the reconciliation of all creditors including NGOs. Maintenance of accounting records: Supervise and maintain the filing of all accounting records. Supervise the implementation of individual Entity registration record. Supervise the maintenance of Invoice Register. Financial reporting. Supervise and monitor the preparation of quarterly expenditure reports. Monitor the reporting of monthly and quarterly accruals.
<b><u>ENQUIRIES</u></b>	:	Mr C Maabane Tel No: 011 227 0060
<b><u>APPLICATIONS</u></b>	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to The Gauteng Department of Social Development, 69 Commissioner Street Perm Building.
<b><u>FOR ATTENTION</u></b>	:	Mr C Maabane Tel No: (011) 227 0060
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/262</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER-CHANGE MANAGEMENT REF NO: SD/2022/09/33</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A 3-year tertiary qualification (NQF Level 6/7) in Information Technology/ Information Systems/ Computer Science/ Human Resource Management with 3-5 years' experience. A SAQA accredited certification on the relevant Occupational Qualification. Valid driver's licence. Knowledge and understanding of Legislative Frameworks Governing the Public Service. Knowledge and understanding of the Department's constitutional mandate. Knowledge of ICT regulatory frameworks. Knowledge on ICT related systems. Skills and Competencies: Manage change initiatives, Project Management, Report writing, Communication, Problem solving, Conflict management, Planning and Organizing, Coordination and Facilitation Skills.
<b><u>DUTIES</u></b>	:	Coordinate the implementation of Change Management Strategy for systems in the Department and implement Resistance Management Plan. Implement Business needs, monitor system usage and provide regular updates to users and managers regarding System Usage. Design and circulate Posters through the available communication platforms. Ensure alignment of system enhancements to changing Business requirements. Coordinate the submission of change requests (RFC) and provide feedback to users. Implement Change Management Support and Facilitate coaching sessions for system users.

		Coordinate Change Management Research Process, distribution of survey questionnaires and consolidation of analysis reports.
<b><u>ENQUIRIES</u></b>	:	Ms I Netshiungani Tel No: (011) 227 0105)
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Ms I Netshiungani Tel No: (011) 227 0165
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/263</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: FACILITY MANAGEMENT REF NO: SD/2022/09/34</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A 3-year tertiary qualification (NQF Level 6/7) in Built Environment/Public Management with 2-3 years' experience in administrative environment. A valid driver's licence. Knowledge and understanding of legislative framework governing the Public Service, Department's constitutional mandate, Departmental facilities systems, procedures and processes. Knowledge and understanding of PFMA, Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/Departmental supply chain management policies, National Building Standards Act of 1997 and Regulations, Occupational Health and Safety Act of 1993 and Regulations, Government Immovable Asset Management Act of 2007Provincial IDMS framework, South African National Standards (SANS) building contract and Construction Industry Development Board Act 38 of 2000. Skills and Competencies: Project Management Report writing, communication, problem solving skills, interpersonal skills, planning and organizing skills. Applied Strategic Thinking, Budgeting and financial management, change management, team leadership, impact and influence, people management and empowerment.
<b><u>DUTIES</u></b>	:	Monitor the implementation of property portfolio in the department. Coordinate the rental of leased buildings. Assist in monitoring for hygiene, maintenance and cleaning contracts. Provide information to conduct a needs analysis for office accommodation in all Regions and updating of the Departmental lease on monthly basis. Coordinate the signing of lease agreements by all parties involved and extensions where leases could not be finalized and submit to BAC for approval. Administer the maintenance of departmental facilities. Monitor the implementation of facilities management. Services. Administer the payment of utilities. Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Ms E Choshi Tel No: (011) 355 7700
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Ms E Choshi Tel No: (011) 355 7700
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/264</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION REF NO: SD/2022/09/35</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg) (Directorate: Monitoring and Evaluation)
<b><u>REQUIREMENTS</u></b>	:	A three-year qualification (NQF Level 6/7) in Monitoring and Evaluation with 3-4 years' experience in Performance Monitoring and Evaluation environment. A valid driver's license. Supervisory experience will be an added advantage Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Performance Monitoring and Evaluation functions in the Public Service. Knowledge and understanding of Departmental Monitoring and Evaluation systems, processes, and procedures. Skills and Competencies: Good planning and coordinating, Analytical, report writing, communication, team working, monitoring and evaluation, computer, and interpersonal relations skills. Honest and innovation individual.
<b><u>DUTIES</u></b>	:	Verification of programme performance information. Provision in the Development of Monitoring and Evaluation policies. Monitoring of Regions and Institutions of performance date. Compilation of accurate and valid programme performance reports. Supervision of staff and interns.

<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms I Netshiungani Tel No: (011) 227 0105
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street, or Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms I Netshiungani Tel No: (011) 227 0105
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures
<b><u>POST 35/265</u></b>	:	<b><u>SENIOR SUPPLY CHAIN OFFICER: TENDER &amp; CONTRACT MANAGEMENT REF NO: SD/2022/09/36</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum, (plus benefits)
	:	Head Office (Johannesburg)
	:	3 years tertiary qualification (NQF level 6/7) in Supply Chain with 2-3 experience in the Supervisory level in Supply Chain/ Logistics/ Finance and Public Management. A valid driver's licence. Basic Knowledge and understanding of tender and contract management legislative framework in the Public Service. Knowledge and understanding of PFMA. Skills and Competencies: Report writing, communication, problem solving, interpersonal skills, and Tender administration skills, planning and organizing skills.
<b><u>DUTIES</u></b>	:	Execution of short terms contracts for outsourced services and quotations above R500 000.00 to R1 million. Notify end-users about submission of specifications for short term contracts and ensure that the specifications are in line with legislative requirements. Maintain register of short of short term contracts and submission of reports on monthly basis. Loading of outsourced service contracts on the SAP and CRA. Loading of RT Contracts on the SAP system. Monitor compliance to short contracts terms and conditions. Render secretarial and support services to the Quotation Committee.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms S Moloi Tel No: (011) 227 0062
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms S Moloi Tel No: (011) 227 0062
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/266</u></b>	:	<b><u>SENIOR TRAINING OFFICER: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT REF NO: SD/2022/09/37 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum, (plus benefits)
	:	Head Office (Johannesburg)
	:	A grade 12 certificate and currently studying towards a 3-year tertiary qualification (NQF Level 6/7) in Human Resource Management/HRD with 4-6 years' experience in Human Resource Development or a 3-year tertiary qualification (NQF Level 6/7) in Human Resource Management/HRD with 2-3 years' experience in Human Resource Development. Valid driver's licence. Knowledge and understanding of legislative framework governing the Training and Development practices, systems, processes and procedures applicable in the Public Service. Knowledge and understanding of Learnership, Internship, Bursary Scheme and Induction systems, procedures and processes applicable in the Department. Knowledge and understanding of legislative framework governing the performance management, systems, processes and procedures applicable in the Public Service. Knowledge and understanding of legislative framework governing the financial and supply chain management systems, processes and procedures applicable in the Public Service. Presentation and facilitation skills, planning and coordination skills, consultation skills, budgeting skills, problem solving skills, people management and empowerment skills, written and verbal communication skills. Proficient in MS Word, PowerPoint and Excel.
<b><u>DUTIES</u></b>	:	Implement internship and learnership programme, including the drafting of advertisements, selection and placement of interns and learners according to target, conduct reconciliation on payments, conduct site visits to monitor the exposure of interns and learners. Implement internal and external bursary programmes, including the recommendation and approval of bursary applications, payment of fees, monitoring of progress through the submission of results, auditing of bursaries and communicate breach of terms and conditions of bursary contract to bursary holders and recovery of debt where



		required. Implement Departmental induction programme including planning logistical arrangements for the induction of newly appointed staff and preparing reports on staff inducted. Coordination of training and development programmes in line with the approved Workplace Skills Plan, including drafting specifications and motivations, co-ordinating nominations, verifying attendance, reporting on – and assessing the impact of implemented training. Coordination and facilitate the implementation of the performance management development system in the Department, including providing technical advice, verifying documents, capturing information on PERSAL, providing reports, and coordinating the implementation of incentives.
<b><u>ENQUIRIES</u></b>	:	Mr C Maabane Tel No: (011) 227 0060
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Mr C Maabane Tel No: (011) 227 0060
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/267</u></b>	:	<b><u>SENIOR ADMIN OFFICER: INTERNAL CONTROL REF NO: SD/2022/09/38</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A 3 year tertiary qualification (NQF Level 6/7) in Internal Auditing/Internal Control. Minimum 2-3 years' experience at a supervisory level. Code B Driver's License. Technical knowledge of PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment and governance frameworks of the public service and the ability to apply such technical knowledge. knowledge of a wide range of work areas, processes, and systems such as HR, SCM: Tenders and quotations, asset and inventory management, petty cash management, debtors management, creditors management, strategic planning, monitoring and evaluation of performance reporting systems, OHS, BCP, fleet management, records management etc. to be able test and monitor. A minimum of 2-3 years' experience in working with auditors by supporting and supervising audit process, requests, queries until resolution and monthly monitoring and tracking implementation of audit recommendations until fully implemented and audit risk reduced. Skills and Competences: Technical skills, analytical thinking, mathematical, statistical, problem solving, negotiation, conflict resolution, project management and time management skills.
<b><u>DUTIES</u></b>	:	Testing and monitoring of control environment and offer technical guidance, advice and support on control deficiencies. Plan and organise assessments to be undertaken at allocated departmental sites within group plan agreed upon timelines and for juniors assigned to mentor. Plan and organise the quarterly key controls assessment with relevant management without assistance from supervisor. Undertake the testing and reporting on the quarterly key control assessments with no assistance of supervisor. Communicate all deficiencies identified with relevant management during the quarterly assessment without assistance of supervisor. Test and monitor level of compliance to enabling legislation: PFMA, Treasury Regulations, SCM and HR prescripts, Anti – Corruption Strategy and Governance Frameworks, KING IV, Integrity Management Framework. Plan and undertake the monthly cost containment testing and monitoring for reporting to Treasury without assistance of the supervisor. Supervise and monitor audit processes. Monthly undertake the tracking of status of implementation of audit action plans (AG & GAS) designed to resolve audit findings with relevant management. Testing the implementation of audit action plans to vouch progress made done with relevant managers on allocated components of findings. Make inputs to the Directorates budgeting and strategic planning process.
<b><u>ENQUIRIES</u></b>	:	Ms M Skosana Tel No: (011) 227 0069
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000
<b><u>FOR ATTENTION</u></b>	:	Ms M Skosana Tel No: (011) 227 0069
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

<b><u>POST 35/268</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: HR AND AUXILIARY SERVICES</u></b> <b><u>REF NO: SD/2022/09/39</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Don Mattera CYCC
<b><u>REQUIREMENTS</u></b>	:	A three (3) year' Tertiary Qualification (NQF Level 6/7) in Human Resource Management/Public Administration with 2-3 years' experience. Knowledge of Recruitment, Service Benefits and Conditions, Performance Management and Human Resource Development Legislative Framework, systems, and procedures in the Public Sector. Knowledge of Systems and procedures governing Records Management, Fleet Management and General Support services in the Department. Skills and Competencies: Attention to detail, People centred and self-driven, Process orientated and procedural individual. Must have People Management skills, Report writing skills, Coordination skills, Planning and organising capabilities, Communication skills and Leadership skills.
<b><u>DUTIES</u></b>	:	Management of Human Resource Functions. Manage Human Resource Administration, functions. Manage Training and Development functions. Coordinate Performance Management functions. Manage Recruitment functions. Manage Auxiliary Services functions. Manage Switchboard and reception functions. Coordinate fleet management functions. Coordinate Records Management functions. Manage general support services (where functions are not outsourced). Management of staff. Manage staff performance and development. Manage staff leave plan. Manage staff training needs. Manage staff grievances and disciplinary matters.
<b><u>ENQUIRIES</u></b>	:	Mr. M Masindane Tel No: (011) 723 9200
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development Don Mattera Child and Youth Care Centre, First Avenue and Fourth Street Edenvale, 1610.
<b><u>FOR ATTENTION</u></b>	:	Mr. M Masindane Tel No: (011) 723 9200
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures
<b><u>POST 35/269</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: NPO MONITORING &amp; EVALUATION</u></b> <b><u>REF NO: SD/2022/09/40</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg Metro Region
<b><u>REQUIREMENTS</u></b>	:	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 PowerPoint. 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms CS Dukwana Tel No: (011) 355 9502

<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Johannesburg Metro Region 41 Fox Street, Private Bag X1, Johannesburg, 2000
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms CS Dukwana Tel No: (011) 355 9502
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/270</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: FACILITY SOSHANGUVE SECURE CARE REF NO: SD/2022/09/41</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum, (plus benefits)
	:	Soshanguve Secure Care
	:	A three (3) year' Tertiary Qualification (NQF Level 6/7) in Facilities Management/ Occupational Health and Safety qualification or related qualification with 2-3 years' experience in the Facilities Management. A valid driver's license. Supervisory experience will be an added advantage. Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Facilities Management functions in the Public Sector. Knowledge and understanding of Departmental Facilities Management systems, procedures and processes Skills and Competencies. Communication, problem solving, interpersonal, planning and organising, coordination and analytical skills.
<b><u>DUTIES</u></b>	:	Upgrading of Infrastructure Identify infrastructure upgrading requirements. Prepare specifications for upgrading projects. Participate in Departmental tender processes. Monitor contractors on infrastructure upgrading projects. Maintenance of infrastructure. Identify infrastructure maintenance requirements. Prepare specifications for maintenance projects. Coordination of Occupational Health and Safety programme. Design occupational health and safety plan. Communicate occupational health and safety plan. Management of staff, performance, development, and training needs.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms MA Ntlailane Tel No: 012 730 2012
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Soshanguve Secure Care, Soutpan Road, Block S Soshanguve, 0152.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms. MA Ntlailane Tel No: 012 730 2012
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures
<b><u>POST 35/271</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: FLEET MANAGEMENT REF NO: SD/2022/09/42</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum, (plus benefits)
	:	Ekurhuleni Region
	:	A 3-year tertiary qualification (NQF Level 6/7) in fleet management with 2-3 years' supervisory experience in Fleet Management environment. A Valid driver's licence. Supervisory experience will be an added advantage. Knowledge and understanding of Policy framework regulating Government owned and subsidised vehicles Fleet management. Knowledge and understanding the regulatory frameworks regulating the Implementation, administration, planning, maintenance of Records Management. Knowledge and understanding of Office support services. Knowledge and understanding of financial management. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Management of GG vehicles and subsidized vehicles in the public service. Knowledge and understanding of Departmental procedures, processes and systems regulating the provision of Fleet Management functions in Head Office. Management skills, Leadership Skills, Analytical Skills, Project Management Skills, Report writing skills, Communication Skills, Problem solving skills, Conflict management skills, Interpersonal Skills, Planning and Organizing skills, Coordination Skills and Facilitation Skills.
<b><u>DUTIES</u></b>	:	Management of Staff, Staff Development and Training, Staff Leave Plan, Staff Grievances and Disciplinary matters. Management of GG Vehicles and assist with subsidized Vehicles in the Region. Monitor GG Vehicles inspections in the Region. Monitor booking of vehicles for repairs and servicing. Ensure compliance and monitoring of use of GG Vehicles. Implementation of policies, compiling of reports and monitoring of vehicle utilisation. Monitor the use of

		petrol cards and investigate the use thereof. Update risks registers and conduct tracker analysis. Conduct information sessions on awareness of Fleet Management guidelines for officials within the Region Management of Staff, Staff Development and Training. Staff Leave Plan, Staff Grievances and Disciplinary matters.
<b><u>ENQUIRIES</u></b>	:	Mr Gift Mashele Tel No: (011) 820 0430
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Ekurhuleni Region, 40 Catlin Street, Germiston, or Private bag x 1008, Germiston, 1401.
<b><u>FOR ATTENTION</u></b>	:	Mr Gift Mashele Tel No: (011) 820 0430
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedure.
<b><u>POST 35/272</u></b>	:	<b><u>PERSONAL ASSISTANT REF NO: SD/2022/09/44, JOHANNESBURG METRO REGION REF NO: SD/2022/09/45 (X2 HEAD OFFICE)</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office and Johannesburg Metro Region
<b><u>REQUIREMENTS</u></b>	:	Secretarial Diploma or equivalent qualification with 3-5 years' experience in rendering a support service to Senior Management. A valid drivers' license. Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, ability to do research and analyse documents and situations. Basic knowledge on financial administration.
<b><u>DUTIES</u></b>	:	Provide Secretarial/administrative support service to the Manager. Receive telephone calls in an environment where, in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Operate and ensures that office equipment, printers, photocopiers, and shredder are in good working order. Render administrative support services. Scrutinize routine submissions/reports and make notes and/or recommendations for the manger. Respond to enquiries received from internal and external stakeholders. Provide support to manager regarding meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicate to relevant role-players, follow-up on progress made. Support the manager with the administration of the manager's budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<b><u>ENQUIRIES</u></b>	:	Ms C Dukwana Tel No: (011) 355 3502 - Johannesburg Metro Region Ms T Mbhense Tel No: (011) 355 7703 - Head Office
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Edura House Building, 41 Fox Street, Johannesburg or Private Bag X1, Johannesburg, 2000, for attention: MS C Dukwana Tel No: (011) 355 3502. NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention: Ms T Mbhense Tel No: (011) 355 7703 or posted to- Private Bag X35, Johannesburg, 2000. NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/273</u></b>	:	<b><u>ADMINISTRATIVE OFFICER- FINANCE REF NO: SD/2022/09/46</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Desmond Tutu CYCC
<b><u>REQUIREMENTS</u></b>	:	A 3 Year Tertiary Qualification (NQF Level 6/7) in Finance / Financial Management with 1 – 2 years' relevant experience in administrative environment. A valid driver's licence. Knowledge of Public Sector Finance. Knowledge of legislative prescripts relating to Public Finance. Knowledge of Public Sector Finance. Computer Literacy and knowledge of Computer Software Programs i.e., MS Office package. Skills and Competencies Report

		writing, communication, problem solving, interpersonal skills, planning and organizing skill.
<b><u>DUTIES</u></b>	:	Supervise the costing of budget inputs and consolidate budget inputs. Monitor budget and expenditure. Supervise financial administration functions and cashier services. Administer Place of Safety payments and other inter-governmental payment processes. Supervision of finance staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr D Barnard Tel No: (012) 564 0640 162
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 162 Tolbos Street, Florauna, Pretoria North, 0182, Demond Tutu CYCC
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr D Barnard Tel No: (012) 564 0640
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures
<b><u>POST 35/274</u></b>	:	<b><u>INFORMATION OFFICER: NPO MONITORING AND EVALUTION REF NO: SD/2022/09/47</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum, (plus benefits)
	:	Head Office (Johannesburg)
	:	National Diploma or Degree in Information Management or Information Systems. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures and practices as well as the ability to capture data, operate computer and collecting statistics. Skills and Competencies: Computer skills, planning & organizing, communication skills, interpersonal relations, teamwork and flexibility.
<b><u>DUTIES</u></b>	:	Render general clerical support services. Record, organize, 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 letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide financial administration support services in the component. Tracking payment of all the funded and signed NPO's using financial systems such as BAS, SAP etc.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office Johannesburg, 69 Commissioner Street. Thusanong Building or posted to – Private Bag X35 Johannesburg, 2000.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/275</u></b>	:	<b><u>PROFESSIONAL NURSE (GENERAL NURSING) REF NO: SD/2022/09/48</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R260 760 – R492 756 per annum, (within OSD framework)
	:	Fabian & Florence Rebeiro Treatment Centre
	:	Basic R425 qualification (i.e., 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 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Samantha Hutchinson Tel No: (012) 734 8325
	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development., Fabian & Florence Rebeiro Treatment Centre. Zonderwater Prison, Cullinan, 1000.
<b><u>FOR ATTENTION</u></b>	:	Ms Samantha Hutchinson Tel No: (012) 734 8325

**NOTE**

: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

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

*(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.)*

**OTHER POSTS**

<b><u>POST 35/276</u></b>	:	<b><u>MANAGER PHARMACEUTICAL SERVICES REF NO: ETH 0208/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R1 106 037.per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	EThekwini District Office
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate STD 10/Grade 12 Plus Bachelor of Pharmacy or equivalent. Minimum of three (3) years public sector experience as Assistant Director Pharmaceutical Services. Valid Driver's license. Current registration with the SAPC as a Pharmacist. Recommendations At least 3 years' management experience in the district health systems and involvement in PHC clinics support. Knowledge, Skills, Attributes And Abilities Knowledge of public sector pharmacy, as well as relevant acts, regulations, District Health System Ideal Hospital, National Core Standards, EML, Good Pharmacy Practice, policies and procedures, and the National Drug Policy. Sound understanding of Procurement reforms and the CCMDD program. Sound knowledge of legislation relating to pharmaceutical practice in South Africa. Good communication, leadership, motivational, decision-making, team building, ethical, operational, professional and supervisory skills. Strong interpersonal relations, good presentation, project Management. Ability to take decision independently, work under pressure and meet tight deadlines. Good understanding of challenges facing the public health sector. Ability to translate and transform objectives into practical plans. Knowledge of the principles, functioning and operation of a PTC and Anti-Microbial Stewardship. Knowledge of Human Resource Management including staff training and development and financial management. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical and legal principles. Effective, planning, organizational, managerial and interpersonal skills Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook) as well as knowledge and experience in RX Solution. Knowledge of Drug Supply Management and Clinical practice. Ability to work independently and as part of a team with other role players.
<b><u>DUTIES</u></b>	:	Partake in the development, implementation and monitoring of pharmaceutical policies including standard operating procedures, system and norms. Facilitate the implementation of the Essential Medicine Programme of South Africa within the district. Support the provision of optimal Pharmaceutical Services in the District while ensuring legislative compliance by all facilities within the district. Assist with the implementation of medicine availability monitoring systems and intervention within the district. Provide technical support to the District Health Management Teams, Health Programmes and Pharmaceuticals and Therapeutic committees (including associated sub-committees. Assist with implementation of Special projects (Pharmaceutical aspects). Ensure effective, efficient and economically management of resources allocated to EThekwini District. Manage the Central Chronic Medicine Dispensing and Distribution (CCMDD) programme for the district. Monitor expenditure on Pharmaceuticals within the district in order to ensure the rational use of medicine budget to accommodate the needs of the District. Provide guidance, support expect advice and reports to senior management on pharmaceutical services, practices and products.
<b><u>ENQUIRIES</u></b>	:	Mrs TBT Sakyi District Director: EThekwini District Office Tel No: 031 240 5309
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: Posted to: The District Director, EThekwini District Office, Private Bag X54318, Mayville, 4000 Or Hand delivery: The District Director EThekwini District Office; 85 King Cetshwayo Highway, Durban, 4000
<b><u>FOR ATTENTION</u></b>	:	Mrs NF Mapumulo (AD: HRM)
<b><u>NOTE</u></b>	:	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. A detailed Curriculum Vitae only must

accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualification if shortlisted will be required to produce evaluation certificate from the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/277</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ETH 0308/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	:	EThekweni District Office
<b><u>REQUIREMENTS</u></b>	:	3 years' appropriate tertiary qualification in Human Resource Management or Public Administration/or equivalent qualifications. PERSAL Personnel Administration course. Computer literacy in MS Word, MS Excel and PowerPoint. Valid Drivers' license. Knowledge; Skills And Competencies: 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 policies, 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.
<b><u>DUTIES</u></b>	:	Provide strategic leadership of human resource management for the district. Manage all Human Resource components, i.e. Human Resource Practices, Human Resource Planning and Development, Staff Relations and Employee Wellness and ensure the provision efficient and effective services in the District and District Office. Monitor and evaluate human resource activities in the district. Ensure quality development of HRMS in line with NSC, ICRM and Ideal Clinic. Render an efficient and effective advisory support service with regard to Recruitment and Selection. Provide leadership for management processes for the alignment of organizational, and post establishment structures within the district in line with emerging service delivery demands as well as the imperatives set by the Annual Performance Plan of the district, Service Transformation Plan of the department budget allocations as well as standard and workload statistics. Oversee the effective implementation of the Human Resource Management policy imperatives in institutions and ensure consistency in the application. Develop strategist aimed at improving service delivery. Ensure and facilitate the consolidation of HR Plan for the district. Provide early warnings and develop innovative solutions to overcome identified problem areas.
<b><u>ENQUIRES APPLICATIONS</u></b>	:	Mrs TBT Sakyi District Director EThekweni District Office Tel No. 031 240 5309
	:	All applications should be forwarded to: Posted to: The District Director, EThekweni District Office, Private Bag X54318, Mayville, 4000 Or Hand delivery: The District Director EThekweni District Office; 85 King Cetshwayo Highway, Durban, 4000
<b><u>FOR ATTENTION NOTE</u></b>	:	Mrs NF Mapumulo (AD: HRM)
	:	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. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualification if shortlisted will be required to produce evaluation certificate from the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/278</u></b>	:	<b><u>DEPUTY MANAGER: FINANCIAL MANAGEMENT REF NO: FIN 44/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (all-inclusive package), Plus Medical Aid: Optional, Home Owners Allowance (Employee must meet the prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Harry Gwala Regional Hospital
	:	Grade 12/ Senior Certificate. An Appropriate Bachelor's Degree or National Diploma in Accounting, Cost Management& Accounting or National Diploma in Financial Management, National Diploma in Business Administration or equivalent qualification; PLUS A minimum of three (3) years managerial experience in Finance Management. A valid code B Driver's License (code 8). Possess thorough knowledge of Laws, Regulations, Policies, Instructions, Practices Notes, Public Finance Management Act, Treasury Regulations and Treasury Guidelines, Possess in-depth knowledge of budget procedures and BAS, Have the ability to perform independently and under pressure, Have good communication and interpersonal relations, Be computer literate with a proficiency in Excel and PowerPoint Software applications, Possess knowledge of human resource management policies, Have planning, organizing, analytical thinking and presentation skills, Be able to develop/implement policies and financial practices, Possess knowledge of procurement procedures and directives, Computer Literacy with knowledge of a computerized financial management system.
<b><u>DUTIES</u></b>	:	The implementation of sound financial management controls. Preparation and motivations for the medium Term Expenditure Framework budget. Ensure that the institution remains within its' cash flow. Ensure appropriate risk management and controls. Ensure effective and timeous financial reporting. Give management strategic directions on all aspects of finance management. Evaluate the effectiveness of business processes (cost centres) to achieve cost-saving and other efficiencies. Maintain adequate availability and efficient utilisation of staff in the Finance Section. Develop and manage the budgeting process in the institution in consultation with hospital management and other stakeholders in line with the Department's strategy on financial management and other applicable prescripts by seeking to administer and coordinate the annual budget cycle. Promote the use of information technology and management information system to enhance service delivery and cost effectiveness. Develop and customize guidelines for outsourcing non-core hospital functions and train line managers on these guidelines and their implementation. Judge the efficiency of distinctive financial system and control and justify procedures and instructions and manuals in respect of financial administration. Exercise overall control of the budget and expenditure of the institution as a Responsibility. Manager in terms of Treasury Instructions and as appointed by Head of Department. Provide the Chief Executive Officer with the financial information that is accurate, concise, reliable and timely to facilitate e effective decision-making. Develop and implement and monitor measures designed to optimize the collection of revenue from patients. Analyse, Audit, interpret and consolidate financial data as contained in books for financial year, in accordance with accounting procedure. Exercise management and leadership over the areas allocated. The incumbent of this post will report to the Chief Executive Officer, and will be responsible to provide

financial management in order to ensure that resources are managed in such a way that the institution delivers sustainable, co-ordinate and integrated patient health care,

**ENQUIRIES  
APPLICATIONS**

: Mrs. N.T. Nxaba Tel No: 033 395 4039  
: 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**

: The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2022. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. 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). Please note that 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 advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. 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. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Indian Male, Coloured Male and Coloured Female.

**CLOSING DATE**

: 30 September 2022

**POST 35/279**

: **ASSISTANT MANAGER NURSING (SPECIALTY: MATERNITY & PAEDIATRIC) REF NO: UNTU 03/2022 (X1 POST)**  
Component: Nursing

**SALARY**

: R624 216 - R702 549 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) 8% Rural Allowance Housing Allowance: Employee must meet prescribed requirements.

**CENTRE  
REQUIREMENTS**

: Untunjambili Hospital  
: Senior certificate STD 10/ (Grade 12), Basic R425 Diploma/Degree in General Nursing and Midwifery. A post basic qualification in Advanced Midwifery and Neonatal Nursing .A proof of current registration with SANC as a Professional Nurse (2022). A minimum of TEN years' appropriate/recognisable experience in NURSING after registration as a Professional Nurse with SANC in General Nursing. At least SIX years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one year Diploma in Advanced Midwifery & Neonatal Science. At least Three years of the period referred to above must be appropriate/recognisable experience at management level. Recommendations: Degree/Diploma in Nursing Management. A valid driver's licence (code 8/10). Knowledge, Skills, Attributes and Abilities Knowledge in nursing care process and procedures, nursing statutes and other relevant legal frameworks. I.e. Nursing Act, Health Act Occupational Health & safety Act, Patients, Rights Charter & Batho Pele Principles. Leadership, Organization, decision making and problem solving abilities within limit 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.

<b><u>DUTIES</u></b>	:	Delegate, supervise and co-ordinate the provision of effective patient care through .Adequate nursing care. Oversee clinical governance to ensure high standard of patients care .Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health. Develop/establish and maintain constructive working relationship with nursing & other stakeholders (i.e.-professional, inter-sectorial and multi-disciplinary teamwork). Participate in analysis, formulation & implementation of nursing, practices, standards and procedures. Deal with disciplinary issues, grievance and labour issues including monitoring and managing absenteeism. Monitor and ensure proper utilization of financial and physical resources .Assist in the implementation of priority programs to reduce morbidity and mortality rate, communicable and no-communicable diseases .Improve the facility efficiencies. Ensure accurate reliable statistic and report are generated through the information management section. Ensure that unites comply with National Core Standard –Ideal Clinic, Batho Pele principles to meet the needs and demands of the clients. Manage the Employee Performance Management Development System. Deputize the Deputy Manager Nursing.
<b><u>ENQUIRIES</u></b>	:	Mr. K.R Mthimkhulu Tel No: 033-444 1707
<b><u>APPLICATIONS</u></b>	:	should be forwarded to: Human resource Manager, Private Bag X216 Kranskop, 3268.
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants <u>must include only</u> completed and signed new Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/280</u></b>	:	<b><u>ASSISTANT NURSING MANAGER GRADE 1 (SPECIALTY) REF NO: THH03/2022</u></b>
<b><u>SALARY</u></b>	:	R624 216 - R702 549 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing allowance (Employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	TownHill Hospital – (Psychiatry)
<b><u>REQUIREMENTS</u></b>	:	Highest educational qualification (Matric/ Grade 12) or equivalent. Degree /Diploma in General and Psychiatric Nursing Diploma in Advance Psychiatric Nursing. A minimum of ten (10) years appropriate /recognizable experience in nursing after registration as a professional nurse with SANC in General nursing. At least six (6) years of the period referred to above must be appropriate /recognizable experience after obtaining one (1) year post basic qualification in advanced Psychiatric nursing . A minimum of three (3) years of the period referred to above must be appropriate /recognizable experience at Supervisory level. Proof of current registration with SANC Certificate of service

is also required obtainable from your Human Resource Office. Applicant will submit only when shortlisted. Other Requirements: A valid driver's license. Knowledge, Skills, Training and Competencies Required Knowledge of nursing prescripts, policies, procedures and protocols. Knowledge and experience of the public service policies service, acts and regulations. Sound management, negotiation, interpersonal relations and disciplinary procedures and basic financial management skills. Good verbal and written communication, problem solving and project management skills. Ability to function well within the team. Basic computer literacy to enhance service deliver. Appropriate understanding of nursing scope and practice and nursing standards. Ability to apply PHC approach in the work environment Co-ordinate Outreach programmes and liaise with District Mental Health Programme Manager.

## **DUTIES**

: Provide guidance and leadership towards the realization of the Institutional strategic and operational goals. Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care within legal frame work. Co-ordinate and facilitate the development of quality for all nursing categories within area of supervision. Ensure the implementation of National, Provisional and District Quality Improvement initiatives at Hospital level. Participate in formulation of policies procedures and implementation thereof. Assist in achievement of National Core Standards and Six Priority areas within the Hospital. Control provision of Nursing Care in the area of supervision through allocation and supervision of Human and Financial Resources. Monitor and ensure that all nurses are licensed to practice. Ensure implementation of procedures that maintain effective infection control and Occupational and Safety measures in accordance with Occupational and Safety legislation. Carry out regular review and explore opportunities for professional development and ensure training and development of the nursing staff with the zone /area. Deal with grievance and labour relation issues in terms of laid down policies, procedure i.e. manage workplace discipline. Monitor the implementation of the employee's performance and development systems, and deal with identified developmental needs. Ensure security and MHCU's property. The employee will be required to work both day / night duties.

## **ENQUIRIES APPLICATIONS**

: Mr. A.M. Ntombela (Nursing Manager) Tel No: 033 341 5521  
: To be forwarded to: Mr SW Zulu, The Human Resource Manager, TownHill Hospital, P.O. Box 400, Pietermaritzburg, 3200 Applications should be sent by post to, The Human Resource Manager Townhill Hospital P O Box 400 Pietermaritzburg, 3200.

## **FOR ATTENTION NOTE**

: Mr SW Zulu  
: 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](http://www.kznhealth.gov.za). Submit the Z83 form and detailed Curriculum Vitae only. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from Human Resource. People with disabilities should feel free to apply for these posts. The reference number must be indicated in the column provided on the form Z83, Please note that failure to comply with the above instructions will disqualify the applicant. Please note that 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 anticipated, receipts of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualification Authority (SAQA). Failure to comply will result in the applicant not being considered. (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). Please note that due to financial constraints, there will be no payment of S & T claims.

## **CLOSING DATE**

: 30 September 2022

<b><u>POST 35/281</u></b>	:	<b><u>OPERATIONAL MANAGER: THEATRE (SPECIALTY STREAM) REF NO: UNTU 04/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R571 242 - R642 933 per annum. Other Benefits: 13 <sup>th</sup> Cheque, 8% Rural allowance, Medical Aid (optional) Home owner's Allowance: Employee must meet prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Untunjambili Hospital
	:	Senior certificate. Diploma / Degree in Nursing and Midwifery that allows registration with SANC as a professional nurse and midwifery. Current Registration with SANC as a Professional Nurse and Midwifery (2022). A post basic Nursing qualification with a duration of at least 1 year accredited with SANC in Medical and Surgical Nursing Science (Operating Theatre Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Diploma / Degree in operating theatre. Current registration with SANC (2022). A minimum of nine (9) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing. At least five (5) years of experience referred above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in Medical and Surgical Nursing Science (Operating Theatre Nursing) Knowledge, Skills, Attitudes and Abilities: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Knowledge and experience of the Public Service Policies, Acts and Regulations. Sound management, negotiations, interpersonal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing management with specialty. Knowledge of labour relations and disciplinary procedures. Basic financial management skills.
<b><u>DUTIES</u></b>	:	Participate in co-ordination of the activities of the department, assist with resuscitation and triage patients for effective flow in order to reduce waiting times /overflow of patients. Liaise and communicate with multi-disciplinary team as well as other departments within the Hospital i.e. during operational meetings with nursing supervisor and subordinates. Planning the unit in line with the strategic plan of the institution. Ensure provision of quality nursing care. Problem solving and decision-making. Promote training and development of staff. Management of both Human Resource and Financial Resource. Ensure economical use of material and equipment. Check all equipment to ensure working order and refer for repairs. Assess the suitability of equipment and consumables for specialised areas. Give budget inputs regarding consumable and equipment budget for financial year. Facilitation of staff training and ongoing medical education. Ensure safe and therapeutic environment for patients, staff and the public. Demonstrate basic computer literacy as a support tool to enhance service delivery. Carry out EPMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Ensure implementation of Infection Control Practices. Monitor and control absenteeism. Provision of effective support on Nursing Services.
<b><u>ENQUIRIES</u></b>	:	Mr. K.R Mthimkhulu Tel No: 033-444 1707
<b><u>APPLICATIONS</u></b>	:	Applications should be forwarded to: Human resource Manager Private Bag X216 Kranskop, 3268
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. <b><u>NB:</u></b> Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of

previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/282</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING SPECIALTY (THEATRE) REF NO: MAD 02/ 2022</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R571 242 - R642 933 per annum, plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Madadeni Provincial Hospital
	:	Basic R425 qualification (i.e. Degree/Diploma) in general nursing and midwifery, Post basic diploma in Clinical assessment, treatment and care. Minimum of 9 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. One (1) year post basic qualification in Operating Theatre Nursing Science. At least five (5) years of the period referred to above must be appropriate recognizable experience after obtaining one (1) year post basic qualification in Operating Theatre Nursing Science. Proof of current year registration with SANC (2022 Receipt). Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.
<b><u>DUTIES</u></b>	:	Ensure provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by Madadeni Hospital. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that the unit complies with National Core Standards. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies, National core standards, OHSC. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies and procedures. Maintain accreditation standards e.g NCS, OHSC.
<b><u>ENQUIRIES</u></b>	:	Mr. RSM Ngcobo Tel No: 034 328 8137
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940
<b><u>FOR ATTENTION</u></b>	:	The Recruitment Officer
<b><u>NOTE</u></b>	:	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. 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 - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae



only, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. 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, 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. Post. EE Targets (African Male)

**CLOSING DATE**

:

30 September 2022

**POST 35/283**

:

**ASSISTANT NURSING MANAGER GENERAL STREAM (MONITORING AND EVALUATION) REF NO: THH01/2022 (X1 POST)**

**SALARY**

:

R571 242 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing allowance (Employee must meet prescribed requirements Other Benefits: Commuted Overtime (Commuted overtime limited to applicable groups)

**CENTRE REQUIREMENTS**

:

Town Hill Hospital – (Psychiatry)

:

Educational Qualification – Matric / Grade 12 or equivalent. Registration with the SANC (2022 receipt) as a general and psychiatric nurse. A minimum of 8 years appropriate / recognizable experience in nursing after registration with the SANC in general nursing. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level or clinical programme coordination level. A valid code EB driver's license. Computer literacy. Applicant will submit only when shortlisted. Other Requirements: Planning Monitoring and Evaluation experience in the Health Care environment will be an added advantage. Degree / Diploma in Nursing Management. Knowledge, Skills and Competencies Required Knowledge and experience with public service policies, acts and regulations. Sound management, negotiation, interpersonal and problem solving skills Good verbal and written communication skills .Knowledge of human resource training needs and development .Knowledge of labour relations and disciplinary procedure. Basic financial management skills. Knowledge of nursing care delivery approaches. Leadership, management planning, organizing and co-ordinating skills.

**DUTIES**

:

Oversee the co-ordination, integration and development of inputs into the Hospital improvement plan. Co-ordinate development of services delivery improvement plan for hospital. Monitor, evaluate and provide early warning and report on the implementation of a hospital annual performance plan. Ensure implementation of the total quality management framework and conduct quarterly audits. Ensure monitoring and evaluation of overall performance of the institution. Enforce compliance to the legislative prescripts in all units within the facility jurisdiction. Ensure development, implementation and maintenance of a reliable & accurate information system in line with departmental policy and system imperatives. Co-ordinate staff training and update on initiatives for ensuring service excellence. Actively drive quality assurance and service excellence initiation. Monitor and co-ordinate data collection and support the implementation of the action plans as generated by the information management team. Co-ordinate data management meetings and monitor performance indicators with the FIO. Monitor efficiency indicators of the hospital, conduct meetings on challenges related to patients care. Co-ordinate the implementation of patients' rights charter, Batho Pele and clinical governance as fundamental basis in developing and directing the quality health care within the institution. Monitor and ensure that all health professionals are licenced to practice. Manage IPC activities, Quality activities, Data activities.

**ENQUIRIES APPLICATIONS**

:

Mr. NR Hadebe (Chief Executive Officer) Tel No: 033 341 5625

:

To be forwarded to: Mr. SW Zulu, The Human Resource Manager, TownHill Hospital, PO Box 400, Pietermaritzburg, 3200

**FOR ATTENTION NOTE**

:

Mr SW Zulu

:

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](http://www.kznhealth.gov.za). Submit the Z83 form and detailed Curriculum Vitae

only. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from Human Resource. People with disabilities should feel free to apply for these posts. The reference number must be indicated in the column provided on the form Z83, Please note that failure to comply with the above instructions will disqualify the applicant. Please note that 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 anticipated, receipts of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualification Authority (SAQA). Failure to comply will result in the applicant not being considered. (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). Please note that due to financial constraints, there will be no payment of S & T claims.

<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/284</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING – PHC (LEVEL 9) NSIMBINI REF NO: OMN NSI / PHC 01/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R571 242 – R642 933,per annum Other Benefits Home Owner Allowance (conditions apply) 13 <sup>th</sup> Cheque (conditions apply) Medical Aid (Optional) Inhospital Area Allowance (8% of basic salary)
<b><u>CENTRE</u></b>	:	Prince Mshiyeni Memorial Hospital – Nsimbini PHC
<b><u>REQUIREMENTS</u></b>	:	Degree or Diploma in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse.” A post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC Certificates of registration with SANC as a Professional Nurse and post basic qualification. Proof of current registration with SANC (2022).Experience: A minimum of nine (9) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/ recognizable experience after obtaining the one 1 year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services Knowledge of nursing care processes and procedures Appropriate understanding of Scope of Practice and nursing standards Thorough knowledge of quality assurance standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patient Rights Charter, Batho Pele Principles, Sound knowledge of Labour Relations Act Leadership, supervisory, organizing, decision making, problem solving abilities skills Coordination and Report writing skills Time management Personal attributes: responsiveness, professionalism, supportive, assertive and must be a team player. Good communication and interpersonal skills and ability to function well within a team. Demonstrate a basic understanding of HR and Financial Policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<b><u>DUTIES</u></b>	:	Facilitate provision of comprehensive package of service at PHC level including priority programs and Quality Improvement Programs Develop clinic Operational Plan, monitor the implementation and submit progress reports; Participate in clinical audits in the facility and ensure implementation of the quality improvement plans supported by strong work ethics Ensure proper control and effective utilization of all resources including HR, Financial, vehicles and exercise care over government property. Supervise the community outreach teams and ensure submission of the reports Ensure staff development and monitor staff performance according to EPMDS Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele principles, National Core Standards and ideal clinic priorities are implemented.
<b><u>ENQUIRIES</u></b>	:	Mrs M Mlotshwa Tel No: 031 907 8203
<b><u>APPLICATIONS</u></b>	:	Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Moben, 4060



<b><u>FOR ATTENTION NOTE</u></b>	:	Mrs TZ Makanya
	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , 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. Please note that due to financial constraints, there will be no payment of S&T Claims. NB: Persons with disabilities, the African Male, Coloured Female and White Male are encouraged to apply for the post.
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 35/285</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL STREAM (NIGHT-DUTY) REF NO: UNTU 05/2022</u></b> Component: Nursing
<b><u>SALARY</u></b>	:	Grade 1: R450 939 - R570 531 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) 8% Rural Allowance Housing Allowance: Employee must meet prescribed requirements
<b><u>CENTRE REQUIREMENTS</u></b>	:	Untunjambili Hospital
	:	Senior Certificate/Grade 12, Degree/ Diploma in general nursing and Midwifery. Current registration with SANC. (2022 RECEIPT). At least minimum of 7 years appropriate/recognizable experience as a Professional Nurse after registration. Knowledge, Skills, Attributes and Abilities 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. K.R Mthimkhulu Tel No: 033-444 1707
	:	should be forwarded to: Human resource Manager Private Bag X216 Kranskop 3268
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with

the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/286</u></b>	:	<b><u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (QUALITY ASSURANCE MANAGER) REF NO: THH02/2022</u></b>
<b><u>SALARY</u></b>	:	R450 939 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing allowance (Employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	TownHill Hospital – (Psychiatry)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 / Matric or equivalent certificate. Diploma /Degree in General Nursing that allows registration with the SANC as Professional Nurse. A minimum of 7 years appropriate / recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC as Professional nurse for the year 2022. Applicant will submit only when shortlisted. Other Requirements: A valid driver's license. Computer Literacy. Experience in Quality Assurance Management Programme Knowledge, Skills, Training and Competencies Required Demonstrate an in depth understanding of nursing legislations related to and ethical nursing practices and how this impact to service delivery .Ensure clinical practices in accordance with the scope of practices. Promote quality of care as directed by professional scope of practices and standards as determined by the relevant health facility. Demonstrate a basis understanding of HR and financial policies and practices. Strong interpersonal communication and presentation skills. Knowledge of Total Quality Management (TQM). Knowledge of norms and standards and provincial initiatives (Human Rights, Batho Pele, and Patient's Rights Charter).Knowledge of guidelines and policies. Know and capacitate staff about OHSC protocols, guidelines etc. Participate in PEC.
<b><u>DUTIES</u></b>	:	Work as part a multidisciplinary team to ensure good quality of care across all disciplines. Perform quality improvement audits and surveys and report to Senior Management and multidisciplinary health team Monitor and evaluate delivery of quality care at the entire institution. Ensure implementation of standards and norms and provincial initiatives. Co- ordinate quality improvement initiatives within the institution. Monitor and evaluate compliance to the National and Provincial quality programs. Provide advice on various aspects of quality care to the institution. Provide monthly reports to Supervisors and Senior Management about progress of service delivery. Monitor clinical and non-clinical areas on regular basis to ensure compliance to processes. Ensure that all departments are provided training to all quality services. Ensure proper reporting and recording to Web system. Represent the institution in District and Provincial QAM forum.
<b><u>ENQUIRIES</u></b>	:	Mr. NR Hadebe (Chief Executive Officer) Tel No: 033 341 5625
<b><u>APPLICATIONS</u></b>	:	To be forwarded to: Mr SW Zulu, The Human Resource Manager, TownHill Hospital, P.O. Box 400, Pietermaritzburg, 3200
<b><u>FOR ATTENTION</u></b>	:	Mr SW Zulu
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Submit the Z83 form and detailed Curriculum Vitae only. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from Human Resource. People with disabilities should feel free to apply for these posts. The reference number must be indicated in the column provided on the form Z83, Please note that failure to comply with the above instructions will disqualify the applicant. Please note that 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 anticipated, receipts of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualification Authority (SAQA). Failure to comply will result in the applicant not being considered. (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). Please note that due to financial constraints, there will be no payment of S & T claims.

<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/287</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR (INFECTION PREVENTION &amp; CONTROL) REF NO: MAD 01/ 2022</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R450 939 - R507 531, per annum plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Madadeni Provincial Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification Degree/ Diploma: General Nursing or Equivalent qualification that allows registration with (SANC). Proof of current Registration with South African Nursing Council (2022 Receipt). A minimum of 7 years' experience appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing Valid Driver's License – please note it is imperative that the successful candidate has a valid driver's license as he/ she will be travelling regularly to Clinics and District Office. Recommendations: Certificate in Infection Prevention & Control, Computer literacy Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing Care Processes and Procedures, Nursing Statutes and other Relevant Legal Frameworks I.e. Nursing Act, Infection Prevention & Control, Occupational Health & Safety Act. Patients Right Charter, Batho Pele Principals, Public Service Regulations, Grievance Procedures etc. Work effectively and amicably at a supervisory level, demonstrating leadership, organizational decision making and problem solving abilities. Demonstrate good report writing and presentation skills as a communication strategy to enhance service delivery. Financial and budget knowledge pertaining to the relevant resources under management. Knowledge about National Core Standards/Ideal hospital/Ideal clinic related to Infection Prevention & Control.
<b><u>DUTIES</u></b>	:	Ensure that the development, implementation and review of Infection Prevention & Control guidelines, protocols, norms and standards are in line with current standards of practice regulations and the objectives of the service. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes e.g. Regular audits, accurate record keeping, identify health indicators and risk factors, in-service training/health education for all staff and clinics on Infection Control and Prevention. Surveillance of health care associated infections, anti-microbial resistance and notifiable conditions. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care e.g. attend meetings, participate with members of the health team in decision making pertaining to health care delivery, consult/ liaise with organizations and special interest groups. Coordinates functions and activities of the Infection Prevention & Control. To ensure a high standard of infection prevention & control by monitoring infection risks to patients, visitors and Health Care workers. Ensure a high standard of thoroughness and accuracy in minimizing further transmission of communicable diseases. Promote interdisciplinary/ intersectional liaison. Inculcates in every employee, patient and their families the knowledge, interests and alertness to principles of Infection Control.
<b><u>ENQUIRIES</u></b>	:	Mrs. A.B Singh Tel No: 034 328 8126
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940
<b><u>FOR ATTENTION</u></b>	:	The Recruitment Officer
<b><u>NOTE</u></b>	:	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. 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](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae only, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. 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, 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. Post. EE Targets (African Male

**CLOSING DATE**

:

30 September 2022

**POST 35/288**

:

**CLINICAL NURSE PRACTITIONER (EFAYE CLINIC) REF NO: APP/03/2022 (X2 POSTS)**

Component: Nursing-PHC

**SALARY**

:

Grade 1: R388 974 – R450 939 per annum

Grade 2: R478 404 – R588 390 per annum

Other Benefits: 13<sup>TH</sup> Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 8%

**CENTRE**

:

Appelsbosch Hospital

**REQUIREMENTS**

:

Degree/National Diploma in General Nursing and Midwifery. Proof of current registration with SANC (2022) as a Professional Nurse and Midwifery. A Post Basic nursing qualification with a duration of at least 1 year in Curative skills in Primary health Care accredited with SANC **Grade 1:** A minimum of four (04) years appropriate/recognisable experience in nursing after registration as Professional nurse with SANC in General Nursing **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Certificate of Service endorsed by Human Resource as proof of experience (only when shortlisted).Recommendations NIMART Certificate Computer literacy. Valid Driver's license Code B (08) Knowledge, Skills, Training, And Competencies Required Knowledge of SANC rules and regulations. Knowledge of Nursing procedures, relevant Acts and policies. Knowledge of Batho Pele principles and Patient's Right Charter. Knowledge of Code of conducts labour relations. Good communication and interpersonal skills. Decision making and problem solving skills. Basic Financial management.

**DUTIES**

:

Provide quality comprehensive primary health care by promoting preventive, curative and rehabilitative service for the clients and the community. Demonstrate effective communication with patients, supervisors and other clinicians including report writing. Participate in clinical audits in the facility and ensure implementation of quality improvement plans supported by strong work ethics. Initiate and provide preventive and promotive activities in national priority programmes including MNCWH, non-communicable disease and HAST and quality improvement programs. Provide administrative service such as providing accurate statistics for evaluation and future planning. Provide administrative service such as providing accurate statistics for evaluation and future planning. Provide support in the reduction and management of disease burden to ensure better health outcomes. Ensure proper control and effective utilization of all resources including, financial, pharmaceuticals and infrastructure. Always promoting scientific quality nursing care by functioning as therapeutic team coordinating between the clinic and community and preventing micro-legal hazards. Encourage research by assisting in regional and departmental projects ensuring that the community needs are taken into

		account. Participating and assisting with the according to treatment guidelines, protocols and EDL for PHC. The incumbent will be expected to rotate to different streams in the clinic. Provide comprehensive health care service extended hours, weekends and public holidays.
<b><u>ENQUIRIES</u></b>	:	Mr. M Zele: Assistant Manager Nursing-PHC, Tel No: (032) 294 8000
<b><u>APPLICATIONS</u></b>	:	Should be forwarded to: The Chief Executive Officer, P/Bag X215 Ozwathini, 3242.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	Equity Target: African Male
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>POST 35/289</u></b>	:	<b><u>PROFESSIONAL NURSE: SPECIALTY-ADVANCE MIDWIFERY REF NO: UNTU 06/2022 (X1 POST)</u></b> Component: Nursing
<b><u>SALARY</u></b>	:	Grade 1: R388 974 - R450 939 per annum Grade 2: R478 404 – R588 390 per annum Other benefits: 13th Cheque, Medical Aid (Optional) 8% rural allowance Housing Allowance (Employee must meet prescribed requirement)
<b><u>CENTRE</u></b>	:	Untunjambili Hospital
<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1:</b> National Senior Certificate Diploma/Degree in General nursing, plus 1 year post basic qualification in advances midwife. Registration with SANC as a General Nurse and advanced midwifery .A minimum of 4 years appropriate/recognizable experience as a General Nurse. <b>Grade 2:</b> A minimum of 14 appropriate/recognizable nursing experience after registration as General Nurse with SANC of which 10 years must be appropriate/recognizable experience in speciality after obtaining one year post basic qualification in the relevant speciality. Knowledge, Skills, Attributes and Abilities Demonstration understanding of nursing legislation of nursing and ethical nursing practices. Demonstrate a basic understanding of HR and financial policies and practices. Good communications skills. Good interpersonal skills .Team building and supervisory skills .Demonstrate knowledge of health related acts and legal prescripts. Knowledge of covid19 protocols.
<b><u>DUTIES</u></b>	:	Provide comprehensive quality nursing care to patients/ clients in speciality units in a cost-effective and efficient manner. Assist in planning organising and monitoring of objectives of the specialized unit. Manage all resources within the units effectively and efficiently to ensure optimum service delivery .conduct ESMOE and HBB drills. Demonstrate compliance with Nursing Act and SANC regulations. Able to plan and recognize 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).Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisor and other clinicians including report writing when required .Ensure compliance with all National, Provincial and Professional prescripts/legislation. Participate in the analysis and formulation of nursing policies and procedure. Assist in EPMDS evaluation of staff within the unit and give guidance .Order, monitor and control levels of consumables. Provide a safe therapeutic and hygienic environment .Work effectively and amicably at supervisory level with persons of diverse intellectual cultural racial or religious differences. Demonstrate understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient's records. Participate in teaching of staff and mothers/relatives and mentorship of junior staff and trainees. Implement plan of action in emergency situations according to protocols and guidelines. To attend monthly nursing and multidisciplinary meetings and implement actions plans. Ensure that MNCWH and MBFHI programmes are properly implemented. Conduct audits and implement quality improvement programmes. Uphold the Batho Pele Principles and Patient Rights Charter. Exercise control over discipline grievances and Labour Relation issues according to the laid down.
<b><u>ENQUIRIES</u></b>	:	Mr. K.R Mthimkhulu Tel No: 033-444 1707
<b><u>APPLICATIONS</u></b>	:	Applications should be forwarded to: Human resource Manager Private Bag x 216 Kranskop, 3268
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website



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

<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/290</u></b>	:	<b><u>CLINICAL PROGRAMME CO-ORDINATOR (IPC) REF NO: UNTU 07/2022 (X1 POST)</u></b> Component: Monitoring and Evaluation
<b><u>SALARY</u></b>	:	R388 974 - R450 939 per annum. Other benefits: 13th Cheque / Service Bonus, Medical Aid Optional, Home Owners, Housing, Allowances and 8% rural allowance
<b><u>CENTRE REQUIREMENTS</u></b>	:	Untunjambili Hospital A senior Certificate. Diploma/ Degree in General Nursing. Registration Certificate with SANC as a Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in Nurse after registration as a professional nurse with SANC as a General Nurse. Current SANC Receipt. Recommendation: A Diploma in Midwifery will be recommended. Knowledge, Skills, Attributes and Abilities 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 spreadsheet packages. Present Skills-assertive and diplomacy. High level of innovation and initiative.
<b><u>DUTIES</u></b>	:	Facilitate and oversee the development of an IPC operational plan to give strategic direction. Develop, implement, monitor and evaluate the Operational Plan and also provide feedback to Management. Ensure a functional infection prevention and control programme in the facility. Conduct IPC audits and monthly committee meeting and ensure a functional IPC committee. Develop a quality improvement plan, compile statistics and reports. Facilitate IPC surveillance of health care associated infections. Conduct active and passive surveillance. Investigate potential outbreaks and report on health care associated infections. Ensure that staff development and training takes place. Develop an IPC orientation and induction plan. Compile training schedules. Observe disease outbreaks and conduct the necessary training. Analyse provincial imperatives with a view to develop and maintain institutional protocols and standards. Ensure that provincial guidelines are followed. Develop institutional Protocols. Ensure dissemination and adhere to institutional IPC protocols.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. K.R Mthimkhulu Tel No: 033-444 1707 Applications should be forwarded to: Human resource Manager Private Bag x 216 Kranskop, 326

<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants <u>must include only</u> completed and signed new Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/291</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER (PHC) REF NO: VRH 07/2022</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Vryheid District Hospital (Thembumisa Clinic)
	:	An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC for 2020. <b>Grade 1:</b> A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Recommendation: The Employment Equity Target is an African Male. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.
<b><u>DUTIES</u></b>	:	Perform a clinical nursing science 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 nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build

**ENQUIRIES**  
**APPLICATIONS**

**FOR ATTENTION**  
**NOTE**

and maintain a network of professional relations in order to enhance service delivery.

: Mrs ATS Sibiya Tel No: 034 9822111 Ext 5918  
: All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag X9371, Vryheid, 3100.

: Mr SP Nene  
: 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. 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](http://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. African Males are encouraged to apply due to employment equity target. Please note that due to financial constraint no resettlement fees will be considered for payment to the candidates who offered the positions.

**CLOSING DATE**

: 30 September 2022

**POST 35/292**

: **ASSISTANT OFFICE MANAGER: FLEET MANAGEMENT REF NO: UTHUK 07/2022 (X1 POST)**

**SALARY**

: R382 245 – R450 255 per annum. Other Benefits: 13th Cheque, Home Owner's Allowance (Conditional), Medical Aid (Optional)

**CENTRE**  
**REQUIREMENTS**

: Uthukela District Office  
: Grade 12 or Equivalent. National Diploma/Bachelor's Degree in Public Administration/ Fleet/Transport Management/Logistics/ Public Management. A minimum of 3 to 5 years' supervisory experience in Fleet Management environment. A certificate of service obtained from the HR Department must be attached. Recommendation: Proof of computer literacy. Valid Driver's License. The ideal candidate must have: Good knowledge and understanding of the policies and procedures governing fleet management in the public service sector. Ability to make independent decisions. Ability to exercise good judgment and discretion in applying and interpreting departmental policies and procedures. Proactive approach to problem solving. Ability to translate strategic and transformation objectives into practical planning frameworks. Ability to prioritise issues and other work related matters and to comply with time frames. High levels of accuracy and good numeric ability. Sound organisation ability.

**DUTIES**

: Monitor the utilisation of district vehicles to ensure that vehicles are used economically and the principles of the National Transport and the PFMA are adhered to. Identify incidents of abuse and unauthorised use. Maintain the fleet condition by ensuring that regular services and necessary repairs are conducted. Conducting physical inspections to determine the condition of the fleet and for possible damage. Identifying uneconomical and overused vehicles due for replacement. Monitor, evaluate and follow up on incidents emanating from financial reports inclusive of fuel, oil, utilization, repairs and maintenance. Ensure effective, efficient and economical utilization of allocated resources of the sub- directorate, i.e. finance, asset and human resource. Provide training, advice and guidance to staff. Manage the processes of EPMDS and work towards to a clean audit. Ensure proper record keeping at institutions in terms



		of Archives and Records service act (no 8 of 2011) by ensuring that systems managers are appointed as Records Management Champions of their institutions in terms of circular no. G8 of 2015 thereby making them as custodians of all records at institutions and facilities that falls under the mother hospital.
<b><u>ENQUIRIES</u></b>	:	Mr. M.A.C Asvat Tel No: 036 631 2202
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958, Ladysmith, 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith, 3370.
<b><u>FOR ATTENTION</u></b>	:	Mrs. C.G.K Hadebe
<b><u>NOTE</u></b>	:	Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidate 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. NB: No subsistence and travelling allowance will be paid for interview attendance.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/293</u></b>	:	<b><u>ASSISTANT DIRECTOR: HRM REF NO: UMKH 14/2022 (X1 POST)</u></b> Component: Human Resource Administration
<b><u>SALARY</u></b>	:	R382 245 per annum. Other benefits 13 <sup>th</sup> cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
<b><u>CENTRE</u></b>	:	Umkhanyakude Health District Office
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12) Degree/ National Diploma in Human Resource Management/Public Management.3 - 5 years' experience in Human Resource Management environment, of which 3 years must be at supervisory level. A valid driver's license. Knowledge, Skills, Training and Competences Required.Knowledge of Public Service Policies Act and Regulations. Sound knowledge of Human Resource Practices, Staff Relation and Human Resource Development. Sound knowledge of PERSAL, Project Management and Financial Management Ability to liaise with management. Knowledge of EPMDS, GEPP etc. Knowledge of National Core Standard. Communication and interpersonal Skills. Broad Knowledge and understanding of Human Resource Management. In depth knowledge of relevant acts, policies and regulations in HR Management. Sound communication, analytical and decision making and presentation skills. Good knowledge and understanding Of Employee Performance Management and Development System, Labour Relations, Human Resource Development, Disciplinary and Grievance Procedures. Good leadership, coaching, mentoring and personal skills.
<b><u>DUTIES</u></b>	:	Ensure that the Performance Management Development System is implemented successfully in the District Office by providing guidance and assistance with regard to its application and administration to all Managers within the District Office. Ensure that transactional functions pertaining to employment practices are rendered in accordance with departmental policy imperatives Ensure that transactional functions pertaining to conditions of service are rendered in accordance with departmental policy imperatives. Manage the implementation of career management policies for the District Office components e.g. Clinical Programmes, EMS and FPS to capacitate staff to facilitate the achievement of the District Office goals and objectives. Facilitate the development of HR Plan for the District Office and ensure that all stakeholders are represented as per the guidelines. Ensure establishment and functioning of the Employment Equity Committee and the development of Employment Equity Plan for District Office. Ensure the effective and efficient utilization of resources allocated to the Section, including the development of staff. Provide sound labour relation that will enable the District Office to deliver quality services. Ensure the establishment of a fully functional employee - wellness programme in the institution.

<b><u>ENQUIRIES</u></b>	:	Mrs. N.W Mdluli Tel No: (035) 572 1329
<b><u>APPLICATIONS</u></b>	:	Applications must be forwarded to: The Director: District Health office UMkhanyakude Health District Office P/ Bag X026, Jozini, 3969
<b><u>FOR ATTENTION</u></b>	:	Mr. FG Cele: Human Resource Manager
<b><u>NOTE</u></b>	:	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). Directions To The Candidates The following documents must be submitted: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , 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. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must 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. reference number UMKH 13/2022. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. 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. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/294</u></b>	:	<b><u>CHIEF ARTISAN REF NO: UNTU 08/2022 (X1 POST)</u></b> Component: Maintenance
<b><u>SALARY</u></b>	:	R329 283 per annum. Other benefits: 13th Cheque / Service Bonus, Medical Aid Optional, Home Owners, Housing, Allowances and 8% rural allowance
<b><u>CENTRE</u></b>	:	Untunjambili Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (senior certificate). Appropriate trade test certificate in all trades – Electrical, Building, Plumbing, Mechanical, and Fitter in terms of provision section 13(2) of the Manpower Training Act of 1981, as amended .Valid driver's license code 08. Ten years (10) post qualification experience required as an Artisan/ Artisan foreman. Knowledge, Skills, Attributes and Abilities Project management .technical design and analysis knowledge. Computer –aided technical application .Knowledge of legal compliance. Technical report writing. Technical consulting .Production, process knowledge and skills. Problem solving and analysis. Decision –making .Change management. Financial management .Customer focus and responsiveness .Communication skills Computer skill. Planning and organizing.
<b><u>DUTIES</u></b>	:	Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology and ensure quality assurance in line with specification .To provide technical advisory services to the planning upgrading and revitalizing components to develop specialised specification for major and minor development initiatives. Develop policy documents, norms and standardize for Department functions according to required standard. To investigate processes to determine reason for failure infrastructure, plant and specialized equipment in the delivery of health services. Ensure the effective utilization of all resources allocation to sub-components. Promote safety in line with statutory and regulatory requirements. To manage the executive of maintenance strategy through the provision of appropriate structural , systems and resources .Design and establish a system and collect data on the use of utilities by health facilities .To monitor maintenance efficiencies according to organization goals to direct or redirect maintenance service for project and requirements .To continuously monitor the exchange and protection of information between operations and individuals .Provide input into the budgeting process as required .Compile and submit reports as required .Ensure daily control of technical ,mechanical and plumbing personnel .Manage Human Resource effectively and efficiently and promote sound

	labour relations .Research/literature studies on technical/engineering technology to improve expertise and liaise with relevant bodies /councils on technical /engineering related matters .NB: The incumbent will be expected to work overtime and extended hours.
<b><u>ENQUIRIES</u></b>	: Mr. L.R Dlamini Tel No: 033-444 1707
<b><u>APPLICATIONS</u></b>	: Applications should be forwarded to: Human resource Manager Private Bag X216 Kranskop, 3268
<b><u>NOTE</u></b>	: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants <u>must include only</u> completed and signed new Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
<b><u>CLOSING DATE</u></b>	: 30 September 2022
<b><u>POST 35/295</u></b>	: <b><u>OCCUPATIONAL THERAPIST GRADE 1 REF NO: UNTU 09/2022 (X1 POST)</u></b> Component: Rehabilitation
<b><u>SALARY</u></b>	: R322 746 - R367 299 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) 12% Rural Allowance
<b><u>CENTRE</u></b>	: Untunjambili Hospital
<b><u>REQUIREMENTS</u></b>	: Senior Certificate /Grade 12 or equivalent. Bachelor Degree in Occupational Therapy. Completion of Community service (1 year). Current Registration with HPCSA. Knowledge, Skills, Attributes and Abilities Sound knowledge of current health and public service legislation, regulations and policies. Knowledge in application of clinical Occupational Therapy theory, practice and ethics. Good communication, team building and problem solving skills. Demonstrate leadership ability, discipline and interpersonal relationship skills. Ability to function under pressure and with psychiatric patients.
<b><u>DUTIES</u></b>	: To provide comprehensive assessment, treatment and rehabilitation for in-patients admitted at Untunjambili Hospital. Provide comprehensive assessment, treatment and rehabilitation for out-patients accessing services at Untunjambili Hospital. Intra-departmental administration preparing for patient sessions, writing reports. Development of resources for functional capacity evaluations, staff in-service training. Provision of mental health groups and individual therapy within allocated wards and as per the expectations of the respective multi-disciplinary team. Active involvement in creation and implementation of Psychosocial Rehabilitation Programs and activities. Manage allocated Human Resources according to regulations of the Department, public service and Health Professions Council of South Africa. To promote Batho Pele principles in the execution of duties for effective service delivery.
<b><u>ENQUIRIES</u></b>	: Dr. S. Subrati Tel No: 033-444 1707

<b><u>APPLICATIONS</u></b>	:	Applications should be forwarded to: Human resource Manager Private Bag x 216 Kranskop, 3268.
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/296</u></b>	:	<b><u>DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: UNTU 10/2022</u></b> Component: X-Ray
<b><u>SALARY</u></b>	:	R322 746 - R361 872 per annum. Other benefits: 13 <sup>th</sup> cheque / Service Bonus, Medical Aid (Optional) Home Owner's allowance (Employee must meet the prescribed requirements 12% Rural Allowance
<b><u>CENTRE REQUIREMENTS</u></b>	:	Untunjambili Hospital Senior certificate / Grade 12. National Diploma / Degree in Radiographer (Diagnostic Radiographer). Proof of Current Registration with the Health Professional Council of South African as a Diagnostic Radiographer. Appropriate qualification that allows registration with HPCSA as diagnostic Radiographer. No experience required. Knowledge, Skills, Attributes and Abilities Sound knowledge of Diagnostic Radiography procedures Computer Skills. Sound knowledge of radiography techniques and views. Knowledge of quality assurance tests. Knowledge of radiation control and safety regulation. Sound communication and problem solving skills. Good Interpersonal skills. Knowledge of relevant Health and Safety Acts. Willingness to work weekends, public holidays and overtime.
<b><u>DUTIES</u></b>	:	To provide good quality radiographic diagnostic services. Practise Occupational Health and Safety, Infection control and Radiation control. Strengthen record keeping and data collection. Promote Batho Pele principles in execution of duties for effective service delivery. Perform quality assurance tests. Participate in policy development. Execute all clinical procedures completely to avoid complications. Implement Core standards in execution of duties for effective service delivery. Participate in quality assurance and quality improvement programs. To provide 24 hours service. Give factual information to patients and clients on Radiography. Compile reports as required in the working environment. Educate patients on their conditions whilst ensuring that patient's rights are upheld. Contribute to overall work processes in the component.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms N.N Ndlovu Tel No: 033 444 1707 Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268.

<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/297</u></b>	:	<b><u>SENIOR FINANCE MANAGEMENT OFFICER REF NO: UNTU 11/2022</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum. Other Benefits: 13 <sup>th</sup> Cheque, Housing Allowance (applicant must meet prescribed requirement) Medical Aid (optional) Home Owner's allowance (Employee must meet the prescribed requirements).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Untunjambili Hospital
	:	Matric/senior certificate /Grade12. Degree /Diploma in Public Management or any other equivalent qualification. 3-5 years' experience in public service within financial administration component (budget & expenditure management, accounts payable, revenue, Asset and disposal, Procurement and stores, voucher control and reporting. Recommendations: Valid driver's license. Knowledge, Skills, Attributes and Abilities In depth knowledge of budgeting control and financial management area of operation and associated processes. Good knowledge of Public Finance Management as well as relevant Acts and Regulations. Interpersonal and problem solving skills. Departmental and transversal system (e.g. BAS, PERSAL & Vulindlela). Good organizational and planning skills and ability to make independent decision. Ability to plan, build team spirit and, meet deadlines. Knowledge of MS office Software applications.
<b><u>DUTIES</u></b>	:	Authorize commitments, payments, debts, receipts and journals on BAS. Draw, analyze and present financial reports. Manage suspense accounts and maintain debts file. Consolidate Financial and SCM monthly and quarterly reports. Identify risks and institute control measures to minimize financial risks in all departments. Monitor and Assess finance and SCM staff performance as per EPMDS requirements. Oversee the reconciliation of transactions (interface) on PERSAL with BAS. Ensure fairness and transparency e.g. on procurement of goods and services in the institution. 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. Ensure that irregular, wasteful, fruitless and unauthorized expenditure is minimized. Carry-out all responsibilities delegated by AD: Finance.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	MS. M.C Jange Tel No: 033-444 1707
	:	Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website



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

<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/298</u></b>	:	<b><u>SENIOR HUMAN RESOURCE PRACTITIONER: RECRUITMENT REF NO: SNR HR PRACTITIONER: RECRUIT /02/2022 (X1 POST)</u></b> Department: Human Resource Practices Re- Advertisement: All those who applied previously will need to re-apply
<b><u>SALARY</u></b>	:	R321 543 per annum
<b><u>CENTRE</u></b>	:	IALCH
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12.Degree/National Diploma in Human Resource Management / Public Management / Administration. A minimum of two years' experience in a Human Resource Practices environment .NB- Proof of current and previous work experience endorsed and stamped by Human Resource Manager must be submitted by the shortlisted applicants. Recommendation: Working with Recruitment and selection policies and processes will be preferable. At least three years supervisory experience in a Human Resource Practices environment. Computer certificate: MS Software application i.e. MS Word, Excel, Power Point and Outlook. Extensive knowledge of PERSAL System. Knowledge, Skills, Training and Competence Required: An in-depth knowledge of the functioning and requirements of the Recruitment section in the Public Service. Sound knowledge of current Provincial and Public Service legislation and HR policy. Good communication and supervisory skills. Ability to work within a team. Stress tolerance. Self-confidence .Capacity to build and maintain relationships. Good communication skills. Leadership and decision making skills. Ability to maintain high level of confidentiality.
<b><u>DUTIES</u></b>	:	Manage the day to day functioning of the Recruitment component. Supervision and Performance Management of staff in the Recruitment Section at IALCH. Manage the entire recruitment and selection process effectively to ensure provision of high quality services. Ensure that all new appointments, transfers and translations in rank are processed timeously. Manage the verification of qualifications and request for Security Clearance for all staff appointed/promoted and transferred to IALCH. Facilitate the unfreezing, ratification, and filling of posts at IALCH. Provide advice to Departmental Heads on recruitment processes including OSD appointment requirements. Manage the processing of Service Entries on SAP system to facilitate payments to SAQA and any other service providers for the rendering of services. Manage and maintain records on recruitment of staff. Prepare statistical reports to management on Recruitment of staff.
<b><u>ENQUIRIES</u></b>	:	Ms ET Mkhize Tel No: 031 2401080

<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at HR Reception, 4 <sup>th</sup> Floor, Management Building at IALCH during office hours- 7h00 to 15h30 ( Monday to Friday) or posted to Private Bag X03, Mayville, 4058.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APPO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/299</u></b>	:	<b><u>SENIOR HUMAN RESOURCE PRACTITIONER REF NO: CTH02/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R321 543 - R378 765 per annum, Plus 13 <sup>th</sup> Cheque Housing Allowance (Employees must meet prescribed requirements), Medical Aid (Optional).
<b><u>CENTRE</u></b>	:	Ceza-Thulasizwe District Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12), Diploma or Degree in Human Resource Management or Public Management/Labour Relations, Plus three (3) years' experience in Human Resource Management or Labour Relations. Knowledge, Skills, Training And Competencies Required: Knowledge of Public Service Regulations, Labour Relations Act, Public Service Act, Grievance Procedure, leadership organisational, decision making, problem solving, good insight of procedures and policies, good listening skills, co-ordination and planning skills. Sound knowledge of computerized personnel salary system (PERSAL).
<b><u>DUTIES</u></b>	:	Manage the functioning of labour relations in order to ensure the provision of high quality service. Maintain and promote sound labour relations within the institution. Deals with grievances, discipline, and Abscondment procedures in terms of the laid down policies and procedures. Prepare reports to Management on staff relation matters. Render advisory services to staff Management on labour relations matters. Identify training gaps and ensures implementation of in-service training programmes. Capture labour relations Cases on PERSAL. Provide labour relations statistics to management, district and Head Office. Provide secretariat duties during Institutional Management and Labour Committee meetings. Arrange investigations of disciplinary cases and the appointment of Investigating Officers and Presiding Officers. Represent the employer Conciliation and Arbitration proceedings.
<b><u>ENQUIRIES</u></b>	:	Ms P. Hlekway at 072 424 0735
<b><u>APPLICATIONS</u></b>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, and Ceza Hospital, before 16H 00 on or before the closing date.
<b><u>FOR ATTENTION</u></b>	:	Mr. E.S. Mazibuko
<b><u>NOTE</u></b>	:	Applications should be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be originally signed and dated. 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](http://www.gov.za) and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as the driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Certificate of service must be endorsed by Human Resources Office. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities and African males are encouraged to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/300</u></b>	:	<b><u>PERSONAL ASSISTANT TO THE CEO REF NO: NGWE 44/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum. 13 <sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements)
<b><u>CENTRE</u></b>	:	Ngwelezana Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12. Diploma / Certificate (Higher than Senior Certificate) in secretarial studies / personal assistant 3-5 Years Clerical/administrative experience in the public sector. Unendorsed valid Code 08 driver's license advantageous. Knowledge, Skills, Attributes and Abilities Knowledge of / adherence to policies, practices and protocol, maintaining strict confidentiality. Sound knowledge and understanding of office management and secretarial function. Advanced computer knowledge (including MS Office, Intranet and Internet) with fast and accurate typing skills. Must have good verbal, written communication skills and sound organizational skills. Good telephone etiquette, people skills and conflict management skills. Ability to identify and handle confidential matters appropriately. Ability to work independently, problem-solve effectively and efficiently, without supervision when necessary and remain calm and competent under pressure. Display attention to detail at all times, especially when key tasks are subject to timeframes and deadlines. A proactive, solution seeking approach to work, with ability to take responsibility / ownership of the post. Flexibility around working hours, if, and when necessary.
<b><u>DUTIES</u></b>	:	Provide secretarial/receptionist and administrative support services to the CEO in a timeous and efficient manner. Utilize discretion to decide whether to accept/decline or refer to other employees, requests for meetings, based on the assessed importance and urgency of the matter. Management of the CEO's office including management and control of daily correspondence as well as the incoming and outgoing files. Ensure the safekeeping of all documentation in the office of the CEO in line with the relevant legislation and policies. Answering telephone calls and conveying messages. Keeping up-to date filing system, arranging appointments, receiving of visitors and serving refreshments when required. Manage and coordinate all office activities including effective information and document flow, and standard office procurement / expenditure oversight. Manage the leave register and telephone accounts for the unit. Respond to enquiries received from internal and external stakeholders Assist manager in determining funding requirements for purposes of MTEF submissions. Keep record of expenditure commitments, monitor expenditure and alert CEO of possible over-and underspending. Remain up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the CEO. Remain abreast with the procedures and processes that apply in the office of the CEO. Please note that candidates who are short-listed may be required to perform a computer skills / typing test assessment, which will further contribute to the selection of candidates invited for the final interview process.
<b><u>ENQUIRIES</u></b>	:	Mrs. CNN Mkhwanazi Tel No: 035 901 7000
<b><u>APPLICATIONS</u></b>	:	Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The



**FOR ATTENTION  
NOTE**

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

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

**CLOSING DATE** : 30 September 2022

**POST 35/301**

: **ADMINISTRATION CLERK (SUPERVISOR) REF NO: UNTU 12/2022 (X1 POST)**  
Component: Systems

**SALARY**

: R261 372 - R307 890 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) Home Owner's allowance (Employee must meet the prescribed requirements)

**CENTRE  
REQUIREMENTS**

: Untunjambili Hospital  
: Senior Certificate /Grade 12. A minimum of three (3) years' experience in Patient Administrative office. Recommendations: Valid Driver's license Code 8 or 10, Advanced Computer Knowledge. Experience on Patient Administration preferable in a Public Health environment. Knowledge, Skills, Attributes and Abilities Possess knowledge of the functions and regulations applicable to the area of operation. Applicable Public service policies, legislations and procedures including but not limited to Batho Pele Principles, Labour Relations Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, and Public Finance Management Act. Be computer literate with proficiency in Ms Word, Excel, Outlook and PowerPoint applications and knowledge of IT equipment operation e.g., including printer, copier, facsimile, scanner and data-projects. Information and record management, including collection, collation and dissemination of data/statistics. Have report writing skills. Have advance written communication, verbal and non-verbal skills. Have good financial management, time management, team building and organisational skills. Excellent analytical and problem solving skills. Have good telephone etiquette and peoples skills. Have sound organisational skills and able to operate independently to act with tact and discretion. Be willing to work shifts whenever it is required.

**DUTIES**

: Ensure maintenance, storing and retrieving of all manual and electronic medical records within the facility's patient records department in accordance with applicable policies and guidelines designed to facilitate effective and efficient handling of records. Ensure mortuary department within the hospital compiles with recommended standards for Mortuary facilities and

Departmental policy directives. Ensure effective and efficient Porter messenger services. Design and ensure implementation of records retention and disposal schedules, also give advice on policies and records classification system. Facilitates the development of the structure of health information management system that is easily accessible, organized, protects patients confidentiality and compliant to policy directives and procedures. Effectively manage all resources allocated to the component. Ensure that patients information is maintained, stored and properly managed to enable the efficient retrieval and filing thereof. Ensure the collection and verification of patient related information/statistics and the development of reports in support of accurate and timeous management reporting processes. Ensure Proper Management of MVA Patients files and submission of claims to utilizing relevant MVA hotline Summary sheet. Ensure revenue generation as per fees manual. Manage human resourcing by ensuring staff supervision, conduct employee's performance reviews, labour relations and compile reports.

**ENQUIRIES  
APPLICATIONS**

: Mr. L.R Dlamini Tel No: 033-444 1707  
: Applications should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268

**NOTE**

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

**CLOSING DATE**

: 30 September 2022

**POST 35/302**

: **SUPPLY CHAIN MANAGEMENT (ASSET) REF NO: UNTU 14/2022**  
Component: Finance

**SALARY**

: R261 372 per annum (Level 07). Other benefits: 13th Cheque / Service Bonus, Medical Aid Optional, Home Owner's allowance (Employee must meet the prescribed requirements

**CENTRE  
REQUIREMENTS**

: Untunjambili Hospital  
: Senior Certificate/Grade12. A minimum of 03-05 years' work experience in Supply Chain Management Environment. Recommendations: A valid driver's licence (code 8/10). Computer literacy: MS Word, Excel, Power point and MS outlook .Knowledge of asset Management Policy. Good verbal and written communication skills.

**DUTIES**

: Oversee the proper management of asset from the compliance of the assets register and compilation of the assets register and proper barcoding of asset. Conduct internal audit and risk management on regular basis .Conduct stocktaking and verify asset on quarterly basis and compile report as per requirement .Co-ordinate in-service training in order to promote service delivery .Management of face value books and inventories within the institution

		and clinics. Capture assets procured by the institution on FAR, do assets additions and journals. Update the disposal plan with the specific details of items that are to be disposed .Capture all obsolete and condemned assert on a disposal plan for submission to supervisor. Manage services and repairs of medical equipment through Health Technology Services. Deals with disciplinary and grievance matters including monitoring and managing absenteeism. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS).
<b><u>ENQUIRIES</u></b>	:	MS. M.C Jange Tel No: 033-444 1707
<b><u>APPLICATIONS</u></b>	:	Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/303</u></b>	:	<b><u>FINANCE MANAGEMENT OFFICER (BUDGET &amp; EXPENDITURE) REF NO: UNTU 15/2022 (X1 POST)</u></b> Component: Finance
<b><u>SALARY</u></b>	:	R261 372 per annum. Other benefits 13th Cheque / Service Bonus, Medical Aid Optional Home Owner's allowance (Employee must meet the prescribed requirements)
<b><u>CENTRE</u></b>	:	Untunjambili Hospital
<b><u>REQUIREMENTS</u></b>	:	Matric/ senior certificate/grade 12. A minimum of 3-5 years' experience of clerical /administration in Finance Component. Recommendations: A valid driver's licence (code 8/10). Computer literacy: MS Office Software Applications & MS Outlook.
<b><u>DUTIES</u></b>	:	Monitor expenditure and report thereon to the Cash Flow Committee. Monitor and analyse spending trends within the institution and ensure corrective measures. Ensure payment made within 30 days of invoice received. Conduct inspection, identify high risk areas and deviation, draw regular reports and facilitate corrective action with a view to mitigate financial risk. Draw, analyse and present financial reports (BAS and Vulindlela) reports and submit findings to Management. Manage and control all face value books used within the institution. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Authorize commitments, payments, receipts and journals on BAS. Manage suspense accounts and maintain debt file. Consolidate and submit financial reports on monthly and quarterly basis. Conduct internal auditing and risk

**ENQUIRIES**  
**APPLICATIONS**

**NOTE**

management activities. Supervise, train and develop staff in line with EPMDS and segregation of duties in order to improve service delivery.

- : Ms. M.C Jange Tel No: 033-444 1707
- : Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268
- : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

**CLOSING DATE**

- : 30 September 2022

**POST 35/304**

- : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: UNTU 16/2022**  
Component: Finance

**SALARY**

- : R261 372 - R307 890 per annum (Level 07), Homeowners Allowance: Employee must meet the prescribed requirements.

**CENTRE**  
**REQUIREMENTS**

- : Untunjambili Hospital
- : Standard 10 or Grade 12. 3 to 5 years' experience in Supply Chain Management environment. Recommendations: A valid driver's licence (code 8/10). Computer literacy: MS Word, Excel, Power point and MS outlook Knowledge, Skills, Attributes and Abilities Knowledge of and understanding of the operational framework and the lineage thereof with the financial system of the department. Ability to apply technical professional knowledge and skills in immediate work area. Treasury regulations and practice notes. Management and organizational skills. Sound communication. Knowledge of current health and public service legislation and policies. Computer literacy. Planning organizing decision making and conflict management skills. Decision making and problem solving.

**DUTIES**

- : Manager stores or warehouse where all stocks are kept. Verify all received goods for quality and quantity against ordering document and make a follow up if the delivery conditions reflected on the order form are not compiled with. Ensure that all stocktaking of all assets in stock is conducted. Ensure effective and efficient utilization of resources allocated to the unit as well as staff development. Compile detailed bidding document with adequate information for prospective bidder to prepare goods and service to be provided. Receive and analyse request for required goods and place order for items which are not held in stock. Ensure that proper contract documents are signed. Monitor the procurement planning process and compliance to SCM policies. In-depth knowledge of all Monthly SCM Report (RIDV Template). Evaluate bids to ensure that they are in accordance with the set criteria. Establish database of suppliers when obtain quotations. Provide need assessment to ensure that required goods and services are in compliance with departmental SCM policy

**ENQUIRIES  
APPLICATIONS**

**NOTE**

**CLOSING DATE**

**POST 35/305**

**SALARY**

**CENTRE  
REQUIREMENTS**

**DUTIES**

framework, practice notes and Treasury Regulations. Determine clear specification for the quality of goods and services required. Ensure that the requirements are linked to budget and analyse the supplying industry for compliance. Respond promptly, courteously and efficiently to suggestions and complaints. Carry-out all responsibilities delegated by AD: Finance.

- : Ms. M.C Jange Tel No: 033-444 1707
- : Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268
- : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

: 30 September 2022

: **LAUNDRY MANAGER REF NO: UNTU 13/2022 (X1 POST)**  
Component: Systems

: R211 713 per annum. Other benefits 13th Cheque, Medical Aid (Optional)  
Home Owner's allowance (Employee must meet the prescribed requirements).

: Untunjambili Hospital

: Senior Certificate /Grade 12. A minimum of 1-2 years clerical and laundry experience. Recommendations: A Valid Driver's Licence Code 8/10. Knowledge, Skills, Attributes and Abilities Knowledge of the functions and regulations applicable to the laundry/linen management; applicable public service policies, legislations and procedures. Knowledge of office procedures, laundry practices, report writing and staff supervising. Have excellent written communication and language skills. Have good telephone etiquette and peoples skills. Have sound organizational skills and ability to act with tact and discretion. Have a high level of reliability. Have the ability to prioritize issues and other work related matters and adhere to timeframes. Be able to operate independently. Be computer literate with proficiency in MS Word, Excel Outlook and PowerPoint applications. Be willing to work extra hours.

: To control the activities within each specific functional areas of the laundry factory in order to ensure that service relating to that function are rendered efficiently. Supervise laundry and linen operational processes. Supervise & Operate machinery and equipment; Supervise personnel, HR and general administration; Supervise maintenance of equipment; monitor quality control, dispatch, health and safety; required to work in soiled and clean areas of the laundry. Apply the correct procedures of handling, sorting, washing, sluicing, ironing, pressing, dispatching, counting and storage of linen and maintain hygiene. Perform supervisory duties for manual labour for long hours including



**ENQUIRIES**  
**APPLICATIONS**

**NOTE**

**CLOSING DATE**

- weekends, public holidays and perform relief duties within the laundry/linen Management.
- : Mr. L.R Dlamini Tel No: 033-444 1707
- : Applications should be forwarded to: Human resource Manager Private Bag X216 Kranskop, 3268
- : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
- : 30 September 2022

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF HEALTH**

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

**CLOSING DATE** : 30 September 2022

**NOTE** : Applications should be submitted on Form Z.83 obtainable from any Public Service Department and CV only, no other certified attachments, only when they are shortlisted. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za) N.B. Applicants are advised to apply as early as possible to avoid disappointments. Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

**OTHER POSTS**

**POST 35/306** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1: DERMATOLOGY REF NO: MPDOH/SEP/22/15**  
(Replacement)

**SALARY** : R1 754 739 - R1 862 412 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Rob Ferreira Hospital (Ehlanzeni District)

**REQUIREMENTS** : Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a Specialist in Dermatology and proof of current HPCSA registration (2022). A minimum of five (5) years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Dermatology Services of which three (3) years in an academic setting will be an added advantage. Management skills, good written and verbal communication skills, leadership and decision-making skills. Knowledge of public service legislation, regulations and policies including

		medical ethics, epidemiology and statistics. Demonstration or the ability to work as part of a multidisciplinary team.
<b><u>DUTIES</u></b>	:	Clinical management of the Dermatology department, Supervising and training of clinical staff, teaching of clinical staff, Assessment and immediate care of all Dermatology patients. Be essential support for other clinical departments, ensure that departmental administration is in order, Participate in clinical governance. Ensure that there is clinical improvement plan, Develop protocols for the department. Provide leadership and promote effective team working environmental clinical audits, sign performance management contract with the Clinical Manager and subordinates, assess all subordinates and develop quality improvement plan, ensure that there is continuing professional development in the unit.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/307</u></b>	:	<b><u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1: RADIOLOGY REF NO: MPDOH/SEP/22/16</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R1 754 739 - R1 862 412 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Rob Ferreira Hospital (Ehlanzeni District)
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a Specialist in Radiology and proof of current HPCSA registration (2022). A minimum of five (5) years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Radiology Services of which three (3) years in an academic setting will be an added advantage. Management skills, good written and verbal communication skills, leadership and decision-making skills. Knowledge of public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Demonstration or the ability to work as part of a multidisciplinary team.
<b><u>DUTIES</u></b>	:	Clinical management of the Radiology department, Supervising and training of clinical staff, teaching of clinical staff, Assessment and immediate care of all Radiology patients. Be essential support for other clinical departments, ensure that departmental administration is in order, Participate in clinical governance. Ensure that there is clinical improvement plan, Develop protocols for the department. Provide leadership and promote effective team working environmental clinical audits, sign performance management contract with the Clinical Manager and subordinates, assess all subordinates and develop quality improvement plan, ensure that there is continuing professional development in the unit.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/308</u></b>	:	<b><u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1: OPHTHALMOLOGY, EMERGENCY (CASUALTY) AND ENT REF NO: MPDOH/SEP/22/17</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R1 754 739 - R1 862 412 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Rob Ferreira Hospital (Ehlanzeni District)
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a Specialist in Ophthalmology, Emergency (Casualty) and ENT and proof of current HPCSA registration (2022). A minimum of five (5) years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Ophthalmology, Emergency (Casualty) and ENT Services of which three (3) years in an academic setting will be an added advantage. Management skills, good written and verbal communication skills, leadership and decision-making skills. Knowledge of public service legislation, regulations and policies including



	medical ethics, epidemiology and statistics. Demonstration or the ability to work as part of a multidisciplinary team.
<b><u>DUTIES</u></b>	: Clinical management of the Ophthalmology, Emergency (Casualty) and ENT department, Supervising and training of clinical staff, teaching of clinical staff, Assessment and immediate care of all Ophthalmology, Emergency (Casualty) and ENT patients. Be essential support for other clinical departments, ensure that departmental administration is in order, Participate in clinical governance. Ensure that there is clinical improvement plan, Develop protocols for the department. Provide leadership and promote effective team working environmental clinical audits, sign performance management contract with the Clinical Manager and subordinates, assess all subordinates and develop quality improvement plan, ensure that there is continuing professional development in the unit.
<b><u>ENQUIRIES</u></b>	: Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	: Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/309</u></b>	: <b><u>DEPUTY DIRECTOR: HEALTH PLANNING REF NO: MPDOH/SEP/22/18</u></b>
<b><u>SALARY</u></b>	: R744 255 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	: Provincial Office, Mbombela
<b><u>REQUIREMENTS</u></b>	: An undergraduate qualification (NQF Level 7) in Strategic Management / Public Administration / Management / Monitoring and Evaluation / relevant Health Sciences with at least 3 - 5 years' relevant experience of which three (3) years must be at supervisory level (ASD) in Strategic Planning, Monitoring and Evaluation. An added advantage would be someone with a Postgraduate qualifications in Monitoring and Evaluation / Public Health. Training & Presentation skills, Planning and Organizing, and Computer skills. Applicants should have a sound understanding of government policies and priorities. The incumbent should be willing to travel extensively. The candidate should also be able to work under pressure and independently. Advance level of Computer skills (excel and statistical software, report writing skills, problem solving and analytical skills. Skills in geospatial mapping (geographical information systems). Good communication, accountability and ethical conduct. A valid driver's license.
<b><u>DUTIES</u></b>	: Facilitating and coordinating the development of the Departmental strategic plans, annual performance plans and operational plans in line with relevant legislation; Ensure that, the Department conducts annually a relevant strategic planning session and submit to oversight bodies as prescribed i.e. Department of Planning, Monitoring and Evaluation (DPME), National Treasury, Auditor-General of South Africa (AGSA) and Parliament; Coordinate and support the District Development Model processes on development of plans in the district and municipalities as well as the IDPs; Design, coordination and implementation of the integrated planning, monitoring and evaluation framework. Coordinate and planning of Implementation Programmes using the Theory of Change and results based management. Develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered to inform performance improvement. Establish early warning systems on Programme performance and monitor implementation of improvement plans; Participate in monitoring and evaluation activities, including Service Delivery Monitoring; Coordinate the development of Departmental strategic policies; Develop structures and platforms for performance information sharing (Planners/M&E) Forums.
<b><u>ENQUIRIES</u></b>	: Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	: Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/310</u></b>	: <b><u>HEAD OF DEPARTMENT (PN-D3): MIDWIFERY REF NO: MPDOH/SEP/22/19</u></b>
<b><u>SALARY</u></b>	: R588 390 - R682 098 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	: Mpumalanga College of Nursing, Kabokweni

<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic qualification in Nursing Education registered with SANC. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the 1 year post basic Nursing Education qualification. Proof of current registration with SANC (2022). Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Co-ordinate theory and practical for Psychiatry Health Nursing Science for the basic program; Develop and design curricula; Conduct research in own field; Guide, supervise and evaluate performance of academic staff working under him/her and that of students; Compile, keep records and reports of his/her span of control; Implement national, provincial and institutional policies relevant to the discipline; Promote team work amongst team members; Teach Psychiatry Health Nursing Science; Be willing to travel in and out of the province.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/311</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/SEP/22/20 (X2 POSTS)</u></b> (Replacements)
<b><u>SALARY</u></b>	:	R571 242 – R642 933 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Clau-Clau Clinic (Ehlanzeni District) Vlaklaagte CHC (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Proof of current registration with SANC (2022). Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
<b><u>DUTIES</u></b>	:	Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in

accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

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

**POST 35/312** : **OPERATIONAL MANAGER (PN-B3): OPERATING THEATRE REF NO: MPDOH/SEP/22/21**  
(Replacement)

**SALARY** : R571 242 - R642 933 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Matikwana Hospital (Ehlanzeni District)

**REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Operating Theatre. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic Operating Theatre Nursing Science qualification. Proof of current registration with SANC (2022). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership skills, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

**DUTIES** : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Theatre Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

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

<b><u>POST 35/313</u></b>	:	<b><u>OPERATIONAL MANAGER (PN-B3): TRAUMA &amp; EMERGENCY REF NO: MPDOH/SEP/22/22</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R571 242 - R642 933 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Witbank Hospital (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Trauma and Emergency Nursing Care. Minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least five (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Trauma and Emergency Nursing Care. Proof of current registration with the SANC (2022). Proof of work experience from previous and current employers endorsed and stamped by Human Resource must be attached Skills: 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. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight in to public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.
<b><u>DUTIES</u></b>	:	Provide effective management and professional leadership in the specialized units of Trauma and Emergency. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required. Effective management, utilization and supervision of all 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. Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement health related guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students. Monitor implementation Disaster management, monitor implementation of NCS and Ideal Hospital Realisation Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/314</u></b>	:	<b><u>ASSISTANT DIRECTOR: HEALTH INFORMATION REF NO: MPDOH/SEP/22/23</u></b>
<b><u>SALARY</u></b>	:	R477 090 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Provincial Office, Mbombela
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree in Statistics / Information / Monitoring & Evaluation course should be part one of the modules) with 3 – 5 years' extensive relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 8) working directly with web based DHIS and Tier.net, HPRS and other databases in

health sector. A Postgraduate qualification in Health Information/ Informatics will also be added advantage. Supporting other systems such as Ideal Clinic Systems & EVDS will be an advantage. Advance level of Computer skills (excel and statistical software, report writing skills, problem solving and analytical skills. Good communication, accountability and ethical conduct. A valid driver's license.

<b><u>DUTIES</u></b>	:	Manage & Implement the data flow policy. Coordinate & manage data quality strategies on performance information in the Province. Provide data for Programme on monthly and quarterly basis. Conduct data analysis and feedback Put system in place to verify and validate reported health data from all reporting facilities at all levels and provide feedback to all facilities, Program Managers and senior management. Coordinate and facilitate training/ capacity building activities on information management for all data capturers, Programme coordinators and managers at different levels. Participate and form part of the provincial & district audit team for auditing of performance information by the Auditor General of South Africa. Support Internal Auditing Processes and the Implementation of Performance Audit Action Plan for all facilities.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/315</u></b>	:	<b><u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): MENTAL HEALTH REF NO: MPDOH/SEP/22/24</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R450 939 – R507 531 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Dr JS Moroka Sub-District (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022). Minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Ability to work in a team as well as independently. Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication and presentation skills. Sound project management skills. Ability to make independent decisions. A strong policing / auditing aptitude. An understanding of the challenges facing the public health sector. High level of accuracy. Proven 23 initiative, decisiveness and acquire new knowledge swiftly. Report writing skills. Financial Management skills. Empathy and counselling skills and knowledge. Ability to translate transformation objective into practical plans. Ability to prioritize issues and other work related matters. Valid driver's license.
<b><u>DUTIES</u></b>	:	Ensure the implementation of the Mental Health Care Act no 17 of 2002 and Mental Health policies at the sub district level. Coordinate and manage mental health and Substance programme. Monitor and Evaluate Mental Health programme in Sub-District. Conduct home visits to support families and mental health care users including forensic psychiatry. Facilitate establishment of community based mental health services. Intersectoral collaboration. Training and facilitation on mental health. Advocacy, mental health promotion and prevention of mental illness and substance abuse. Ensure community involvement and participation by forming support groups and working with stakeholders. Plan and organize own work and support personnel to ensure proper nursing care. Implementation quality assurance processes. Do awareness campaigns on mental health and Substance abuse. Assist in preparation of strategic plans and operational plans for the programme. Liaise with other departments and ability to work with NGOs.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>



<b><u>POST 35/316</u></b>	:	<b><u>LECTURER GRADE 1 (PN-D1): ROB FERREIRA CAMPUS REF NO: MPDOH/SEP/22/25</u></b>
<b><u>SALARY</u></b>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mpumalanga College of Nursing, Kabokweni
	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health training facility. Demonstrate effective communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies to determined learner's competencies. Work as part of the education team to ensure good nurse training Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/317</u></b>	:	<b><u>LECTURER GRADE 1 (PN-D1): EMBHULENI CLINICAL EDUCATION TEACHING UNIT REF NO: MPDOH/SEP/22/26 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mpumalanga College of Nursing, Kabokweni
	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing

		standards as determined by the health training facility. Demonstrate effective communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies to determined learner's competencies. Work as part of the education team to ensure good nurse training Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/318</u></b>	:	<b><u>LECTURER GRADE 1 (PN-D1): KWAMHLANGA CLINICAL EDUCATION TEACHING UNIT REF NO: MPDOH/SEP/22/27</u></b>
<b><u>SALARY</u></b>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mpumalanga College of Nursing, Kabokweni
	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health training facility. Demonstrate effective communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies to determined learner's competencies. Work as part of the education team to ensure good nurse training Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/319</u></b>	:	<b><u>LECTURER GRADE 1 (PN-D1): PIET RETIEF CLINICAL EDUCATION TEACHING UNIT REF NO: MPDOH/SEP/22/28</u></b>
<b><u>SALARY</u></b>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mpumalanga College of Nursing, Kabokweni
	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing

	experience after registration as Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's license.
<b><u>DUTIES</u></b>	: Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health training facility. Demonstrate effective communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies to determined learner's competencies. Work as part of the education team to ensure good nurse training Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility.
<b><u>ENQUIRIES</u></b>	: Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	: Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/320</u></b>	: <b><u>LECTURER GRADE 1 (PN-D1): WITBANK HOSPITAL SUB-CAMPUS REF NO: MPDOH/SEP/22/29</u></b>
<b><u>SALARY</u></b>	: R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	: Mpumalanga College of Nursing, Kabokweni
<b><u>REQUIREMENTS</u></b>	: Senior Certificate / Grade 12 or equivalent qualification plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's license.
<b><u>DUTIES</u></b>	: Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health training facility. Demonstrate effective communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies to determined learner's competencies. Work as part of the education team to ensure good nurse training Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility.
<b><u>ENQUIRIES</u></b>	: Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa



		Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018. Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	
<b><u>POST 35/321</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): PHC REF NO: MPDOH/SEP/22/30</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Nokaneng CHC (Nkangala District)
	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018. Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	
<b><u>POST 35/322</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): PAEDIATRIC REF NO: MPDOH/SEP/22/31</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bethal Hospital (Gert Sibande District)
	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Paediatric Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Paediatric Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and

		standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/323</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): OCCUPATIONAL HEALTH</u></b> <b><u>REF NO: MPDOH/SEP/22/32</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Bernice Samuel Hospital (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Occupational Health Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Occupational Health Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/324</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): TRAUMA &amp; EMERGENCY</u></b> <b><u>REF NO: MPDOH/SEP/22/33</u></b> (Re-Advertisement)
<b><u>SALARY</u></b>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Bernice Samuel Hospital (Nkangala District)

<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Trauma and Emergency Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Trauma and Emergency Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/325</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): TRAUMA &amp; EMERGENCY</u></b> <b><u>REF NO: MPDOH/SEP/22/34</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Carolina Hospital (Gert Sibande District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Trauma and Emergency Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Trauma and Emergency Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of

		diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/326</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER (PN-B1) GRADE 1: PHC REF NO: MPDOH/SEP/22/35</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Mmametlhake CHC (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022) plus a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty, (Diploma in PHC). Current registration with the SANC as a Professional Nurse. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work Leadership and sound interpersonal skills. Problem solving and decision making skills. Good supervisory and teaching skills.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Perform 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. 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. Participate in quality improvement programs. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations. Ensure adherence to Batho Pele Principles and Patient Right Charter.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/327</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE PRACTICES AND ADMINISTRATION REF NO: MPDOH/SEP/22/36</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Provincial Office, Mbombela
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree in Human Resource Management, Public Administration / Management with 3 – 5 years' extensive relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 8). Extensive knowledge of PERSAL and at least must have three PERSAL courses including interpreting PERSAL reports. Skills and competencies: Sound knowledge of relevant Legislative framework pertaining to Human Resource Management and Development. In-depth knowledge of policies, systems, processes, procedures and best practices pertaining to Recruitment and Selection, Condition of Services, Employees Benefits Administration, Performance Management, Human Resource Development and Skills Development. A good understanding and knowledge of the PFMA, Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Promotion of Access to Information Act (PAIA), Public Service Act, Public Service Regulations, and

		Treasury Regulations. Computer literacy. Ability to work independently and under pressure. Computer literacy particularly MS, Excel, Outlook & Word. Good interpersonal relationship, networking, written and verbal communication skills at all levels. Logical and innovative thinking abilities and leadership skills. Valid driver's license.
<b><u>DUTIES</u></b>	:	Co-ordination and compilation of reports regarding the filling of posts. Monitor the development and review of the system of administering processes in the area of HR strategy and the management of demand and supply of human resources. Monitor and advise the process of recruitment and selection within the Department. Development of database for the funded posts. Development of service in the standards in the area of responsibility. Monitor the implementation of Operational Plan of the unit. Manage staff in terms of the approved Performance Management and Development System: Conduct performance quarterly reviews and annual performance assessment for staff.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/328</u></b>	:	<b><u>ASSISTANT DIRECTOR: MONITORING &amp; EVALUATION REF NO: MPDOH/SEP/22/37</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Provincial Office, Mbombela
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree in Monitoring & Evaluation / relevant Health Science with 3 – 5 years' extensive relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 8) in Monitoring and Evaluation is a pre-requisite. Training & Presentation skills, Planning and Organizing, and Computer skills. Applicants should have a sound understanding of government policies and priorities. The incumbent should be willing to travel extensively. The candidate should also be able to work under pressure and independently. An added advantage would be someone with a Postgraduate qualifications in Monitoring and Evaluation/ Public Health. Advance level of Computer skills (excel and statistical software, report writing skills, problem solving and analytical skills. Skills in geospatial mapping (geographical information systems). Good communication, accountability and ethical conduct. A valid driver's license.
<b><u>DUTIES</u></b>	:	Design, coordination and implementation of the integrated monitoring and evaluation framework. Develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered to inform performance improvement. Provide technical assistance to programmes, particularly in relation to monitoring, reporting and evaluation issues. Coordinate and planning of Implementation Programmes using the Theory of Change and results based management. Conduct data analytics to promote data use, publications and technical M&E dashboards. Undertake data analysis and strategic analysis and develop strategic performance reviews. Coordinate and produce quality Departmental monthly and quarterly monitoring and evaluation reports against the Annual Performance Plan and Strategic plan of the Department. Establish early warning systems on programme performance and monitor implementation of improvement plans Participate in monitoring and evaluation activities, including Service Delivery Monitoring. Coordinate, promote and conduct quarterly data quality audits to ensure data integrity of reported performance information.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/329</u></b>	:	<b><u>OCCUPATIONAL THERAPIST GRADE 1 REF NO: MPDOH/SEP/22/38</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R322 746 – R367 299 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Embhuleni Hospital (Gert Sibande District)



<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the HPCSA as an Occupational Therapist (2022) (Independent Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience required after registration with the HPCSA as an Occupational Therapist (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as an Occupational Therapist (Independent Practice) for foreign qualified employees. Clinical experience in general adult and pediatric assessment and treatment is required. Knowledge in the fields of mental health, vocational rehabilitation, neurology, hand injuries, burns, amputations, developmental delays, etc. is expected. Clinical experience in these fields will be beneficial.
<b><u>DUTIES</u></b>	:	To provide optimal and evidence based occupational therapy in individual and group settings for in, out and clinics patients. To administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. To perform and complete administrative functions including record keeping, statistics, participate in various meetings and awareness campaigns. To plan for and participate in internal and external audits and ensure departmental standards and effective service delivery. To participate in the performance management and training and development programs within the department. To supervise junior level staff. To supervise allocated students and learners.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/330</u></b>	:	<b><u>ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 REF NO: MPDOH/SEP/22/39</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R322 746 – R540 954 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mmamelthake Hospital (Nkangala District)
	:	Senior Certificate / Grade 12 or equivalent qualification plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable). Grade 1: SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' license.
<b><u>DUTIES</u></b>	:	Waste management (ensure proper handling and monitor of general waste and health care risk waste). Safety health environment risk and quality (SHERQ) management. Waste quality monitoring (collection of water samples and analyzing results). Food control (collection of food samples, inspection of food premises and training of staff). Vector control within the facility (organize pest control programme). Disease surveillance (from part of the outbreak response team, investigate outbreaks and liaise with relevant stakeholders). Monitor Environmental health indicators and provide reports to management. Pollution control. Environmental health hygiene. Occupational hygiene surveillance.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>

<b><u>POST 35/331</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: ASSET MANAGEMENT REF NO: MPDOH/SEP/22/40</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R321 543 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Gert Sibande District Office, Ermelo
<b><u>EQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent qualification plus six (6) years relevant experience in the Supply Chain Management, Asset Management, Logistics and Fleet management or Diploma / Degree in Public Administration / Management / Finance / Logistics / Financial Management / Management Accounting plus three (3) years' experience in the Supply Chain Management, Asset Management, Logistics and Fleet management. Key Competencies: Computer literacy MS office; Sound knowledge of student administration; Good interpersonal relations, communication, verbal and written skills; Problem solving; Ability to work under pressure and work independently; Team work; Knowledge of PFMA; Leadership and Principles Management. A valid driver's license.
<b><u>DUTIES</u></b>	:	To prepare weekly, monthly and annual reports, render effective and efficient asset management, internal control systems, (BAS, LOGIS and BAUD) Fleet management maintenance of asset. Implementation of the Ideal Hospital Framework. Implementation of the PMDS policy, manage leave and PILIR, monitor Service Level Agreements with service providers, monitor operational plans, and manage staff delegations. Monitor compliance in relation to PFMA, PSA, PSR, BCEA and LRA.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/332</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: AUXILIARY REF NO: MPDOH/SEP/22/41</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R321 543 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Witbank Hospital (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent qualification plus six (6) years relevant experience or Diploma / Degree in Public Administration / Management plus three (3) years' relevant experience. Extensive experience and comprehensive knowledge of all administration aspects. Ability to interpret and implement policies. Sound knowledge of the Public Service Act, Labour Relations Act, PFMA and other applicable prescripts project management skills, Managerial skills, Verbal, Report writing skills and Computer literacy.
<b><u>DUTIES</u></b>	:	Provide effective management and professional leadership in of Auxiliary services. Demonstrate effective communication with Cleaners, laundry aid, Grounds man, Food service, Porter, Mortuary, and Housekeeping supervisors. Management of official accommodation Ensure proper management of food services. Ensure proper management if linen and laundry services. Monitor security and liaise with service provider as per the signed SLA with the client of department. Manage budget and cash flow of the section. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff. Monitor implementation of PMDS and Overtime.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/333</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A - B REF NO: MPDOH/SEP/22/42</u></b> (Re-Advertisement)
<b><u>SALARY</u></b>	:	R308 826 - R469 014 per annum, (Depending of years of experience in terms of OSD)
<b><u>CENTRE</u></b>	:	Tintswalo Hospital (Ehlanzeni District)
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate plus five (5) post qualification experience as an Artisan either in the following;

		carpentry/bricklaying/painting/plumbing/mechanical and electrical. Knowledge in technical and maintenance matters. Knowledge of the PFMA and the OHSA. Strong Leadership and Management ability. Ability to communicate affectively at operational level. Must be computer literate. A valid driver's license.
<b><u>DUTIES</u></b>	:	Effective supervision and management of day to day activities of the workshop staff in the built environment, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, Attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment, monitor the removal of refuse and office furniture at state buildings, attend maintenance related meetings with client departments. Assist with financial and procurement, administration processes of workshops. Manage staff and yearly allocated budgets according to the PMDS and PFMA. Identify training needs. Leave management and personnel performance management. Compile reports on Workshop activities and related inputs when required.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/334</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: STUDENT AFFAIRS REF NO: MPDOH/SEP/22/43</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum, (plus service benefits) Mpumalanga College of Nursing, Kabokweni Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience in transformation issues or Diploma / Degree in Public Administration / Management. Computer literacy. Valid drivers' license. Key Competencies: Computer literacy MS office; Sound knowledge of student administration; Good interpersonal relations, communication, verbal and written skills; Problem solving; Ability to work under pressure and work independently; Team work; Knowledge of PFMA; Leadership and Principles Management. A valid driver's license.
<b><u>DUTIES</u></b>	:	Co-ordinate and manage the financial and human resource of the office; Management of performance in the office; and performance of any other duties necessary to ensure smooth office running; Implement Departmental and Nursing College policies; Manage Student Administration; General supervision of Administration staff and implement formal and informal disciplinary matters; Implement student information management system.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/335</u></b>	:	<b><u>STATE ACCOUNTANT: PAYMENTS REF. NO.:MPDOH/SEP/22/4 (X2 POSTS)</u></b> (Replacements)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum, (plus service benefits) Provincial Office, Mbombela Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience or Degree/ Diploma in Finance / Accounting / Financial Management. Knowledge and experience expenditure management, focus in the following areas: Logis, Preferential Procurement Policy Framework,(PFMA) Public Finance Management Act, Treasury regulations and general knowledge of Basic Accounting System(BAS), Computer literacy, sound interpersonal and communication skills (written and verbal), Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's license will be an added advantage.
<b><u>DUTIES</u></b>	:	Supervise and control the work of sub-ordinate in the expenditure management unit. Authorize payment on Bas and Logis system. Understanding of all aspects of supply chain management processes. Ensuring compliance with departmental and treasury regulations. Enforce internal control measures. Manage all open orders report (Accruals) and reconciliation of accounts. Ensure compliance on Subsistence and Travel claims. Deal with Human



		resources matters such as leave and perform development systems of quarterly evaluation reports. Attend and respond to audit queries. Provide administrative support to institutions.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/336</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 WITH MIDWIFERY (PN-A2) REF NO: MPDOH/SEP/22/45 (X4 POSTS)</u></b> (Replacements)
<b><u>SALARY</u></b>	:	R260 760 – R492 756 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Middelburg Hospital (2) (Nkangala District) and Daggakraal CHC and Volksrust Clinic (Gert Sibande Clinic)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with the SANC as a Professional Nurse. A minimum of 1 – 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills.
<b><u>DUTIES</u></b>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele). Effectively manage resources allocated in your unit.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 35/337</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-A2) REF NO: MPDOH/SEP/22/46 (X2 POSTS)</u></b> (Replacements)
<b><u>SALARY</u></b>	:	R260 760 – R492 756 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Mmamethlake Hospital and Seabe CHC (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with the SANC as a Professional Nurse. A minimum of 1 – 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills.
<b><u>DUTIES</u></b>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope

of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele). Effectively manage resources allocated in your unit.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

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

**POST 35/338** : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/SEP/22/47 (X3 POSTS)**

**SALARY** : R211 509 – R238 260 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Moloto CHC, Tweefontein “G” CHC and Verena CHC (Nkangala District)

**REQUIREMENTS** : Senior Certificate / Grade 12. Registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2022). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behavior.

**DUTIES** : Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

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

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

- APPLICATIONS** : Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at JW Sauer Building, Office of the Premier, Ground Floor (Security) or email to [hrarecruitment@ncpg.gov.za](mailto:hrarecruitment@ncpg.gov.za)
- FOR ATTENTION** : Mr. V. Fredericks
- CLOSING DATE** : 07 October 2022
- NOTE** : The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity at HOD level. Therefore, we specifically call for suitably qualified women and persons with disability to apply. Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) or obtainable from any Public Service Department and should be accompanied by a detailed comprehensive CV only specifying all qualifications, experience with respective dates and copies of qualifications. Applications submitted using the old Z83 form will not be accepted. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Online applications such as emails with the relevant supporting documents e.g. comprehensive CV and application form will be accepted via electronic format e.g. Word, pdf, scanned images, etc. A further requirement for this position is the 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.thnsg.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. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be accordingly communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. All shortlisted candidates will further be subjected to a personnel suitability check which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually. As Head of Department, the successful candidate will be subject to a security vetting at top secret level.

**MANAGEMENT ECHELON**

- POST 35/339** : **HEAD OF DEPARTMENT: DEPARTMENT OF SOCIAL DEVELOPMENT**  
**REF NO: HOD/DSD/09/2022**  
(Five-year employment contract)  
Re-advert: All candidates that applied previously are encouraged to re-apply.
- SALARY** : R1 544 415 per annum (Level 15), (all-inclusive remuneration package), (all-inclusive remuneration package consist of a basic salary and flexible portion structured
- CENTRE** : Kimberley
- REQUIREMENTS** : A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development oriented service delivery in pursuit of the

National Development Plan and the Medium Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest level of service delivery. Excellent problem solving and analysis, people management and empowerment skills. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Honesty, integrity, analytical thinking and research. A valid driver's license and computer skills, advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM policy framework, Public Service Act and Regulations is a further prerequisite. Reporting to the MEC of Social Development the incumbent will function as the Head of Department with the following main functions:

#### **DUTIES**

: Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department. Inherent responsibilities as Head of Department: Enhance protection against vulnerability (older persons, disability, veterans, children) by creating an enduring environment for the provision of a comprehensive integrated sustainable social development service; Ensure the provisioning of family preservation services to promote healthy families; Improve the state of society as a whole by identifying issues that prevent it from advancing and developing innovative ways of addressing those issues; Ensure the implementation and management of programmes relating to prevention, treatment and after care services for substance abuse; Ensure improvement in the management of HIV and AIDS prevention, care and support services; Ensure the implementation of the social crime prevention and victim empowerment support programmes; Enhance food security, material assistance to communities and empower communities to play the leading role in their own communities; Ensure the implementation of youth development strategies and programmes in different sectors within society to empower young people to become self-reliant; Creating opportunities for unemployed youth by ensuring the Implementation of the EPWP programmes across the social sector; Provisioning of sustainable developmental programmes which facilitates empowerment to communities based on empirical research and demographic information; Ensure the implementation of the information Education and Communication strategy (IEC) to promote population policy; Strengthen coordination in the provisioning of social welfare, community development and corporate services in the districts; Improve compliance on the PFMA Act, Regulations and Non-profit act to enable non-profit organisations to provide services as guided by the specifications plan.

#### **ENQUIRIES**

: Mr. Justice Bekebeke Tel No: 053 838 2950

**PROVINCIAL ADMINISTRATION: NORTH-WEST  
OFFICE OF THE PREMIER**

<b><u>APPLICATIONS</u></b>	:	Applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.
<b><u>CLOSING DATE</u></b>	:	07 October 2022
<b><u>NOTE</u></b>	:	All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments. Incomplete Z83, Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks). It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office three months from the date of the advertisement consider your application unsuccessful. Candidates who previously applied for some of the advertised positions are encouraged to re-apply, should they still be interested.

**OTHER POSTS**

<b><u>POST 35/340</u></b>	:	<b><u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION REF NO: NWP/OOP/2022/44</u></b> (Recruitment and Selection and Conditions of Service) Purpose: To register and recruitment, selection and appointment and conditions of services and remuneration
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum (Level 08) Mahikeng 3 year appropriate tertiary qualification in Human Resource Management or Public Administration at NQF level 6 and/or equivalent qualifications (NQF Level and Credits). 2-4 experience in Human Resource Management and Public Administration of which 1 year should be at supervisory level. Knowledge of PERSAL System. Computer literary in MS Word, MS Excel and PowerPoint. Valid Drivers' license. Knowledge, Skills & Competencies: Knowledge of Public Service Act, Public Service Regulations and Prescripts and Government Employees Pension Law, Training on PERSAL system, Knowledge of basic principles of HR Management, Knowledge of Performance Management System. Ability to interpret and apply policies, acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills.

<b><u>DUTIES</u></b>	:	Implement Recruitment, Selection and Appointment: Receive and acknowledge applications, Profile applications, Provide secretarial services and render advice during selection process, Administer transport claims of candidates, prepare short-listing and interviews reports and appointment letters, Process personnel suitability checks Process appointments and promotions on PERSAL System. Provision of conditions of service and Remuneration: Capture leave applications on PERSAL, Process recognition of long service, grade progressions, acting and role playing allowance. Administer service terminations, Circulate assets and state liability forms, and conduct exit interviews. Compile pension withdrawal forms on GEFP on-line system, process funeral claim benefits and Capture nomination of beneficiaries. Process transfers, relocations and movements.
<b><u>ENQUIRIES</u></b>	:	Mr. P.K Letebejana Tel No: (018) 388-3741
<b><u>POST 35/341</u></b>	:	<b><u>SENIOR PROGRAMMER REF NO: NWP/OOP/2022/45 (X2 POSTS)</u></b> (Re-advertisement) Job Purpose: To develop, support and provide maintenance for applications
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	3 year appropriate tertiary qualification at (NQF level 6 and Credits) or equivalent. 2-3 years' experience applicable to relevant field. Knowledge, Skills and Competencies: Advanced web sites and web-based application systems design. Proficient in the use of web tools. Ability to work independently and under pressure. Problem and Incident management experience and knowledge. Business communication. Process modelling. Knowledge and skills in Public Service. Database querying and C#, ASP.net, HTML, CSS, Java script, programming SQL server database, SharePoint and project management. Knowledge of MS Office Suite. Planning and organising; Facilitation skills; Coordination skills; Conflict resolution; Problem solving skills; Project management; Ability to interpret and apply policy; Analytical and innovative thinking; Research skills. Excellent interpersonal, communications.
<b><u>DUTIES</u></b>	:	Transform Business Functional Requirements; Provide user support, Develop, test and maintenance of the web sites or web-based application systems of the North West Provincial Government, Implement applications or Websites, Facilitate the signed off documentation on new websites, revamp and applications, Review Information Technology framework. Conduct Post Implementation Reviews; Facilitate the post implementation report to check if the project objectives where achieved. Provide support in the development of detailed specifications documents; Collaborate with developers to produce specification documentation which will be signed off by relevant stakeholders (ie. Business requirements specification),Writing detailed documentation for the operation of the website or application by users .Provision of support to users in selecting appropriate technical solutions; Devise a possible solution to the anticipated problem by users, Research into new technology and advice users accordingly. Execute ICT Project and Programmes – Program Changes; Adhere to best practices in implementation of new website or applications, Log new upload requests and new application or website changes on the Remedy System; Compile change control before an application or website can be implemented.
<b><u>ENQUIRIES</u></b>	:	Ms. B.V Bantsijang Tel No: (018) 388 5612

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

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

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

**OTHER POSTS**

**POST 35/342** : **PHARMACY SUPERVISOR GRADE 1 (X2 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R833 523 per annum, (A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Fisantekraal Community Day Centre (X1 Post), Bellville South Community Day Centre (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registered with a Professional council: Registered as a Pharmacist with the SAPC. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the jobs: Valid (Code B/EB) driver's License. To be registered as Responsible Pharmacist with the SAPC when appointed. Preparedness to be registered as a tutor with the SAPC. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication and conflict handling skills. Computer literacy.

**DUTIES** : Take leadership in the pharmacy to establish a value driven pharmacy service and implement policies and guidelines in keeping with the Batho Pele, SAPC and National Drug policy and National and Provincial treatment guidelines. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Manage, assess, and monitor compliance wrt Good Pharmacy Practice, Ideal Clinic and National Core Standards. Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Human Resource Management which includes tutoring of Pharmacist's Assistants as well as development of pharmacy staff. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the primary health setting.

**ENQUIRIES** : Ms T Parker Tel No: (021) 815-8876  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test as part of the selection process.

**CLOSING DATE** : 30 September 2022

**POST 35/343** : **ASSISTANT MANAGER NURSING (SPECIALTY)**  
Chief Directorate: Metro Health Services

**SALARY** : R624 216 per annum (PNA 7)

**CENTRE** : Mitchells Plain District Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent that allows for registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Trauma and Emergency or Medical and Surgical Nursing Science: Operating Theatre Nursing or Advanced Psychiatry Nursing Science. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period above must be appropriate/recognisable experience in



the specific specialty after obtaining the one year Post Basic Qualification in the relevant specialty. At least 3 years of the period above must be appropriate / recognisable experience at the management level. Inherent requirement of the job: Ability and willingness to work shifts which may include after hour hospital cover (Night duty relief, weekends, public holidays) and overtime should the need arises. Willingness to deputies' / stand in for Nursing Service Manager. Willingness to do distant management. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing service within the scope of Practice and accepted nursing standards. Excellent communication skills (written and verbal). In depth knowledge and understanding of legal and ethical legislations, Acts and Policy's related to nursing practice, Health Care, National Core Standards, and the public service. Knowledge of South African Triage and emergency care system. Basic computer literacy (MS Word, Excel, and Power Point presentation).

**DUTIES** : Clinical governance - Provide leadership, technical and management support for the provision of adequate and efficient comprehensive holistic patient care. Total Quality Management – facilitate and ensure the provision of cost-effective quality health care; evaluate nursing service practices and clinical outcomes; ensure legal and National Core Standard compliance. Resource planning and management in accordance with relevant directives and Legislation (human, health technology, financial and physical). Information management and utilization of information technology – data collection and Analysis. Service delivery – Assist with meeting service delivery targets as per Annual Operational Plans, Patient Health education and promotion strategies. Promote and maintain constructive working relationships with all stakeholders.

**ENQUIRIES** : Mr R Geswindt Tel No: (021) 377-4410  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 30 September 2022

**POST 35/344** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**  
 Chief Directorate: Metro Health Services

**SALARY** : R571 242 per annum  
**CENTRE** : Kleinvlei Community Day Centre  
**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. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and midwife. Experience: A minimum of 9 years appropriate/recognisable 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/recognisable experience in a specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Code (B/EB) driver's licence. Willingness to work after hours. Competencies (knowledge/skills): The ability to manage operation in a Primary Health Care Facilities. Computer literacy (MS office). Proven transformation leadership abilities. Good interpersonal, people and change management skills. Knowledge of Public Sector legislation. The ability to function independently as well as in a multi-disciplinary team and make decisions. Ability to formulate collaborative relationship with various stake holders across the primary health care platform.

**DUTIES** : Leadership, Guidance and Support to overall management to achieve operational goals and objectives. Support to Manager using information to enhance service delivery and priority programs such as co-ordination of higher education students, NPO's and relevant stake holders. Ensure that prescribed policies and procedures are implemented and contribute to quality assurance and quality improvement. Assist with the Monitoring of Facilities Management, Maintenance and Infrastructure implementation plans. Co-ordinate and evaluate Community Orientated Primary Health Care Services. Support to Facility Manger with community governance structures and processes.

**ENQUIRIES** : Ms A Lyners Tel No: (021) 400-4166, email: [Antionette.Lyners@westerncape.gov.za](mailto:Antionette.Lyners@westerncape.gov.za)



<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a computer literacy test.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/345</u></b>	:	<b><u>OPERATIONAL MANAGER (SPECIALTY: PAEDIATRICS) (SURGICAL WARD) (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R571 242 per annum (PN -B3)
<b><u>CENTRE</u></b>	:	Red Cross War Memorial Children's Hospital
<b><u>REQUIREMENTS</u></b>	:	(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 a duration of at least 1 year accredited with the SANC in Child Nursing Science. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Child Nursing Science. Registration with a professional council: Proof of annual registration with the SANC (2022). Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Assistant Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).
<b><u>DUTIES</u></b>	:	Co-ordinate, Implement and monitor the strategic objectives of nursing, the facility and DoH. Effectively managed and co-ordinated nursing care within a Paediatric setting with set standards and within a legal/Professional framework. Effectively manage and co-ordinate the provision of clinical nursing care for the area. Manage and facilitate both human resources and financial aspects related to the area being managed. Effectively manage and co-ordinate the provision of clinical child nursing care for the area. Effectively participate and commit to a people centred approach to management in the Nursing Division Institution, and Department of Health.
<b><u>ENQUIRIES</u></b>	:	Ms M Franken Tel No: (021) 658-5187
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/346</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R388 974 per annum, (PN B1) Grade 2: R478 404 per annum, (PN B2)
<b><u>CENTRE</u></b>	:	George Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. Post-basic qualification with a duration of at least 1 year accredited with SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> 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

		Trauma & Emergency Nursing science after obtaining the 1-year post-basic qualification in the relevant specialty. Registration with a professional council: Registration with the SANC as a Professional Nurse and proof of current annual registration with SANC for 2022. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise and coordinate the service by analysing, problem solving and decision making. Leadership towards the realisation of strategic goals and objectives of the Trauma and Emergency Department.
<b><u>DUTIES</u></b>	:	Use expert knowledge and skills to ensure quality appropriate patient care are met and delivered by the nursing and clinical team including identification and prevention of risks. Participate in quality improvement implementation by providing effective direction, supervision and education of nursing personnel as a Professional Nurse in a Trauma and Emergency service, according to audits and appropriate data. Support the unit manager/Operational manager (OPM) in the co-ordination, organising and control over the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
<b><u>ENQUIRIES</u></b>	:	Ms LK De Goede Tel No: (044) 802-4352
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in Critical Care Nursing: Trauma and Emergency.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/347</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R388 974 per annum, (PN B1) Grade 2: R478 404 per annum, (PN B2)
<b><u>CENTRE</u></b>	:	Hope Street Oral Health CDC
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. Post-basic qualification with a duration of at least 1 year accredited with SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Operating Theatre. Registration with a professional council: Registration with the SANC as a Professional Nurse and proof of current annual registration with SANC for 2022. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> 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 an Operating Theatre Unit after obtaining the 1-year post-basic qualification referred to above. Inherent requirements of the job: Willingness to carry small kids. Willingness to work in Operating Theatre and Recovery room. Willingness to assist Dentist in surgery when needed. Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership

		towards realization of strategic goals and objectives of the theatre with regards to emergency and non-emergency operating nursing as well as day patient care.
<b><u>DUTIES</u></b>	:	Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in an Operating Theatre. Effective utilization of Human and Material Resources. Participate in training, development and research. Supervise and assist Specialist Outreach Clinics at the hospital. Deliver a support service to the Nursing Service and the institution. Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Ordering of medication and stock control.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms C Windt Tel No: (021) 465-4017
	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in Operating Theatre Nursing.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/348</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT (RADIOLOGY)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 per annum Khayelitsha District Hospital Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in patient administration in a health-related environment. Appropriate experience in PACS and RIS system. Inherent requirement of the job: Willingness to work shifts which include weekends and Public holidays and work overtime on short notice. Competencies (knowledge/skills): Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Knowledge of Hospital Information System (HIS). Computer literacy in MS Windows (Word and Excel) and Ability to adapt to a changing environment and cope with a high work volume and follow instructions and procedures. Good interpersonal relations, organisational skills and ability to deal with information in a confidential manner as well as to work as part of a team and independently.
<b><u>DUTIES</u></b>	:	Render a service in the Radiology department by delivering a professional, confidential, effective and efficient patient administration services. (i.e Clinicom attendances, disposals and capturing ICD 10 codes). Be responsible for all aspects of radiology workflow management including both the PACS/RIS system and Hospital information system (HIS). Maintain the effective and efficient general office administration and ad-hoc duties. Be responsible for folder management (i.e. request and retrieve folders). Reporting on faulty equipment to Maintenance. Answer telephonic enquiries and arrange appointments for Ultrasounds.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr A Cokoyi Tel No: (021) 360-4305
	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/349</u></b>	:	<b><u>SOCIAL AUXILIARY WORKER GRADE 1 TO 3 (X8 POSTS)</u></b> Chief Directorate: Metro Health Services (Contract post till 31 March 2025)
<b><u>SALARY</u></b>	:	Grade 1: R150 438 per annum, plus 37% in Lieu of Service benefits Grade 2: R179 637 per annum, plus 37% in Lieu of Service benefits Grade 3: R214 494 per annum, plus 37% in Lieu of Service benefits
<b><u>CENTRE</u></b>	:	Khayelitsha/Eastern Sub-structure (X2 Posts)

		Southern/Western Sub-structure (X2 Posts) Klipfontein/Mitchells Plain Sub-structure (X2 Posts) Northern/Tygerberg Substructure (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a professional council: Registration with the SACSSP as a Social Auxiliary Worker. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or No experience as Social Auxiliary Worker after registration with the SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as a Social Worker with the SACSSP. <b>Grade 3:</b> A minimum of 20 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP or No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as a Social Worker with the SACSSP. Inherent requirement of the job: Valid Code B/EB driver's licence. Willing to work flexitime. Willing to travel across the Sub-structure. Competencies (knowledge/skills): Knowledge and experience of the various aspects of social work services across platform. Skills and knowledge of trauma counselling and crisis intervention, psychosocial assessment, and administration. Sound knowledge of relevant community resources. Good interpersonal, written and spoken communication skills. Working well in a team within health facilities wellness hubs and communities.
<b><u>DUTIES</u></b>	:	Undertake psychosocial assessments, appropriate community referrals, care plans for patients. Counselling patients and families across service platform, health care facilities and communities and undertake patient follow up. Maintain all administration functions on work undertaken as well as wellness services, management, and support. Provide appropriate follow up to Multidisciplinary team. Undertake training as required. Facilitate health education programmes and work groups.
<b><u>ENQUIRIES</u></b>	:	Khayelitsha/Eastern Sub-structure: Mr J Van Niekerk Tel No: (021) 360-4641 Southern/Western Sub-structure: Ms D Poole Tel No: (021) 202-0944 Klipfontein/Mitchells Plain Sub-structure: Ms F Peters Tel No: (021) 370-5013 Northern/Tygerberg Sub-structure: Ms D Fourie Tel No: (021) 815-8879
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment".
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/350</u></b>	:	<b><u>PORTER (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R104 073 per annum
<b><u>CENTRE</u></b>	:	Mitchell's Plain District Hospital/EC Hub
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Basic numeracy and literacy. Experience: Appropriate Porter experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, public holidays, and over weekends. Willingness to handle bodies (corpses). Ability to perform tasks such as lifting patients from/onto beds, trolleys, and wheelchairs. Willingness to cover shifts in absence of colleagues. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills.
<b><u>DUTIES</u></b>	:	Transport corpses from ward to bereavement room. Take blood specimens to laboratories. Check and replace gas cylinders in wards and assist with shifting of medical equipment. Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas.

		Assist with loading of patients in/out of ambulances/vehicles. Responsible for cleaning of wheelchairs and trolleys.
<b><u>ENQUIRIES</u></b>	:	Mr M Patel Tel No: (021) 377-4764
<b><u>APPLICATIONS</u></b>	:	The Chief Executive Officer: Mitchell's Plain Hospital, Private Bag X9, Mitchell's Plain, 7800.
<b><u>FOR ATTENTION</u></b>	:	Ms CC Johnson.
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates may be required to undertake a practical test.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/351</u></b>	:	<b><u>PORTER</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R104 073 per annum
<b><u>CENTRE</u></b>	:	New Somerset Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Basic numeracy and literacy. Experience: Appropriate Porter experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, public holidays, and over weekends. Willingness to handle bodies (corpses). Ability to perform tasks such as lifting patients from/onto beds, trolleys, and wheelchairs. Willingness to cover shifts in absence of colleagues. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills.
<b><u>DUTIES</u></b>	:	Transport corpses from wards. Accompany walking patients and safety transport sitting non-walking patients per wheelchair/bed trolley to and from different departments/wards. Render assistance to nursing/medical staff with the transfer of patients to beds/wheelchairs and vice versa. Check and report and replace gas cylinders in wards/treatment areas and assist with shifting of medical equipment to and from rooms. Report any defects of trolleys or wheelchairs to the supervisor. Respond to requests from wards and departments. Ensure a safe and hygienic work environment as well as collecting and cleaning equipment.
<b><u>ENQUIRIES</u></b>	:	Mr Q. Petersen Tel No: (021) 402-6182
<b><u>APPLICATIONS</u></b>	:	The Chief Director: New Somerset Hospital, Private Bag, Greenpoint, 8051.
<b><u>FOR ATTENTION</u></b>	:	Mr M Samodien
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates may be required to undertake a practical test.
<b><u>CLOSING DATE</u></b>	:	30 September 2022