



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 33 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.

AMENDMENTS

: **GOVERNMENT PRINTING WORKS:** Kindly note that the requirements for the Post of Director: Contract Management and Printing Ref No: (GPW 22/23) that was advertised in Public Service Vacancy Circular 31 dated 19 August 2022

with closing date of 05 September 2022, have been amended as follows: Bachelor's degree (NQF level 7) as recognised by SAQA in Logistics/ Procurement/Supply Chain Management/Finance. 5 years' middle / senior management experience within the contract management. In depth knowledge of printing operations, planning (estimating) and/or the management of contracts.NB: A senior Certificate or equivalent qualification Plus completed apprenticeship/internship in the printing trade and a minimum of National Diploma is no longer applicable on this post as requirements. Kindly note that the salary level for the post of a Driver Messenger: Polokwane Regional Office with Ref No: (GPW 22/30) advertised in the Public Service Vacancy Circular 31 dated 19 August 2022 with a closing date of 05 September 2022, is amended and the correct salary is R124 434 per annum. NB: Due to these new amendments, closing date for these posts will be extended to 19 September 2022. We apologise for the inconvenience caused.

DEPARTMENT OF HEALTH: Kindly note that the following posts were published in the Public Service Vacancy Circular 32 26 August 2022, with a closing date of 12 September 2022, Please note the following correct requirements and hand delivery address information for the post of (1) Chief Director: Legal Services (Ref No: 81/2022), with remuneration package of R1, 269.951 is as follows: Requirements: An appropriate LLB Degree or recognized 4 year legal qualification (NQF 7). Admission as an Attorney or Advocate. Eight (8) years of experience at a senior management level and proven experience as a practicing lawyer in a High Court. The closing date is extended to 19 September 2022. (2) Hand delivery Address: Applications may be submitted at National Department of Health Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject email. Please note the following correct Post Box and hand delivery address information for the various National Health Insurance posts: 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). We sincerely apologise for any inconvenience caused.

DEPARTMENT OF MILITARY VETERANS: Kindly note that the post for Deputy Director: Provincial Office Management and Stakeholder Relations ref no: DMV2021/11-05 which was advertised in the Public Service Vacancy Circular 42 of 2021 has been withdrawn.

DEPARTMENT OF MINERAL RESOURCES & ENERGY: NB: The following post which was placed on Public Service Vacancy Circular 32 dated 26 August 2022 with the closing date of 09 September 2022 refers. Kindly note that it was indicated in the advertisement that candidates who applied previously are encouraged to re-apply. Please place the erratum to read as follows: Director: Mine Safety with Ref No: (DMRE /2119) – "Candidates who applied previously need not reapply as their applications will be considered". The closing date is extended to 23 September 2022.

EASTERN CAPE: OFFICE OF THE PREMIER: Kindly note that the following two (02) posts were advertised in Public Service Vacancy Circular 31 of 2022 dated 19 August 2022, The posts and duration is amended as follows: (1) Specialist/Principal State Law Advisor: Litigation (Fixed Term contract of five (5) years) with Ref No: OTP05/08/2022 (2). Senior State Law Advisor: Litigation (Fixed Term contract of five (5) years) with Ref No: 06/08/2022. The closing date remains the 02 September 2022.

EASTERN CAPE: DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE: Kindly note that the following three (3) posts were advertised in Public Service Vacancy Circular 31 dated 19 August 2022, The requirements and/or duties are amended as follows: (1) Director: Library and information Services (KWT) with Ref No: DSRAC01/08/2022, relevant qualifications are National Senior Certificate plus undergraduate NQF level 7 in Library Information Science Studies as recognized by SAQA with 5 years' experience at MMS/SMS. Extensive experience in a relevant managerial field. Experience in developing strategic and business plans. Experience in government financial management. Extensive knowledge and experience in Government policies and procedures. Excellent communication and analytical skills. Computer literacy with an emphasis in excellent PowerPoint. And independent worker, meeting time frames. Monitoring and managing compliance of the District with the Statutory Bodies. Must be in possession of a valid driving license. 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 which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competence assessment (in compliance with the DPSA directive on the implementation of competence-based assessment). The competence assessment will be testing generic managerial competences using the mandated DPSA SMS competence assessment tools and relevant duties are: Ensure provision of efficient and effective library and information services in the province. Monitor and support policy development on library and information services. Overall management of library and information services in the province. Promote establishment and maintenance of database on library and information services. Ensure development of community libraries. Support and monitor the community libraries in the province. Promote development of community library structures. Promote community outreach programmes. Manage and maintain strategic partnerships. Ensure provision of archives and repository facilities. Monitor and support policy development on archives and repository. Provide support on archives and repository. Overall management of archives and repository services in the province. Champion the digitisation of provincial archives project. Management of administration support. Develop strategic, operational and procurement plans. Manage and submit monthly, quarterly and annual reports. Manage human and financial resources. Manage performance development and ensure training needs analysis. Monitor and report on the implementation of relevant provincial prescripts, (2) Librarians x40 posts (SB x8 with Ref No: DSRAC06/08/2022; OR X8 with Ref No: DSRAC07/08/2022; Amatole X1 with Ref No: DSRAC08/08/2022; JG X6 with Ref No: DSRAC09/08/2022; AN X7 with Ref No: DSRAC10/08/2022; CH X9 with Ref No: DSRAC11/08/2022; BCMx1 with Ref No: DSRAC12/08/2022), relevant duties are: implement awareness campaigns, reading programmes and promotion of library use to all communities. Implement stock control of all library material. Manage, receive & reconcile library material from the district office. Attend to user needs. Compilation of monthly user statistics and report writing. Participate in crafting of the business plan. Management of library assets. Implement annual recovery of monies. Establish & sustainment of library structures including book clubs. Management of library resources, mini-lib services & ICT equipment. Supervision of staff, (3) Library Assistants x12 posts (Ngcobo X1 with Ref No: DSRAC15/08/2022; Ngqushwa X2 with Ref No: 16/08/2022; GK X1 with Ref No: DSRAC17/08/09; Mbashe X1 with Ref No: 18/08/2022; Elundini X1 with Ref No: 19/08/2022; WS X1 with Ref No: DSRAC20/08/2022; DBN X2 with Ref No: DSRAC21/08/2022; Ndlambe X2 with Ref No: 22/08/2022; OR Tambo X1 with Ref No: 23/08/2022, there are some slight additions on responsibilities: perform all circulations duties in library, Join and renew library membership, Shelving and shelve reading of all library material, Attend reference queries brought by users. Maintain good public relations with stakeholders, Attend meetings where and when necessary, Compile statistics of the library, assist in organising and/or be involved in awareness programmes (Advocacy and Marketing), Assist in formation/establishment of a library structure & book clubs. Responsible for orientation and children's programmes, Assist in the management of library donations, and other programmes in the library including ICT and mini-lib services. People with disabilities who meet the requirements will be given preference. To submit applications; utilise the e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-Recruitment System Closes at 23: 59 on the Closing Date. The closing date will be: 16 September 2022. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, profile e-Mail Address and the details of the issue to erecruitment@ecsrac.gov.za (NB: For Technical Glitches Only – NO CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Enquiries: MR. Y. Dlamkile Tel No: 043 492 1386 – Head Office (KWT). Enq. V. Ketelo Tel No: 043 492 0223 Sarah Baartman, Enq. D. Ndzongwana Tel No: 051 492 4757 Joe Gqabi, Enq. S. Stuma Tel No: 047 495 0853 OR Tambo, Enq. B. Mbangatha Tel No: 043 492 1838 Amathole, Enq. L. Xoseka Tel No: 043 492 2140 BCM, Enq. X.Kwanini Tel No: 045 492 0030 Chris Hani, Enq Gugwana Tel No: 039 492 0297 Alfred Nzo Enq S. JAVU Tel No: 041 492 1230 Nelson Mandela. **EASTERN CAPE: DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM:** Kindly note that the

following fifteen (X15) posts were advertised in the PSVC 29 of 2022 with the closing dated 05 August 2022 with the closing date of 22 August 2022, applicants to take cognisance of the following amendments: **(1)** District Director (2 posts) with Ref. No.: DRDAR: 07/08/2022 for Joe Gqabi District and Ref. No.: DRDAR: 08/08/2022 for Alfred Nzo District; A qualification at NQF 7 in Agriculture/ Rural Development. At least five to eight (5-8) years' relevant experience, of which five (5) years must be actual exposure at Middle Management Service/ Deputy Director Level. **(2)** Deputy Director: Compliance (Head Office - Bhisho) with Ref. No.: DRDAR: 20/08/2022; B-degree (NQF level 7) or equivalent qualification with Audit and Accounting or related subjects as majors. Minimum of 5 years' experience in Auditing including 3 years' relevant post qualification experience at Assistant Director or equivalent level. Proficiency in the MS Office Package (Word, PowerPoint and Excel). Extensive knowledge of Public Finance Management Act, Risk Management, Treasury Regulations, Regulatory frameworks, laws and government prescripts and policies. Monitoring and Reporting. Valid driver's license. Duties: Ensure full implementation and compliance to all government prescripts, laws and regulations and ensuring all training needs are implemented to all pre-audit officials. Detection, prevention and reporting on irregular, fruitless & wasteful and unauthorized expenditures monthly to the directorate head through the pre-audit processes undertaken and ensuring the full implementation and management of pre-auditing of commitments and payments on all payments and transfer payments effected in the LOGIS system. Ensuring and reporting on compliance on all programs half-yearly/yearly to the five components of Internal Controls namely: control environment, risk management, control activities, information and communication and monitoring. Monthly monitoring and reporting to the directorate head on progresses effected by all programs on the Audit Intervention Plan and sound administration of Compliance Unit. **(3)** Deputy Director: BAS System Controller (Head Office - Bhisho) with Ref. No.: DRDAR: 21/08/2022; a qualification at NQF level 7 in Accounting /Public Finance/Management Accounting. A minimum of 5 years' relevant experience of which at least 3 years must be at Assistant Director level. Extensive understanding and experience of the BAS system and basic accounting principles. Sound knowledge and understanding of the PFMA. Ability to conduct financial analysis, prepare reports and financial proposals related to the Department's strategic and operational plans. Strong analytical skills. Advanced computer skills. Good communication skills. A valid driver's license. A person with high integrity and honesty is highly recommended. DUTIES: Ensure transversal BAS system is implemented and maintained by updating and managing transversal system (Basic Accounting System) for utilization, attend to BAS user general meetings and ICT quarterly meetings and obtain new information and changes pertaining BAS system, Monitor and manage BAS user accounts while system controller modifies functions according to user functionality (user activity) and liaise with BAS Logic Centre for queries requiring National Treasury and SCOA committee, Ensure the maintenance and updating of budget and program structure, monitor misalignment and misallocation on BAS, ensure the management of the department standard chart of accounts (SCOA), manage BAS queries from users for resolution, ensure users with latest bas updates from National Treasury. Full implementation of BAS system security controls by reporting on user activities including third party and periodic checks and testing of controls on BAS, Identify system enhancement and liaise with National Treasury, Liaise with departmental IT regarding new codes tables release and maintain code structure of the department. Ensure training needs and guidance to all BAS users. Ensure Full Implementation of Good Governance and Clean Administration. **(4)** Deputy Director: Customer Care (Head Office - Bhisho) with Ref. No.: DRDAR: 24/08/2022; Requirements: A NQF level 6 qualification in Communication/ Public Relations/ Marketing/ Journalism or equivalent. Five (5) years' relevant experience, of which three (3) years must be at Assistant Director Level or equivalent. A valid driver's license. Duties: Develop, implement and manage the Customer Service and marketing plan of the Department. Manage the Customer Care centre. Develop and rollout customer service engagement programme. Manage response to the Customer queries, complaints and requests for access to the programmes of the Department. Conduct customer satisfaction surveys. Promote Customer Complaints handling mechanism in the Department. Promote, market and profile the Department's Customer Care programme. Participate in the marketing of the

programmes and services of the Department to the people of the province. Manage the Department's social media platforms to communicate with the customers of the Department on a daily basis. Manage communication from customers to the Department in a manner that builds meaningful customer connections to the Department. Increases brand awareness and encourages community members to engage with the DRDAR brand. Manage Media planning, buying and placing adverts on print, online and electronic media marketing and profiling programmes of the Department. **(5)** Assistant Director: Extension & Advisory Services (20 posts), salary notch R 477 090 ; Alfred Nzo District (X4) Ref. No.: DRDAR: 164/08/2022, Sarah Baartman District (x1) Ref. No.: DRDAR: 165/08/2022, Amathole (X6) Ref. No.: DRDAR: 166/08/2022, Chris Hani (X3) Ref. No.: DRDAR: 167/08/2022, Joe Gqabi (X1) Ref. No.: DRDAR: 168/08/2022 & O.R. Tambo (X5) Ref. No.: DRDAR: 169/08/2022; Requirements: National Senior Certificate, an appropriate qualification at NQF 8 in Agriculture with at least 5 years' relevant experience in Extension and Advisory Services, a valid drivers' license. Candidates will be subjected to a competency assessment. Duties: Co-ordinate stakeholder activities at local municipality level involved in Agriculture. Supervision of staff. Perform administrative and related functions, such as monthly and quarterly reports, budgeting, expenditure control, asset management and performance management of staff. **(6)** Assistant Director: Financial Control (3 posts) for Chris Hani District with Ref. No.: DRDAR: 50/08/2022 and Alfred Nzo District with Ref. No.: DRDAR: 52/08/2022 are herewith withdrawn and replaced with the following posts: Assistant Director: Payments with a salary notch: R382 245.00, Chris Hani with Ref. No.: DRDAR: 50/08/2022 and Alfred Nzo with Ref. No.: DRDAR: 52/08/2022; Requirements: National Senior Certificate, Degree (NQF level 7 as recognized by SAQA in Finance/Financial Management/Auditing/Accounting/Cost and Management Accounting or equivalent. Three (3) years' working experience at supervisory level. System related knowledge: Practical knowledge of PERSAL, BAS and LOGIS systems. Knowledge of the applicable accounting principles in government sector. Must possess a valid driver's license. Duties: Facilitate the processing of supplier payments. Ensure the processing of salary related transaction on PERSAL. Maintain the supplier payment register facilitate and report in all management accounts manage payment vouchers. Assist Audit controller in executing the audit coordination function. Ensure salary administrative function is fully functional. Management of unit resources. Ensure detection of Irregular, Fruitless and wasteful expenditure. **(7)** Assistant Director: Records Management with Ref. No.: DRDAR: 53/08/2022, the post is withdrawn. **(8)** Senior Agricultural Advisor (Three-Year Contract) (60 posts), salary notch: R 382 245, in these centres Alfred Nzo District with Ref. No.: DRDAR: 152/08/2022 (X 10 Posts), Sarah Baartman District with Ref. No.: DRDAR: 153/08/2022 (X 5 Posts), Amathole with Ref. No.: DRDAR: 154/08/2022 (X 8 Posts), Chris Hani with Ref. No.: DRDAR: 155/08/2022 (X 10 Posts), Joe Gqabi with Ref. No.: DRDAR: 156/08/2022 (X 4 Posts), O.R. Tambo with Ref. No.: DRDAR: 157/08/2022 (X 23 Posts). Requirements: National Senior Certificate. An appropriate NQF level 8 qualification in Agriculture as recognized by SAQA. Compulsory registration with SACNASP. At least three years' experience in the field of Extension and Advisory Services. A valid driving license. Candidates will be subjected to a competency assessment. Knowledge of Agriculture Extension Methodology and Project Planning. Planning and organizing skills. Change management skills. Conflict management. Customer focus and responsiveness. Communication skills, presentation skills and interpersonal skills. Computer skills. Duties: Coordinate the implementation of all strategic agricultural and rural development programmes. Render scientific and technical agricultural extension services to internal and external clients. Coordinate support and development of research and training activities. Ensure service delivery through appropriate utilization of ICT tools/ systems. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Provide the necessary guidance and support to other staff members. **(9)** Agricultural Advisor (Three-Year Contract) (41 posts) with a salary notch R 321 543 per annum, in these districts: Alfred Nzo District (X8) Ref No: DRDAR: 158/08/2022, Sarah Baartman District (x5) Ref No: DRDAR: 159/08/2022, Amathole (X6) Ref No: DRDAR: 160/08/2022, Chris Hani (X5) Ref No: DRDAR: 161/08/2022, Joe Gqabi (X5) Ref No: DRDAR: 162/08/2022 and O.R.

Tambo (X12) Ref No: DRDAR: 163/08/2022. Requirements: National Senior Certificate. An appropriate qualification at NQF level 8 in Agriculture. Compulsory registration with SACNASP. Self-management, People management, Change management, Conflict management, Customer focus and responsiveness, Planning and organizing, Communication, Presentation and Interpersonal skills. Computer literate. Valid driver's license. Candidates will be subjected to a competency assessment. Preference will be given to DRDAR bursary holders meeting the required qualification. Duties: Performs technical role for the Department related to Agriculture Development and rural development. Give practical and technical advice to farmers. Coordination of agricultural activities. Transfer of skills to a wide range of producers. Undertake newly assigned activities under the guidance of senior staff members. Network with key players in the industry such as suppliers, government entities, NGOs and research establishments towards supporting farmers. Keep abreast of applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Extension Service.

(10) Farm Manager for Mpofu Training Centre with Ref. No.: DRDAR: 89/08/2022, salary notch of R321 543 per annum. Requirements: National Senior Certificate, an appropriate qualification at NQF level 6 as recognized by SAQA in Agriculture, at least 2 years' relevant experience, proven self-management, people management, change management, conflict management, planning, organizing, communication and interpersonal skills, computer skills, a valid driver's license. Candidates will be subjected to a competency assessment. Duties: Manage a farm complex. Cultivate crops and care for livestock. Erection and maintenance of farm infrastructure. Maintenance of farm equipment. Land preparation. Manage allocated budget and resources. Maintain farm records.

(11) Communication Officer with Ref. No.: DRDAR: 112/08/2022, Requirements: National Senior Certificate. A Diploma (NQF 6) in Marketing, Advertising, Public Relations/ Communication or equivalent as recognized by SAQA. Three (3) years relevant experience. Computer literacy, verbal, good writing and journalistic skills for media is essential. Must have ability to liaise with stakeholders in the relevant field and coordinate events. Valid Driver's license. Duties: Market programmes and services of the Department. Rollout customer service engagement programme. Manage response to the Customer queries, complaints and request for access to the programmes of the Department. Conduct customer satisfaction surveys Promote Customer Complaints handling mechanism in the Department. Promote, market and profile the Department's Customer Care programme. Participate in the marketing of the programmes and services of the Department to the people of the province. Contribute in the development and implementation of the Department's Marketing, customer care and social media plan. Organize events of the Department. Implement Media planning - placing adverts on print and electronic media, jingles for the Department. Moderate user-generated content in line with the Communication Policy of the Department. Capture and analyse the appropriate social data/metrics, insights, and social media best practices to measure the success of every social media campaign, then use that information to refine future campaigns in line with the customer care plan. Man the Call Centre to handle calls and queries from customers.

(12) Administration Officer: Communication with Ref. No: DRDAR: 96/07/2022, Requirements: National Senior Certificate. A qualification at NQF 6 level in Communication/ Media/ Marketing/Public Relations, Public Administration, Office Management/ Secretarial Studies or other relevant qualifications. Computer Literacy. One-year relevant experience. Organizational awareness. Knowledge of relevant policies and procedures. Customer focus and awareness. Networking and liaison skills. Adaptability. Good writing and verbal skills. Detail orientated. Computer skills. A valid driver's license. Duties: Logistical arrangements for the Communications Directorate. Office administration. Facilitate procurement processes and payments. Liaise with service providers. Track all documents and publications.

(13) Principal Personnel Officer: Conditions of Service for Head Office (Bhisho) (Re-advertisement. Candidates who previously applied are encouraged to re-apply), salary notch R261 372 per annum, with Ref. No.: DRDAR 170/09/2022; Requirements: National Senior Certificate. National Diploma (NQF Level 6) as recognised by SAQA in Public Administration / Human Resources Management. At least 1- 2 years' experience in the relevant environment. PERSAL certificate. Sound knowledge of and proven experience in PERSAL. Sound knowledge and experience in Human Resource Management policies

and procedures. Sound knowledge of public service legislation, i.e. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act. Good verbal and written communication skills. Computer Literate. Analytical thinking & report writing skills. Sound knowledge of the Policy and Procedure on Incapacity leave and Ill-health retirement (PILIR). Duties: Facilitate the implementation of service benefits: Verify records of all departmental employees who are the homeowners and those who are tenants. Ensure accurate and updated capturing of data on PERSAL. Process leave gratuity and discounting applications. Process on line withdrawal of pension benefits. Quality assurance of application forms for resigned, retired and deceased officials. Request PERSAL compliance reports. Verify calculations of Subsistence & Travel claims and quality check all the attachments. Capture and release state guarantees on PERSAL. Administer leave matters: Conduct quarterly leave reconciliation for all programmes. Facilitate implementation of PILIR in the department. Draft written correspondence on approval of recommendations made by Health Risk Manager for the signature of the Accounting Officer. Draft correspondence to employees regarding application for incapacity leave. Serve as Departmental representative on PILIR steering committee. Approve leave on PERSAL. Approve leave discounting and leave gratuities. **(14)** Driver: Heavy Duty for TARDI with Ref. No.: DRDAR: 137/08/2022, salary notch R124 434 at salary level three (3). **(15)** Driver (3 posts) for these centres Head Office (Fleet Management) Ref. No.: DRDAR: 142 /08/2022, Chris Hani District Ref. No.: DRDAR 143/8/2022 and Joe Gqabi District Ref. No.: DRDAR 144/8/2022, basic salary R124 434 per annum at salary level three (3); REQUIREMENTS: Grade 10/ standard 8. A valid driver's license with PDP is essential. ENQUIRIES: Mr L. Stowman / Ms. M. Ngqwazi (040 602 5065 / 5066). To submit applications; utilise the e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-Recruitment System Closes at 23: 59 on the Closing Date. The closing date will be: 16 September 2022. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, profile e-Mail Address and the details of the issue to erecruitment@drdar.gov.za (NB: For Technical Glitches Only – NO CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). **NB:** The department (DRDAR) will not cover nor reimburse accommodation, travelling or related costs for shortlisted candidates attending competency test and interviews due to financial constraints. Therefore, shortlisted candidates for the advertised posts (Circular 29 of 2022) will be required and expected to make their travelling and accommodation arrangements at their own cost/s.

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 16 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). 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.

MANAGEMENT ECHELON

POST 33/01 : **DIRECTOR: STRATEGIC LAND ACQUISITION REF NO: 3/2/1/2022/539**
Directorate: Strategic Land Acquisition
Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R1 073 187 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

CENTRE REQUIREMENTS : Northern Cape (Kimberley)
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 Bachelor's Degree or Advanced Diploma in Agricultural Studies / Agricultural Economics / Development Studies (NQF Level 7). A Post Graduate qualification in Agricultural Economics / Agricultural Studies / Development Studies. Five (5) years' relevant experience at middle / senior managerial level. Job related knowledge: The Land Reform: Provision of Land and Assistance Act as amended. Land Reform (Land Tenants) Act. Restitution of Land Rights Act. Extension of Land Tenure Security Act. Knowledge of Agrarian Transformation as well as key priorities of government. Knowledge of Comprehensive Rural Development Programme (CRDP). Relevant prescripts pertaining to Land Reform and other relevant prescripts.

Job related skills: Communication skills. Strategic management skills. Negotiation skills. Computer literacy. Stakeholder relationship. Facilitation / coordination skills. Presentation skills. Financial management. Project management. Interpersonal relation skills. A valid driver's licence.

DUTIES

: Manage the identification and assessment of strategic located land aligned to the strategic commodities. Map and identify strategic suitable land for acquisition by the state. Develop and maintain database on all suitable land acquisition for the state. Map and overlay the identified land with Agricultural Policy Action Plan (APAP) / Animal and Veld Management Programme (AVMP) key commodities. Align acquired land to other land reform programmes (Proactive Land Acquisition Strategy (PLAS) and Household). Manage land acquisition approval process through relevant structures. Provide project management and provide project register in term of Enterprise Project Management Office (EPMO) requirements. Manage the selection of suitable candidates for land allocation. Allocate acquired land to category and targeted groups. Align land allocated to the beneficiary selection policy. Manage the selection process of beneficiary for the land allocation. Manage land allocation approval process through relevant approval structures. Develop and maintain lease / land application system / database. Maintain credible lease land application system / database. Provide management information report to relevant approval structures and departmental management. Coordinate land acquisition support services across districts including District Land Committees. Manage land acquisition projects procedures within relevant policy and programme guidelines (Recapitalisation and Development Programme (RADP) and Proactive Land Acquisition Strategy (PLAS)). Coordinate the liaison with relevant role-players / stakeholders with regards to land acquisition projects support requirements. Facilitate the identification of potential projects within area of responsibility to facilitate planning and budgeting.

ENQUIRIES

: Mr KA Moeketsi Tel No: (053) 830 4001

APPLICATIONS

: Applications can be submitted by post to: Private Bag X5007, Kimberly, 8302 or hand delivered to: 6th floor, New public building, Knight and Stead Street, Kimberly, 8302.

NOTE

: The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

Shortlisted candidates must provide proof of the successful completion of the course before the interview commences. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

- POST 33/02** : **DIRECTOR: NARYSEC REF NO: 3/2/1/2022/540**
 Directorate: national rural youth service corps (NARYSEC)
 Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
- CENTRE REQUIREMENTS** : Northern Cape (Kimberley)
 : 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 Bachelor's Degree or Advanced Diploma in Project Management / Human Resource Development / Public Administration / Public Management / Development Studies (NQF Level 7). Five (5) years' experience at a middle / senior managerial. Job related knowledge: Knowledge of both theoretical and practical aspects of project management. Knowledge of project management techniques and tools. Knowledge of training and skills development. Job related skills: Critical thinking and problem-solving skills. Planning and organising. Decision making skills. Communications skills. Influencing and leading skills. Delegation skills. Teamwork skills. Negotiation skills. Conflict management skills. A valid driver's licence.
- DUTIES** : Provide NARYSEC support services. Manage NARYSEC policies and practices. Provide financial services to the NARYSEC programme at Provincial level. Conduct payroll and records management. Provide NARYSEC supply chain services at Provincial level. Provide information service to NARYSEC participants. Provide a call centre service. Facilitate the establishment and support of participatory community development institutions. Facilitate consultation with community stakeholders. Facilitate the information of community organisations. Facilitate the formation of community organisations with public and private sector organisations. Facilitate skills development for rural communities in support of the implementation of the Comprehensive Rural Development Programme (CRDP). Facilitate and coordinate NARYSEC project implementation. Plan project activities. Coordinate project implementation. Liaise with project stakeholders. Compile project status reports. Facilitate youth and skills development at Provincial level. Facilitate and manage youth programme up to District level. Coordinate the implementation of programmes up to District level. Plan skills development programme. Facilitate implementation of skills development programmes. Identify exit opportunities. Oversee delivery of skills development institutions. Reduce household poverty in accordance with CRDP. Provide household poverty research and analysis. Facilitate household profiling in CRDP sites and land reform projects. Facilitate household progress tracking and graduation out of poverty on the CRDP sites. Manage household poverty database and information pertaining to CRDP.
- ENQUIRIES APPLICATIONS** : Mr KA Moeketsi Tel No: (053) 830 4001
 : Applications can be submitted by post to: Private Bag X5007, Kimberly, 8302 or hand delivered to: 6th floor, New public building, Knight and Stead Street, Kimberly, 8302.
- NOTE** : The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of the successful completion of the course before the interview commences. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by

the Department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

POST 33/03 : **DIRECTOR: SPATIAL PLANNING AND LAND USE MANAGEMENT REF NO: 3/2/1/2022/550**

Directorate: Spatial Planning and Land Use Management

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

SALARY : R1 073 187 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE : Western Cape (Cape Town)

REQUIREMENTS : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning / Geographical Information Science (GISc) (NQF Level 7). Registration with South African Council for Planners (SACPLAN) as a Professional Planner or with South African Geomatics Council as a Professional GISc Practitioner. Five (5) years' experience at middle / senior managerial level in a Town and Regional Planning or GISc environment. Job related knowledge: An understanding of the Public Service environment. Thorough knowledge of the Public Finance Management Act (PFMA) and related Treasury Regulations. Understanding of the South African economy with respect to industrial development, growth, equity and empowerment. Sound understanding of the interconnectedness of Government policies and strategies. Job related skills: Strong strategic planning and leadership skills, Analytical skills, Innovative skills, Problem solving skills, Interpersonal skills, Human resource management skills, Skilled negotiator and self-confident decision maker, Good report writing skills and Excellent financial management skills. A high level of computer literacy. Ability to communicate effectively at all levels. A valid drivers' licence and a willingness to travel locally and internationally.

DUTIES : Provide spatial planning, land use management and environmental services in liaison with the National Office. Monitor compliance with the provisions of Spatial Planning and Land Use Management Act (SPLUMA). Enforce compliance with SPLUMA. Oversee Spatial Planning and Land Use Management interventions to ensure compliance. Ensure compliance with the National Environmental Management Act. Provide spatial planning information services in liaison with the National Office. Enable provincial integrated spatial information management system. Provide GIS technical support to municipalities. Facilitate the utilisation of GIS technical tools to aid spatial planning. Provide support to the implementation of Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA). Support municipalities in the utilisation of SPLUMA guidelines, toolsets, systems and procedures. Support municipalities in setting up functional Land Use Regulators. Provide technical support in the development of provincial legislation, Land Use Schemes and Spatial Development Plans. Provide technical support to agriculture, rural development and land reform programmes. Provide spatial analysis services. Provide GISc and mapping services. Provide GISc remote sensing and mobile application services. Provide development planning support. Provide intergovernmental support and coordination. Coordinate intergovernmental relations amongst relevant stakeholders. Coordinate provincial spatial planning and land use management services. Coordinate adhoc engagements as required. Support spatial integration of plans and programmes.

ENQUIRIES : Mr L Mbekeni Tel No: (021) 409 0500

APPLICATIONS : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.

NOTE

: The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of the successful completion of the course before the interview commences. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

OTHER POSTS

POST 33/04

: **DEPUTY DIRECTOR: INFRASTRUCTURE PROCUREMENTS REF NO: 3/2/1/2022/543**
Directorate: Demand and Acquisition Management

SALARY

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

**CENTRE
REQUIREMENTS**

: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Purchasing Management / Supply Chain Management / Public Administration (Management) / Logistics / Business Management (Administration). 3 years' experience at junior management level in the Supply Chain Management. Job related knowledge: Construction / infrastructure procurement knowledge. Supply Chain Management Framework and Contract Management. Job related skills: Leaderships skills, Management skills, Computer skills, Project management skills, Diversity management skills, Communication skills (written and verbal), Presentation skills, Problem solving skills, Analytical skills, and Contract and service level agreement drafting skills. A valid driver's licence. Ability to work under pressure and within a team.

DUTIES

: Develop and manage the implementation of norms and standards, strategies and procedures for construction and infrastructure procurement. Assure that the prescribed Supply Chain Management policy and procedures are correctly applied and adhered to an on-going basis. Comply with Public Finance Management Act, Treasury Regulations, Construction Industry Development Board (CIDB) and its associated Regulation. Promote adherence to Supply Chain Management delegation at all times. Conduct awareness programs to officials to be able to execute their duties. Manage the demand process of infrastructure related works and services. Co-ordinate and monitor all infrastructure related bids reflected on the approved departmental procurement plan. Ensure that terms of reference / specifications are aligned to CIDB prescripts. Ensure the correct preferential procurement policy framework and Broad-based Black Economic Empowerment guidelines are applied. Manage the acquisition process of infrastructure related works and services. Ensure adherence to operational plan turnaround target. Quality assure bid evaluation reports prior to presentation to the Bid Adjudication Committee. Manage

- human and allocated resources. Manage staff. Ensure adequate allocation and safeguarding of resources.
- ENQUIRIES** : Mr RK Danster Tel No: (012) 319 7349
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 33/05** : **DEPUTY DIRECTOR: CONTRACTS MANAGEMENT REF NO: 3/2/1/2022/544**
Directorate: Demand and Acquisition Management
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Purchasing Management / Supply Chain Management / Public Administration (Management) / Logistics / Business Management (Administration). 3 years' experience at junior management level in the Supply Chain environment and management of contracts. Job related knowledge: Treasury Regulations, Public Finance Management Act, Preferential Procurement Policy Framework Act, Public Service Act and Construction Industry Development Board (CIDB). Job related skills: Project management skills, Team management skills, Interpersonal skills, Budget forecasting skills, Computer literacy, Planning and organising skills, Resource planning skills, Problem solving and decision-making skills and Communication skills (verbal and written). A valid driver's licence. Ability to work under pressure and within a team.
- DUTIES** : Manage procurement contracts in the Department. Implement and maintain contract administration / management policy, procedures and systems that are aligned with the Supply Chain Management Framework. Manage and administer contracts and ensure that contracts obligations are met. Administer procurement contracts in the Department. Consolidate information, statistics and reports on contracts requested by management and / various stakeholders. Consolidate, maintain and up-to-date contract register, contract commitment register for the interim and annual financial statement reporting. Consolidate and maintain all participation transversal term contracts between the Department, National Treasury and State information Technology Agency (SITA). Advise end users on the usage and participation of these transversal term contracts. Performance management of suppliers, service providers and contractors. Assist the end-user to manage the performance of existing suppliers in line with the signed service level agreement. Management of administration functions required with regard to financial and human resources administration. Manage the sub-directorate and provide direction and technical support.
- ENQUIRIES** : Mr RK Danster Tel No: (012) 319 7349
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 33/06** : **SENIOR AGRICULTURAL ECONOMIST REF NO: 3/2/1/2022/551**
Directorate: International Trade Promotions
- SALARY** : R477 090 per annum (Level 10)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a 4-year Bachelor's Degree in Agricultural Economics or B-Com Honours Degree in Economics. 3 years' supervisory experience in International Trade environment. Job related knowledge: Public Finance Management Act (PFMA). Project management. Knowledge of economic and financial analytical techniques. Job related skills: Computer skills, Statistical skills, Negotiation skills (exposure to a trade negotiation environment), Communication skills

DUTIES

(verbal, presentation and report writing) and Basic international research. A valid driver's licence.

: Analyse and develop trade policy. Continuous in-depth study / research of developments / patterns / trends in the agricultural International trade and Investment environment, considering the sector context such as resources, production, marketing, reform, macroeconomics, farm management, agricultural business, business support and rural development. Trade analysis and research such as on: Sector trade performance, trade negotiations impact, impact of international trade policies and legislations on the sector economy, international trade law affecting the sector, norms and standards settings affecting the sector, foreign market access issues, national and global capacities on trade facilitation and investment facilitation. Establish and maintain a network for liaison with economic / agricultural analysis institutions through, inter alia: benchmarking, methodologies, partnerships and inter-sectoral collaboration (nationally and internationally). Undertake the analysis / identification of economic questions / challenges in a specific environment / situation (specific geographic area, a specific industry, specific events / circumstances) pertaining to legislation / strategy / policy / initiatives / interventions. Outcomes such as: environmental scanning relating to international trade policies, strategies and global developments, monitoring and evaluation of the impact of threats performing feasible and opportunities (variables / non-variables). Performing feasibility and viability studies. Design, complete and support policy, strategies and interventions within the mandate of international trade negotiations, diplomacy / market access and trade information and communications. Undertake the application, adaption and / or development of models in order to reflect the current situation and / or forecast / project possible scenarios. This will entail inter alia: identify and prioritise the opportunities and threats (variables / non-variables) impacting on the possible scenario. Collect, verify, interpret and evaluate data (historical / current / possible future local and international) on opportunities and threats (variables / non-variables) in relation to the specific scenario. Validate the reliability of economic models in relations to the specific scenario. Forecast / project possible outcomes within a specific environment / situation. Application of economic models and analysis to address the policy questions and propose interventions. Render advice on trade policy. Consultation with stakeholders e.g. the Agricultural Trade Forum, Value Chain Round Tables and provinces. All of elements of above would apply. Monitor and evaluate international events and developments. Undertake the application, adaptation and / or developments of models and trade analytical tools in order to reflect the current situation and / or forecast / project possible scenarios. This will entail inter alia: identify and priorities the opportunities and threats (variables/non-variables) impacting on the possible scenario. Collect, verify, interpret and evaluate data (historical / current / possible future-local and international) on opportunities and threats (variables / non- variables) in relation to the specific scenario. Validate the reliability of economic models in relation to the specific scenario. Forecast / project possible outcomes within a specific environment / situation. Application of economic models and analytical tools to address the policy questions and propose interventions. Undertake the support and facilitation of trade initiatives, trade negotiations, trade policies and strategies and the compilation of the final outputs e.g. reports, position papers, information documents, policy documents, strategies, populated databases, international trade agreements. Outputs such as for example: Reports on progress of international trade negotiations. Reports on the review of trade negotiations. Reports on sector performance. Trade Relations strategies and communications on exporter support and communication actions in support of export development. Trade and export opportunity studies and reports. Country briefings. Render negotiating support to agricultural and trade negotiations agreements: Negotiate sector specific technical aspects of international trade agreements between countries and regional blocks of countries: Consultation with stakeholders e.g. the Agricultural Trade Forum (ATF), Value Chain Round Tables and provinces. Participate in national policy making relating to trade policies and strategies. Participate in international trade negotiations between countries and regional blocks. Monitor the implementation of the negotiated trade agreements. Undertake the provision of advice to internal and external stakeholders on the impact of forecasts for decision-making, initiatives and / or interventions within trade negotiations and the impact. Extrapolating links to the international trade diplomacy policies and

strategies. Represent SA and sector in international organisations and country to country meetings on trade matters. Establish and maintain a network for liaison with economic / agricultural analysis institutions through inter alia; benchmarking, methodologies, partnerships and inter-sectoral collaboration (nationally and internationally). Participate in national and international sector and trade related forums such e.g. the Organisation for Economic Co-operation and Development (OECD), New World Wines Groups, International Grain Council, Cairns Group. Participate in regional consultative and negotiating forums such as e.g. the South African Customs Union (SACU) structures, South African Development Community (SADC) Free Trade Agreement, African Union and forums and platforms created for specific preferential and free trade agreement, such as for the South African Development Community-European Union Economic Partnership Agreement (SADC_EUEPA), the Southern Common Market of Latin America (MERCOSUR) and Africa Continental Free Trade Area (AFCFTA). Undertake, manage and support trade and market research and intelligence to promote exports and leverage government trade promotions instruments. Establish and maintain a network for liaison with economic / agricultural analysis institutions through, inter alia; benchmarking, methodologies, partnerships and inter-sectoral collaboration (nationally and internationally). Communication and awareness on trade, investment and business support (local and international). Support the context of international trade diplomacy and relations policies and strategies for agricultural growth, sustainable development, resources utilisation, product support, marketing enhancement, legislation and regulatory compliance, support of social frameworks and agrarian reform, AgriBEE opportunities and national risks. Maintaining internal analytical tools, application and training on the use.

**ENQUIRIES
APPLICATIONS**

: Mr S Legare Tel No: (012) 319 8011
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

POST 33/07

: **ASSISTANT DIRECTOR: NATIONAL EXTENSION REFORM REF NO: 3/2/1/2022/535**
 Directorate: National Extension Reform

**SALARY
CENTRE
REQUIREMENTS**

: R382 245 per annum (Level 09)
 : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree or a Diploma in Agriculture at NQF Level 6 majoring in either Agricultural Extension / Agricultural Economics / Development Studies / Plant Production / Animal Production. Minimum 3 years of appropriate working experience in agriculture environment. Job related knowledge: Knowledge of government systems and structures, Public Service Regulations, Treasury Regulations and Public Finance Management Act (PFMA). Job related skills: Planning and organising skills, Analytical skills, Document management skills, Office management skills, Financial management skills, Interpersonal skills, Computer skills, Resource planning skills, Problem solving and decision-making skills, Time management skills, Communication skills (verbal and written), Leadership skills and Project management skills. A valid driver's licence. Willingness to travel and / or work irregular hours. Ability to work under pressure.

DUTIES

: Support and coordinate development and review of national extension and advisory services policies and guidelines. Support the identification process of policy areas and policy inputs to guide the improvement of national extension and advisory services. Conduct research to identify alternative regulatory mechanisms for extension support services. Support the implementation of national extension policies, norms and standards. Communicate and disseminate information on approved national extension policies and guidelines to the Provinces and relevant stakeholders. Support the review and development of national extension services policies and guidelines. Coordinate and facilitate sector stakeholder collaboration in respect of extension services policies, norms and standards for agriculture sector. Provide technical advice and support on national extension policies and strategies. Develop and

facilitate the implementation of norms and standards for extension in agriculture. Develop and facilitate the implementation of norms and standards for extension in agriculture. Facilitate establishment and promotion of alliances with key sector stakeholders in respect of extension services norms and standards for agriculture sector. Monitor and enforce compliance with national extension policies, norms and standards and other frameworks. Coordinate and participate in the review of systems for managing the performance of extension practitioners by Provincial Departments of Agriculture (PDAs). Coordinate activities of the relevant regulatory structures and forums for national extension reform Directorate. Provide support and guidance to PDAs in respect of compliance requirements and trends. Ensure proper administrative functions of the sub-directorate. Provide administrative support for the maintenance of policies, norms and standards. Develop and maintain an updated database of clients (including commodity groups, institutions of higher learning, professional councils, agricultural associations, etc.). Provide support to the immediate line manager on the management of resources of the sub-directorate. Compile and submit monthly, quarterly and annual reports.

ENQUIRIES : Ms MS Khoza Tel No: (012) 319 6399
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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

POST 33/08 : **CHIEF NETWORK CONTROLLER REF NO: 3/2/1/2022/541**
 Directorate: Corporate Services
 Re-advertisement, applicants who applied previously are encouraged to re-apply

SALARY : R321 543 per annum (Level 08)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a 3-year National Diploma in Computer Science / Information Technology (NQF Level 6). 2 years relevant experience in Information Technology (IT) support. Experience with hardware and software. Experience in network support. Experience in IT technical support. Appropriate server and network management experience. Job related knowledge: Technical aspects of Information and Communications Technology (ICT) goods and services, Information Technology Acts and Policies, Government ICT systems, Understanding management of information and the formal reporting systems. Internal systems change control, Project management principles and tools. Job related skills: Planning skills. Organising skills. Communication (written and verbal) skills. Advanced computer skills. Project management skills. Interpersonal skills. A valid driver's licence.

DUTIES : Provide Information Technology (IT) user support to clients (office). Resolve IT support calls, queries or issues as they arise. Log IT support calls on Information Technology Service Management (ITSM). Render IT security. Ensure a secured environment by installation and uploading of antivirus software. Ensure that users are log on the workstation using password. Installation and update antivirus software to all workstations. Identify IT requirements. Advise clients on IT equipments procurement procedure. Inspect all the switches and network points. Ensure that all Information and Communications Technology (ICT) related work is done according to agreed standard and quality. Verify the warranty of ICT equipments before allocation. Maintain IT applications. Ensure that all applications are up and running on daily basis. Uninstall unwanted applications on the workstations. Provide server management services. Monitor access to server rooms. Maintain inventory of all server room related equipments. Monitor Local Area Network (LAN) performance and report any anomalies. Maintain network and hardware. Install and troubleshoot hardware and software. Assist with planning, design, implementation and maintenance of LAN infrastructure.

ENQUIRIES : Ms A Van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8135
APPLICATIONS : Applications can be submitted by post to: P.O.Box 1716, East London, 5201 or hand delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.

- NOTE** : African, Indian and White Males and Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply.
- POST 33/09** : **REGISTRY CLERK (SUPERVISOR) REF NO: 3/2/1/2022/552**
 Directorate: Knowledge, Information and Records Management
 Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)
 : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate. 3 - 5 years' experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of work in registry. Job related skills: Good communication skills (verbal and written), Computer skills, Records management skills, Planning and organization skills and Language skills.
- DUTIES** : Supervise and provide registry counter services. Attend to clients. Supervise the reception and receive all mail. Supervise the handling of incoming and outgoing correspondence. Frank post, record money and update register on a daily basis. Do spot checks on post to ensure that no private posts are included. Lock post in postbag for messengers to deliver to Post Office. Keep record daily of amount of letters franked. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Supervise and render an effective filing and record management service. Electronic scanning of files. Sort and package files for archives and distribution. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise and sort register and dispatch mail. Supervise the operation and operate office machines in relation to the registry function. Open and maintain franking machine register. Supervise the processing and process documents for archiving and disposal. Consolidate a list of documents to be archived. Keep records for archived documents.
- ENQUIRIES APPLICATIONS** : Mr G Mdhuli Tel No: (012) 319 7337
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 33/10** : **TRACTOR DRIVER / OPERATOR REF NO: 3/2/1/2022/546 (X2 POSTS)**
 Directorate: Genetic Resources
 Re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY CENTRE REQUIREMENTS** : R147 459 per annum (Level 04)
 : Gauteng (Roodeplaat Evaluation Centre)
 : Applicants must be in possession of Adult Basic Education and Training (ABET) Level 3 certificate. A valid driver's licence (Code C1). 1-year appropriate experience. Job related knowledge: Operating a tractor. Farming practices. Operating farm ground engaging implements e.g. ripper, plough, tiller etc. Job related skills: Driving and Communication skills. Willing to work overtime.
- DUTIES** : Operate a tractor with various implements (such as ploughs, rippers, planters, crop sprayers etc.) attached to assist with the physical execution of various general farming activities, through inter alia: Land cultivation. Planting. Tillage. Harvesting. Transportation of various goods. Mowing of lawn. Application of pesticides. Application of (chemical) manure / fertilizer. Irrigation and maintenance. Firefighting. Cleaning of ditches. Fencing activities. Perform vehicle maintenance and administrative support activities including inter alia the following: Ensure the safe storage, cleaning and routine maintenance of

vehicle (e.g. changing tyres, checking water, oil, tyre pressure etc.). Ensure the safety storage, cleaning and routine maintenance of implements. Maintain a farm vehicle month end kilometres logbook and report accordingly. Ensure the timely reporting defects to Mechanical Workshop in order to prevent further damage. Assist with dispensing and receiving fuel and oils. Perform routine activities in respect of crop production. Perform routine activities in respect of infrastructure. Operate a specialised machinery (such as harvesters, drilling equipment, excavators etc.) in respect of: Loading and offloading goods. Repair and maintenance of farm roads. Remove any material, including loading and carting away.

ENQUIRIES
APPLICATIONS

- : Mr B Maroga Tel No: 060 972 9709
- : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- : Coloured and Indian males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

NOTE

DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

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

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk, or emailed to_ No late applications will be accepted NB: Please ensure that your application reaches this office not later than 16h00 on week-days.
- CLOSING DATE** : 16 September 2022
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful All shortlisted candidates' posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity.

MANAGEMENT ECHELON

- POST 33/11** : **DIRECTOR: LABOUR RELATIONS; HUMAN RESOURCE DEVELOPMENT, AND EMPLOYEE HEALTH AND WELLNESS REF NO: CSP/16/2022**
- SALARY** : R1 073 187 per annum, (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree (NQF 7) in Labour Relations; Labour Law; Public Administration; Human Resource Management/ Development, or relevant equivalent qualification. An Honours or Masters Degree in Labour Relations or Labour Law will be an added advantage. 5 years in middle managerial level/senior managerial level experience. Preferably extensive experience in Labour Relations or Labour Law. In-depth knowledge of Labour Relations Management; Human Resources Development; Performance Management and Development System to support the departmental goals and objectives and Employee Health and Wellness. Completion of pre-entry certificate for Senior Management Service (SMS) is mandatory requirement. Knowledge of good governance and Batho Pele Principles. Understanding of the Labour Relations Act; the Public Service Act; the Public Finance Management Act; the Human Resource Development Strategy and the Employee Health & Wellness Strategy of the Public Service and the National Qualifications Framework. Represent the Department in collective bargaining, attend to all disputes and conduct general matters of law concerning disputes grievances and disciplinary matters, manage strikes, lockouts picketing and protest action, Strategic capability and leadership, programme and project management, people management and empowerment. Financial management, computer literacy and presentation skills. Problem solving and decision making skills. Planning and organizing skills. Verbal and written communication skills. A valid Drivers license.

DUTIES

: Manage the Labour Relations function, collective bargaining process, negotiations, conflict management, disputes, strikes, lockouts picketing and protest action. Manage grievances, disciplinary matters and disputes promptly and within legislated timeframes. Represent the department and provide advice in all Labour Relations matters. Conduct research on general matters of law concerning employer-employee relations, including SAPS when required. Facilitate and manage stakeholder relations with organised labour. Develop and implement the Human Resources Development Strategy, Policies and the Workplace Skills Plan. Facilitate relations with the relevant SETAs and implement skills development, learnership workplace integrated learning and internship programmes. Develop, manage and implement the Employee Health and Wellness strategy and related policies. Promote Health & Wellness and transformation programmes in line with the National Calendar and the Public Service Plan of events Drive health and wellness excellence by continually reviewing and analyzing the status, trends, incidents, practices and developments of Health & Wellness and advise management on health and safety risks and interventions. Manage and implement an effective PMDS in the department in line with relevant legislative framework. Monitor and evaluate the process of contracting (Performance Agreements and Assessments). Provide technical advice and assistance on performance management issues in line with the strategic objectives of the department. Management of resources (human, financial and operations).

ENQUIRIES

: Mr BK Shiphamele Tel No: 061 080 7598

APPLICATIONS

: Applications can also be emailed to Gladman.Bida@csp.gov.za

OTHER POST

POST 33/12

: **ASSISTANT DIRECTOR: RESEARCH REF NO: CSP/17/2022**

SALARY

: R477 090 per annum

CENTRE

: Pretoria

REQUIREMENTS

: Bachelor Degree in Social Science (NQF 7) or relevant equivalent qualification. Three (3) years' experience in conducting research and producing research reports. Demonstrate extensive practical knowledge and experience in research, amongst others, application of quantitative and qualitative research methodologies and procedures. Proven experience regarding research on the impact of policies / strategies on crime & violence prevention. Experience on quantitative and qualitative research softwares such as SPSS, Ms Excel, etc. Experience of research procedures and research report writing. Knowledge of the Constitution of the Republic of South Africa, good governance and Batho Pele Principles, Civilian Secretariat for Police Service Act, South African Police Service Act. Computer literacy, communication (verbal & written), project management and presentation skills. Planning and organizing, team leadership, problem solving and decision making skills. Valid driver's license.

DUTIES

: Conduct evidenced-based research including impact research studies, quasi-experimental designs, etc. Research on the impact of policies / strategies on crime & violence prevention. Conduct primary and secondary research. Provide desktop research. Render research support through an active role in research planning including drafting of concept note, terms of reference and proposal to support research project; and identify research topics. Develop qualitative/ quantitative research methodology that is appropriate for the study, compile sampling plan and criteria for each research projects. Prepare interview tools, and maintain accurate records of interviews. Develop and apply sound data collection/analysis systems for quantitative / qualitative studies. Plan and manage field work processes. Conduct literature reviews and collect data. Conduct advanced quantitative data analysis such as causal inferences. Prepares briefing notes, facts sheets reports, other articles, and presentations. Undertake comparative research with national and international research institutions. Compile research reports based on analysed data. Develop evidenced-based recommendations for the respective project. Provide summaries for respective research reports. Coordinate supply chain, research publication and dissemination processes. Prepare progress reports, coordinate the respective research project according to project management principles.

ENQUIRIES

: Mr BK Shiphamele Tel No: 061 080 7598

APPLICATIONS

: Applications can also be emailed to Rembani.Ambani@csp.gov.za

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** : 16 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. 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 33/13** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X3 POSTS)**
- SALARY CENTRE** : R882 042 per annum, (all inclusive)
: Ermelo Labour Centre Ref No: HR 4/4/7/95 (X1 Post)
: Bethal Labour Centre Ref No: HR 4/4/7/96 (X1 Post)
: Mkhondo Labour Centre Ref No: HR 4/4/7/97 (X1 Post)
- REQUIREMENTS** : Three (3) years National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Sciences, Engineering Sciences, Public Administration/ Management, Business Administration/ Management, Operations Management, Project Management, Three (3) years Legal qualification. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years functional experience in Labour Market Operations/Service delivery environment. Valid Driver's license. Knowledge:

Public Finance Management Act. Treasury regulations. Supply Chain Management processes. Asset management. All Labour Legislations. Departmental Policies and Procedures. Public Service Regulations. Batho Pele Principles Skills: Management. Computer. Presentation skills. Communications (Both Verbal and Written). Interpersonal. Conflict management. Leadership. Project management. Diversity Management. Change Management, Monitoring and Evaluation.

DUTIES : Manage the service delivery objectives per mandate of the Department of Employment and Labour (Daily). Represent the Department in Key Stakeholder Forums including interdepartmental structure of government and municipalities including those dictated by the District Development Model (DDM) (Intermediate). Implement and manage service delivery improvement plan. Manage all resources of the Labour Centre (Daily).

ENQUIRIES APPLICATIONS : Ms Mazibuko Tel No: (013) 764 2105
: The Chief Director: Provincial Operations, Private Bag x7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni

FOR ATTENTION : The Chief Director: Provincial Operations

POST 33/14 : **ASSISTANT DIRECTOR: FRAUD AND ANTI-CORRUPTION REF NO: HR4/4/5/62**

SALARY CENTRE REQUIREMENTS : R382 245 per annum
: Provincial Office, KZN
: Three (3) year tertiary qualification in Risk Management, Forensic Investigation or equivalent. One (1) to Two (2) years relevant experience in anti-fraud and corruption environment. Valid driver's License. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contributions Act, All Labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles. Skills: Planning and organising, Time Management, Conflict Management, Analysis, Investigation, Communication (verbal & written), Computer literacy, Presentation.

DUTIES : Implement Fraud dedication and Anti-Corruption Strategies for Provincial Offices. Conduct Investigations on reported cases of Fraud and Corruption. Assist in the recovery of all assets acquired fraudulently from the Provincial Office. Analyse systems capabilities to anti-fraud and corruption management programmes. Liaise with appropriate sections within the Department of Employment and Labour and external stakeholders on Fraud Prevention and Anti-corruption measures.

ENQUIRIES APPLICATIONS : Mr EM Khambula Tel No: 031 366 2201
: Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KZN

POST 33/15 : **PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR/22/08/11HO**
(1 year fixed term contract)

SALARY CENTRE REQUIREMENTS : R382 245 per annum, plus 37% in lieu of benefits
: IES, Head Office, Pretoria
: Three (3) year tertiary qualification +plus Postgrad - in Labour Law/ Advanced Diploma in Labour Law/ 4-year degree in Law/ BCOM Law/ Diploma in Law. Valid driver's license. Four (4) years experience in IES/compliance/ legal services. Knowledge: Departmental policies and procedures, Batho Pele principles, Public Finance Management Act (PFMA), Public Service Regulations, Employment Equity Act (EEA), Compensation of Occupational and Injury Disease Act (COIDA), Basic Conditions of Employment Act (BCEA). Skills: Planning and organizing, Computer literacy, Communication Written and Verbal, Problem solving, Interviewing listening and observation, Presentation, Research, Project management, Analytical, Innovative.

DUTIES : Monitor and implement the EE Strategy. Manage and provide technical research to ensure the implementation of programmes, work plans and policies for Employment Equity 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.

ENQUIRIES : Adv. F Bede Tel No: 012 309 4896
APPLICATIONS : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 33/16 : **ASSISTANT DIRECTOR: STATUTORY SERVICES (NMWA,EE) REF NO HR/22/08/13HO (X4 POSTS)**
(1 year fixed term contract)

SALARY : R382 245 per annum, plus 37% in lieu of benefits
CENTRE : IES, Head Office, Pretoria
REQUIREMENTS : Four- year Law Degree. Admitted attorney or Advocate. A valid driver's licence. Two (2) years functional experience in Inspection and Enforcement Services/ legal service 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, Skills Development Levy Act, Occupational Health and Safety Act, Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovative Analytical, Verbal and written communication.

DUTIES : Manage the implementation of the legal enforcement processes for EE/ NMWA. Represent the Department in the Labour and Magistrate's court. Manage the information to provide legal advice and proceedings. Monitor the implementation of quality management system for EE/NMWA enforcement. Manage resources with the unit.

ENQUIRIES : Adv. Yabo Tel No: 012 309 8496
APPLICATIONS : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 33/17 : **SENIOR ACCOUNTS RECEIVABLE OFFICER: REGISTRATION SERVICES REF NO: HR 4/4/4/08/06**

SALARY : R321 543 per annum
CENTRE : Mamelodi Labour Centre
REQUIREMENTS : Three-year tertiary qualification in Accounting/Finance. Two (2) years' functional experience in accounts receivable environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Public Service Regulation (PSR). Public Service Act (PSA). Skills: Communication, Listening, Computer literacy, Time Management, Analytical, Numeracy and Interpersonal.

DUTIES : Provide accounts receivable and revenue collection service. Render debt recovery service in the province. Maintain the Overpayments Debtors Records. Supervise resources (Human, Finance, Equipment/Assets) in the section.

ENQUIRIES : Mr MS Molefe Tel No: 012 820 1068
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hands deliver at 77 de Korte Street, Braamfontein

FOR ATTENTION : Sub-directorate: Human Resource Management, Provincial Office: Gauteng

POST 33/18 : **SENIOR PRACTITIONER: ASSESSMENT SERVICES: BENEFICIARY SERVICES REF NO: HR4/4/5/60**

SALARY : R321 543 per annum
CENTRE : Durban Labour Centre
REQUIREMENTS : Three (3) years tertiary qualification in Public Administration / Public Management or Public Sector Management or Administration. Two (2) years functional experience. Knowledge: Public Finance Management Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Treasury Regulations, Operations system and Batho Pele Principles. Skills: Interpersonal skills, Presentation, Listening, communication (verbal and written), Computer Literacy.

DUTIES : Verify claims on Operation System. Authorize payments to qualifying UI beneficiaries. Verify the adjudicate claims and Supervise resources (Human, Financial, Equipment / Assets) in the section.

ENQUIRIES : Mr S Biyase Tel No: (031) 401 9424

APPLICATIONS : Deputy Director: Durban Labour Centre, PO Box 10074, Durban 4056 or hand deliver at Govt Buildings Masonic Grove, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 33/19 : **ADMINISTRATION OFFICER: SUPPORT SERVICES REF NO: HR4/4/5/64**

SALARY : R261 372 per annum
CENTRE : Provincial Office, KZN
REQUIREMENTS : Three (3) years relevant tertiary qualification in Labour Relations/ Human Resources Management/ Public/Business Management/ Administration. One (1) year functional experience in Inspection/ Administration. Valid driver's License. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Public Service Regulations, SDLA, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act and Employment Equity Act. Skills: Planning and organising, Computer literacy, Interpersonal, Problem Solving, Communication (Verbal and Written).

DUTIES : Perform all registration pertaining to statutory services (BCEA, COIDA, UI, OHS, EEA, LRA). Conduct Labour Centre audits to check if the necessary tools of trade are in place with a view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to Supervisor. Coordinate and monitors local and provincial Blitz inspections. Prepare enforcement document to Labour Court, Public Prosecutor and Magistrate Court.

ENQUIRIES : Mr EM Khambula Tel No: 031 366 2201
APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KZN

POST 33/20 : **PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/5/63**

SALARY : R261 372 per annum
CENTRE : Provincial Office, KZN
REQUIREMENTS : Three (3) years relevant qualification in Human Resource Management. One (1) - Two (2) years functional experience doing the Human Resource Management Services. A valid drivers license. Knowledge: All Labour legislations, Departmental Policies and Procedures, HR related systems, Public service Act, Batho Pele, Public service regulations. Skills: Communication, Presentation, Conflict management, Analytical, Report writing, Computer literacy, Planning and organizing, Supervisory, Time Management.

DUTIES : Render the Recruitment and Selection process, Process and approve service benefits e.g. Leave, housing allowances, acting allowances, etc, Provide and monitor termination of service at the Province, Monitor the payment of salaries.

ENQUIRIES : Mr NX Ntshingila Tel No: (031) 366 2130
APPLICATIONS : Deputy Director: Human Resource Management, PO Box 940, Durban 4001 or hand deliver at 267 Anton Lembede Street, Royal Hotel Building, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 33/21 : **OFFICE ADMINISTRATOR REF NO: HR4/4/7/94**

SALARY : R261 372 per annum
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : Three (3) year National Diploma (NQF 6) / Undergraduate Bachelor in Office Management /Information Management and Technology/Public Administration/ Business Administration/Business Management/ Public Management. A valid driver's license. One (1) years functional experience in office administrator / secretariat services. Knowledge: Departmental policies and procedures, planning and Organising, Administration procedures, Batho Pele principles, Interpersonal relations. Skills: Facilitation skills, Interpersonal relationship skills, Computer skills, telephone etiquette, Organising skills, decision Making skills, Analytical skills, Project Management.

DUTIES : Provide a receptionist support to the Chief /Director including diary management for the Chief/Director. Render a secretariat service for the Office of the Chief/ Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief/ Director. Facilitate and coordinate all logistical

and resource requirements of the Chief/Director. Provide Management information and records management services in the Chief/Directorate. Track and monitor projects tasks within the Chief/Directorate.

ENQUIRIES : Mr SE Mashinini Tel No: 013 653 3800
APPLICATIONS : Acting Provincial Chief Inspector: Private Bag X7293, Emalahleni, 1035 or hand deliver at Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni

POST 33/22 : **DRIVER/ OPERATOR REF NO: HR4/4/5/61**

SALARY : R176 310 per annum
CENTRE : Provincial Office, KZN
REQUIREMENTS : Grade Twelve (12)/ Matriculation/ Senior Certificate. Valid driver's License with PDP. Knowledge: Public Financial Management Act, Treasury Regulations, National Road Traffic Act, Administrative Adjudication of Road Traffic Act (AARTO), Fleet Management Prescripts. Skills: Driving, Computer literacy, Interpersonal Relationship, Planning and organizing.

DUTIES : Provide effective and efficient transport services within the Province. Conduct physical vehicle inspections. Assist in ensuring that vehicles are maintained, repaired and serviced. Office administrative duties.

ENQUIRIES : Mr M Mwelase Tel No: 031 366 2186.
APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KZN

DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : **Cape Town:** May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, 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
Pretoria: 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.
- CLOSING DATE** : 19 September 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). 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.

MANAGEMENT ECHELON

- POST 33/23** : **CHIEF DIRECTOR: OCEANS ECONOMY & PROJECT MANAGEMENT REF NO: (OC22/2022)**
- SALARY** : R1 269 951 per annum, (all-inclusive package)
- CENTRE** : Cape Town (Waterfront)
- REQUIREMENTS** : Undergraduate (NQF Level 7) or relevant qualification recognized by SAQA in Natural/Economic Sciences. Five (5) years of experience at a senior managerial level within the relevant field. Extensive experience in Ocean Economy and a thorough understanding and experience of project management. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge and understanding of policies and relevant legislation

pertaining to the various aspects of the Oceans and Coasts Environment. Knowledge of an inter-governmental system. Knowledge of government Administration and financial procedures, Knowledge and experience in Planning, Monitoring & Reporting. Knowledge of Public Service and Departmental procedures and prescripts. Knowledge of Government policies and procedures, in particular DFFE. Sound organising and planning skills. Project & Programme management skills. Good communication skills. Computer literacy. Leadership. Facilitation Analytical skills. Presentation skills. Honesty. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills. Ability to work under pressure. Ability to work with difficult persons and to resolve conflict. Must be articulate. Must have a sense of responsibility and loyalty. Must be initiative and creative. Manage, facilitate and support the implementation of the delivery plans for the Marine Protection Services and Ocean Governance Focus Area. Engage with implementing departments to identify challenges. Assist with implementation challenges. Undertake the budgeting process (application & allocation) for projects supported within the DFFE. Manage and analyse the implementation of initiatives within Operation Phakisa: Oceans Economy and provide project management capacity. Coordinate reporting on delivery plans. Assess progress on implementation across implementing departments. Report on implementation progress. Provide specialist input, advice and support in respect of maritime services, aquaculture, small harbours development, infrastructure development and coastal and marine tourism and infrastructure. Oversee analyses of implementation plans and progress. Identify mitigation measures against challenges. Maintain a network of project leaders and specialists across implementing departments. Liaise with the Department of International Relations and Cooperation and other strategic international partners on areas of cooperation. Develop and or coordinate input into regional & international Oceans Economy programmes. Fulfil and oversee Department and national roles in regional/international Ocean Economy Forums. Identify supporting roles that regional/international forums can fulfil in implementing national ocean economy projects

DUTIES

:

ENQUIRIES

:

Mr L Fikizolo Tel No: 021 819 2608

POST 33/24

:

DIRECTOR: INTEGRATED PROJECTS & INTERNATIONAL COORDINATION REF NO: (OC08/2022)

SALARY CENTRE REQUIREMENTS

:

R1 073 187 per annum, (all-inclusive package)
Cape Town
Undergraduate (NQF Level 7) or relevant qualification recognized by SAQA in Natural Sciences. A minimum of five (5) years' experience at middle managerial level. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge of International liaison. Knowledge of regulations promulgated there under and Departmental policies with special reference to Oceans and Coastal management legislative frameworks. Understanding of social issues, macro and micro economic principles, and its application. Knowledge of Integrated project management policies. Experience and knowledge of policy development and implementation. Knowledge in general government administrative procedures and processes. Experience in regional and international environmental management programmes. Knowledge of financial and procurement administrative procedures (PFMA & Treasury Regulations). Good communication skills (both verbal and report writing) with experience in stakeholder engagement. Computer literacy, research and analytics skills and understanding of environmental issues. Experience in programme and project management.

DUTIES

:

Coordinate and lead regional and international liaison for Oceans and Coasts. Disseminate information and provide technical and procedural advice on the implementation of cross cutting agreements; identified international engagements and conventions. Collate and develop recommendation for the National Mandates or Positions on regional / international engagements. Coordinate Branch actions with regards to institutional and administrative arrangements regarding regional and international agreements. Organise and coordinate external stakeholder engagement on key issues relevant to regional and international liaison. Coordinate all oceans and coast international affairs. Coordinate the Benguela Current Commission's (BCC) integrated and multi-

sectorial oceans governance programme. Lead & coordinate internal & external stakeholder participation in the BCC programme. Lead & facilitate implementation of the BCC Strategic Action Plan / Programme at national level. facilitate partnerships with foreign countries for DEA: Oceans & Coasts objectives. Develop and implement DEA objective plans in line with the mandate. Liaise with internal and external stakeholder on international affairs and projects and related administrative arrangements. Coordinate and manage large integrated projects. Develop the scope/Tors and application of any large integrated project. Recommend and determine the procurement model for large integrated projects Lead Programme and Project Management of Large Integrated Projects. Administrate Large Integrated Projects, including human and financial resources, including the development of funding and investment strategies and applications.

ENQUIRIES : Dr. L Fikizolo Tel No: 021 819 2608

OTHER POSTS

POST 33/25 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: ENERGY GREENHOUSE GAS INVENTORY & SYSTEMS REF NO: (CCAQ12/2022)**
(3-Year Contract)

SALARY : R542 647 per annum, plus 37% lieu of benefits
CENTRE : Pretoria

REQUIREMENTS : An appropriate recognized four (4) year Degree (NQF8) in Environmental / Natural Sciences or equivalent qualification in a related field, coupled with six (6) years post qualification experience in the related field. Knowledge of environmental and climate change issues (globally, regionally, locally). Experience and knowledge in climate change policy development and an awareness of SA and government's priorities in this regard. Technical knowledge of the implications of climate change on development, environment and other relevant fields is critical. Environmental Studies background. Research and Literature Review. Knowledge of Environmental issues/ Environmental management; Project management; General Management Practice. Environmental, Information Technology, Research Scientific or Engineering fields. Public procedures and prescripts. Departmental procedures. Communication skills; Advanced Planning and Organizing skills; Computer literacy and Report Writing skills. Ability to work in multi-skilled team. Ability to gather and analyze information; ability to work with stakeholders and meet tight deadlines. Initiative and Service orientated.

DUTIES : Ensure compilation of the South African Greenhouse Gas Emissions Inventory. Supporting the operationalization of the national system for the greenhouse gas inventory. Establish & maintain memorandum of understanding with non-regulated data holders. Capturing and archiving of information used in emissions inventory development. Ensure implementation of the National GHG Improvement Programme related projects. Provide end user support and training to GHG reporting entities on reporting requirements. Constantly evaluating training needs for reporting entities. Developing and updating standard operating procedures relating to the various aspects of the GHG emissions reporting system. Managing of reference data in the GHG reporting system and ensuring that it is in line with current international and local technical reporting guidelines. Ensure that appropriate interrelationships with GHG reporting entities are maintained throughout. Undertake the verification of information reported in the GHG emissions reports.

ENQUIRIES : Ms Sindisiwe Mashele Tel No: (012) 399 9195

POST 33/26 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: ESTUARIES MANAGEMENT REF NO: (OC21/2022)**

SALARY : R276 831 per annum, (all-inclusive total package of R424101 per annum)
CENTRE : Cape Town (Waterfront)

REQUIREMENTS : Bachelor's Degree/National Diploma in Natural Science or relevant equivalent qualification plus 1-2 years' experience in Environmental Management or relevant field. Knowledge of environmental legislative frameworks pertaining to the management of estuaries administrative procedures, Public Service and Departmental procedures and prescripts, A valid license (code 8) and willingness to travel extensively. Planning and coordination skills, Good interpersonal relations, able to work independently, in a team and efficiently

under pressure. Knowledge of project management, coastal and estuarine management exposure; research and analytical skills; well-developed communication skills (verbal and written). Good report writing. The ability to work independently and in a team. Knowledge and experience in stakeholder engagement. Must be able to take initiative and creative.

DUTIES

: Support the development and implementation of the Estuarine Management Plans and related strategies documents; Conduct research and assist with the development and / or management of blue carbon ecosystems, implementation of natural capital accounting; Assist in the implementation of certain aspects of various legislation, policies, strategies, programmes, norms and standards for the management of estuaries. Liaise with stakeholders on estuarine issues. The candidate will also be required to represent the Department in local, regional, national and international meetings as required. Provide comments on EIA development applications in or near estuaries. Promote land use planning and sustainable development principles. Follow up on issues requiring the Departments actions (guided by legislative mandate). Participate in conferences, workshops, training courses and initiatives in estuary/coastal research. Provide support on the management of outsourced projects. Handle queries regarding estuarine management.

ENQUIRIES

: Mbulelo Dopolo Tel No: 083 6823 666

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE
NOTE

: 16 September 2022 before 12h00 noon No late applications will be considered.
 : Take Note of the Disclaimer Mentioned on each advert. It is mandatory that applications which consist of a signed Z83 and comprehensive CV be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form will be effective and if the old Z83 is used, it will be deemed a regret. Should an individual wish to apply for a post after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies or <http://www.gpaa.gov.za> Requirements: Applications must be submitted on the new form Z83 as indicated above (signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of (a) a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and (b) a duly completed Z83 (refer to Circular No 19 of 2022 in this regard). Failure to submit the above documents will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by the GPAA. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and/or other methods of verification and proof. The certification of all supporting documents will be expected of the shortlisted candidates only. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For applications on salary levels 11 – 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. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments 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 GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

<u>POST 33/27</u>	:	<u>MANAGER: CALL CENTRE (INBOUND/OUTBOUND) REF NO: MNG/CC/2022/08-1P</u> Client Relationship Management The purpose of the role: is to manage inbound and outbound call centre functions to deliver service propositions which align with business and channel strategies.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum (Level 11), (all-inclusive package) Head Office Pretoria A Recognized three-year Bachelor's Degree/National Diploma or equivalent three year qualification (at least 360 credits, NQF 6). Six (6) years appropriate proven experience in Call Centre/Customer Services/Customer Enquiry environment of which three (3) years was in a managerial role. Candidates with exposure to the Retirement fund industry/Employee Benefits/ or similar industries will receive preference. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Knowledge of Call Centre Performance Management. Knowledge of Financial Planning and Budget Management. Knowledge of Business Processes Management. Knowledge of Service Centered service. Knowledge of GEPF services & products. Knowledge of Microsoft Office products. Knowledge of Client Relationship Management. Knowledge of Operational Excellence. Knowledge of Change management. Above average Interpersonal skills. Business Analysis skills. Excellent Communication skills - Communicate effectively at all levels. Good Organizational skills. Good Decision making & Judgement skills. Planning and Managing resources. Problem analysis and solving skills. Business Leadership skills. Call Centre Operations Management skills. People Management. Customer service orientation. Work independently. Ability to work under pressure. Ability to delegate. Integrity, reliability and honesty.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Manage the handling of incoming and outgoing calls: Monitor the application of appropriate actions to effectively control incoming and outgoing calls. Monitor the log-on time and agent's availability. Manage call queuing time and allocate call to available agent. Oversee and manage the performance report of the call system and advise the supervisors and agents on areas that still needs improvement. Manage random calls to improve quality, minimize errors and track operative performance. Manage proper opening and closing of calls according to call centre process documents. Oversee and manage all complicated queries referred by supervisors. Monitor and manage resources for supervisors and agents to effectively provide solutions to clients. Manage the effective utilization of resources to achieve the operational strategic goals. Develop and Implement contact centre strategy: In conjunction with the Senior Manager, develop and implement GPAA contact centre strategy that meets organizational objectives and aligns with GPAA's overall strategy. Measure the effectiveness of Call Centre on an ongoing basis and make recommendations to review and amend the strategy appropriately. Report back to the Senior Manager and other key internal stakeholders at regular intervals to ensure that strategy is fit for purpose. Attend to the pensioner function to share information. Manage the implementation of the Call Centre policies and procedures: Monitor guidance to inbound and/or outbound calls to supervisors and agents with appropriate procedures aligned to the Fund policies and procedures. Monitor policies and procedures for areas of improvement and enhanced Customer Centre. Oversee and communicate changes in policies and procedures to the supervisors and staff. Ensure consistent compliance to GPAA policies and procedures, corporate governance and relevant legislation. Build, maintain and manage relationships and Operational Level Agreements with other business units and ensure timeous response to queries forwarded to them. Manage and develop staff. Continually strives to up skill and motivate staff through effective leadership, mentoring, coaching, performance improvement and the creation and implementation per individual developmental plans. Identify development and succession planning requirements. Ensure appointment is in line with Employment Equity targets/strategy. Monitor that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation

- of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.
- ENQUIRIES** : For more information on the position, Ms Mapule Mahlangu Tel No: 012 399 2639
Application Enquiries: Rebecca Hatlane on Rebeccah@phakipersonnel.co.za
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpa1@phakipersonnel.co.za
- NOTE** quoting the reference number in the subject heading of the email. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Note: The purpose of the role: is to manage inbound and outbound call centre functions to deliver service propositions which align with business and channel strategies. A permanent position of Manager: Call Centre is currently available at the Client Relationship Management section of the GPAA.
- POST 33/28** : **CUSTOMER SERVICE AGENT REF NO: CSA/WC/2022-08-2C**
Client Relationship Management
(12 months contract)
- SALARY CENTRE REQUIREMENTS** : R211 713 per annum (Level 06) basic salary, plus 37% in lieu of benefits
: Western Cape Regional Office
: An appropriate three-year tertiary qualification (at least 360 credits) with 18 months proven experience in the processing (administration) of life insurance/employee benefits or client relationship management/client care preferably within Employee Benefits, Life or other Insurance, Medical Aid environments or similar financial institutions Or A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in the processing (administration) of life insurance/employee benefits or client relationship management/client care preferably within Employee Benefits, Life or other Insurance, Medical Aid environments or similar financial institutions. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for. The applications of individuals currently residing in the Province or adjacent areas applying for may receive preference (Western Cape). Knowledge of Employee Benefits. Knowledge of Client Relations Management.t Geographical knowledge of the Province applying for. Excellent problem-solving skills. Good presentation skills. Above average communications skills, both verbal and written with the ability to communicate with clients. Time management skills. Self-management – being able to work independently.
- DUTIES** : The purpose of the role is: To provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment. The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM: Handle all face-to-face enquiries received effectively. Follow up and finalize enquiries referred to other business units, within the agreed time frames. Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame. Update on all the relevant GPAA systems. Provide client liaison services within the office: Respond to escalated queries within allocated time frame. Interact with the departments and members regarding outstanding queries. Relationship management on any changes happening in the various sections. Provide/request feedback to various clients and stakeholders. Follow-up with business units and provide feedback to clients until cases are finalized. Effective and efficient administration of documents received. Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports:

Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care. Compile and submit daily, weekly and monthly production statistics to the supervisor. Check and update consolidated/escalation lists to the supervisor.

ENQUIRIES
APPLICATIONS

: Eugene Geldenhuys on eugeneg@affirm.co.za
: It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaa@affirm.co.za

NOTE

: quoting the reference number in the subject heading of the email. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Note: The purpose of the roles are: To provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment. Two contract positions for Customer Service Agents are currently available in the Western Cape Region of the GPAA and will be based in Cape Town, on a 12 months' contract.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Central Johannesburg TVET College)
(King Hintsa TVET College)
(Letaba TVET College)

OTHER POSTS

- POST 33/29** : **ASSISTANT DIRECTOR: PARTNERSHIP AND LINKAGES REF NO: LET 02/10/2021**
 (Permanent)
 Re-advertised posts: People who applied before are encouraged to re-apply.
- SALARY** : R477 090 per annum (Level 10)
CENTRE : Central Office: Tzaneen
REQUIREMENTS : An appropriate Diploma / Bachelor's degree in Marketing / Management / Business Management / Entrepreneurship / Project Management or any relevant and equivalent qualification. A Postgraduate qualification will be an added advantage. Five years relevant experience working with a minimum of three years' experience at supervisory level. Computer literacy. Ability to analyse, interpret policies and develop proposals and Memorandum of Understanding. Ability to analyse, interpret data and convert it to information. Ability to be innovative and develop new methods of getting required data into needed formats. Knowledge and understanding of White Paper on Post School Education and Training system. A valid drivers' license.
- DUTIES** : Facilitate, establish and maintain strategic relationships with Industry, government departments, public entities and private companies for work placements, entrepreneurship development and support, curriculum development and support. Nurture and grow existing funding relationships of the college. Assess new partnership opportunities for the college. Conduct need analysis, identify and draft funding proposals to potential funders. Facilitate and manage the implementation of occupational programmes. Formalize the arrangements for Partnerships on behalf of the College. Develop and maintain a database of signed and approved Memorandum of Understanding with various stakeholders. Coordinate meetings with various strategic partners and represent the College in different forums as and when delegated to do so. Perform any other official duties as instructed by the Supervisor. Any other strategic function in line with Partnerships and linkages. Mr SD Sebela / Mr P Mokhonazi Tel No: (015) 307 5440
- ENQUIRIES** :
APPLICATIONS : Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag x 4017, Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.
- NOTE** : Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted with a new Z83 form indicating correct reference number obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive 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. NB: Foreign applicants should submit the following documents: SAQA evaluation certificate, SACE and QUOTA work permit and police clearance (only when shortlisted). Re-advertised posts: People who applied before are encouraged to re-apply. Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.
- CLOSING DATE** : 19 September 2022 at 16:00

POST 33/30 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: CJC/MAC/05/2022**
(Re-advertised)

SALARY : R382 245 per annum (Level 09), plus benefits as applicable in the Public Sector

CENTRE : Central Office: Park Town

REQUIREMENTS : Grade 12 certificate or equivalent. A recognised 3-year qualification in Management Accounting or Financial Management (NQF Level 6). (An NQF Level 7 qualification will be advantageous). 3-5 years in Student support administration/Teaching and Learning environment or related field will be advantageous. Knowledge of PSET and CET Act. Knowledge and understanding PFMA. Knowledge and understanding Treasury Regulations. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge and financial management systems. Knowledge of IFRS/GRAP. Experience in cost reduction strategies, revenue enhancement strategies to assist the college in enhancing its profitability. Skills: Administrative. Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership. People management. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal. Ethics.

DUTIES : Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process. Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. Manage the operational processes, resources and procedures associated with the management accounting functions. Ensure budget is prepared and monitored on a monthly basis, an analysis of the variance analysis report should be submitted to CFO monthly; Advise CFO in ensuring efficiency of cost management and revenue enhancing measures; Monitor age of debtors and enhance recoverability measures; Analyse cost drivers and enhance their management; Report to CFO on all management accounting matters and provide support to the CFO and Principal on these strategies. Management of all human, financial, and other resources of the unit. Ensuring completion of performance agreements by all employees in the unit.

ENQUIRIES : Ms. P James Tel No: 011 351 6000

APPLICATIONS : All applications are to be sent via email to recruitment64@cjc.edu.za

NOTE : 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 www.gov.za, stating the post you are applying for and the relevant reference number, b) a recently updated CV. 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 (if required). 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.

CLOSING DATE : 16 September 2022 at 16:00

<u>POST 33/31</u>	:	<u>OFFICE MANAGER REF NO: KHC/2022/08/GOV</u> (Permanent)
<u>SALARY</u>	:	R382 425 per annum (Level 09)
<u>CENTRE</u>	:	King Hintsa TVET College
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A recognised three-year National Diploma/Degree in /Public Management/ Business Management / Office Management and Technology / Social Sciences or related qualification. A qualification in monitoring & Evaluation will be an added advantage. At least FIVE (5) years' relevant experience in strategic planning and public/ corporate administration environment. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration and the Higher Education sector. Understanding of corporate governance and Cost centre budgetary, expenditure and cash flow management. Knowledge of Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Must have a valid driver's license.
<u>DUTIES</u>	:	Render administrative/executive support services in the office of the principal. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management, and other approved committees. Provide strategic management, monitoring, and evaluation services. Records management. Management of all humans, financial and other resources of the unit. Ensure completion of performance agreements by all employees in the unit, Supervision of staff.
<u>ENQUIRIES</u>	:	Mr. MM Ndzame Tel No: 047 401 6400
<u>APPLICATIONS</u>	:	Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
<u>NOTE</u>	:	The application <u>must include only</u> completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.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. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.
<u>CLOSING DATE</u>	:	16 September 2022 @16:00, applications received after the closing date will not be considered.
<u>POST 33/32</u>	:	<u>SENIOR REGISTRATION OFFICER: TVET-MIS PERMANENT REF NO: LET 06/10/2021</u> Re-advertised posts: People who applied before are encouraged to re-apply.
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Central Office: Tzaneen
<u>REQUIREMENTS</u>	:	An appropriate National Diploma/Bachelor's Degree in Information Management/Data Management or any relevant equivalent qualification (Attach academic records/ transcripts). Three years working experience in Data Management/TVET MIS environment or any relevant environment. Knowledge and understanding of Information Management, Knowledge Management application and interpretation of office management, Business Management System (BMS), data warehouse and IT prescripts. Good Communication, planning, organizing and Interpersonal skills. Ability to function without supervision. Work under pressure. Computer Literacy (knowledge of MS packages). A valid driver's license.
<u>DUTIES</u>	:	Coordinate and ensure proper management of TVET MIS, capturing and data extraction for the college. Ensure the overall supervision, coordination, compilation and submission of MIS reports and statics. Ensure the overall supervision and verification of inputs captured on COLTECH system and other related systems. Ensure the overall supervision and administration of all academic and student related system programmes, course and qualification. Ensure the overall supervision and maintenance of MIS licenses are renewed before expiry dates. Supervise human. Physical and financial resources. Conduct systems monitoring and provide support to Campuses and all College

- systems end users. Ensure optimal utilization of the College IT systems and provide reports.
- ENQUIRIES APPLICATIONS** : Mr SD Sebela / Mr P Mokhonazi Tel No: (015) 307 5440
: Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag x 4017, Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.
- NOTE** : Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted with a new Z83 form indicating correct reference number obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive Curriculum Vitae, copies of qualifications including academic records/transcripts and ID document. 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. NB: Foreign applicants should attach the following documents: Saqa Evaluation Certificate, Sace and Quota Work Permit and Police Clearance. (Only when shortlisted) Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.
- CLOSING DATE** : 19 September 2022 at 16:00
- POST 33/33** : **SENIOR EXAMINATION AND ASSESSMENTS OFFICER REF NO: KHC/2022/08/AC02**
(Permanent)
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
: King Hintsa TVET College-Central Office
: Grade 12 or equivalent, A recognised Degree/National Diploma in Administration, Social Sciences/Education, or equivalent qualification. 3-5 years' experience in the examination environment. Knowledge of White Paper on PSET. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of TVETMIS, and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Must have a valid driver's license.
- DUTIES** : Ensure the overall supervision and coordination of internal and external examination services. Ensure the overall supervision and coordinate training of Invigilators, Markers and Data Capturers. Ensure overall supervision and establishment of the function of Irregularity Committee. Ensure the overall supervision and management of issuing the certificates. Ensure overall supervision and proper administration of the examination services. Supervisor human, physical, and financial resources.
- ENQUIRIES APPLICATIONS** : Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
: Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.
- CLOSING DATE** : 16 September 2022 at 16:00, applications received after the closing date will not be considered.

- POST 33/34** : **SKILLS DEVELOPMENT FACILITATOR REF NO: KHC/2022/08/HR01**
- SALARY** : R321 543 per annum (Level 08)
CENTRE : King Hintsa TVET College- Admin Centre
REQUIREMENTS : Grade 12 or equivalent, Recognized National Diploma in Human Resource Management/ Development (NQF level 6) or relevant qualification, PERSAL Knowledge and a certificate in facilitation/ Assessor/ Moderator will be an added advantage. 2-3 years' relevant experience in Human Resource development environment. Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Must have a valid driver's license.
- DUTIES** : Develop Training plan and co-ordinate training. Prepare and submit WSP/ATR. Manage and co-ordinate performance management. Prepare and submit employment equity. Knowledge and understanding of coordination and facilitation of training. Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS and IQMS. Coordination and facilitation of training programmes.
- ENQUIRIES** : Mr. O Kalimashe or Ms. P Soyizwapi at Tel No: 047 401 6400
APPLICATIONS : Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.
- CLOSING DATE** : 16 September 2022 @16:00, applications received after the closing date will not be considered.
- POST 33/35** : **EMPLOYEE HEALTH AND WELLNESS OFFICER (SENIOR SOCIAL WORKER) REF NO: KHC/2022/08/HR03**
 (Permanent)
- SALARY** : R321 543 per annum (Level 08)
CENTRE : King Hintsa TVET College
REQUIREMENTS : Senior Certificate or equivalent. Appropriate Degree/ National Diploma in Psychology or BA Social Science, Social work, BA Psych, BA Behavioural sciences with Psychology as a major subject, with 2-3 years' experience working in EHP environment. Knowledge of computer system as well as MS Word, MS Excel, and MS PowerPoint and outlook. Valid driver's licence. Knowledge on employee Health and Wellness Integrated strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, an in – depth knowledge in conducting counselling, psycho – education, and trauma debriefing. Understanding of all PILIR processes and COID Act. Interpersonal relations skills, Communication skills (Written, presentation, verbal and listening) Analytical thinking, problem – solving and decision-making skills, presentation skills, strategic capability, change of management skills, report writing skills, client orientation, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations, and policies. Must be registered with Professional Bodies (HPCSA etc). Must have a valid driver's license.
- DUTIES** : Administer the Employee Health and Wellness Programme, Assist with planning, coordination, and implementation of all Health and Wellness interventions. Assist with the evaluation of the impact of employee health and wellness programmes. Provide advice and guidance to management and staff on EHW related matters. Ensure the monitoring and evaluation of the EHW, Benchmark EHW practices to ensure best practice in all EHW programmes for the College staff. Promote health awareness and the facilitation of health – related events, activities, and interventions (Wellness Day, HIV/AIDS etc.) Conduct counselling, psycho – education and trauma – debriefing. Facilitate

and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leave and the management of sick leave trends, compiling submission on ill-health Retirement for the employees. Managing wellness centre, providing first- Aid to employees and management administration of Injury on duty. Active case management, effective record management, Compiling and writing EHW reports.

- ENQUIRIES** : Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
- APPLICATIONS** : Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.
- CLOSING DATE** : 16 September 2022 @16:00, applications received after the closing date will not be considered.
- POST 33/36** : **LEARNERSHIP AND PLACEMENT OFFICER REF NO: CJC/LEOF/2022**
(Post advertised)
- SALARY** : R261 372 per annum (Level 07), plus benefits as applicable in the Public Service.
- CENTRE** : Central Office: Park Town
- REQUIREMENTS** : Grade 12 Certificate or equivalent. A recognised 3-year qualification, Degree/ National Diploma (NQF 6) in Business Administration, Public Management, Marketing, Public Relations or equivalent qualification. 0-2 years' relevant experience in employment services /Administration environment. Knowledge in Employment service market, PSET and CET Act, Public Service prescripts, DHET Policies, Industrial operation. Identification of opportunities in the market, Labour Market, Opportunity linkages with industries, Skills, Excellent Communication (oral and written), Networking, Negotiation, Research, Interpersonal, Planning, Organising, Computer, Promotion, Placement. Values and Attitudes, Good interpersonal Relations, Always Professional and friendly, Always willing to assist clients, Team player, Reliability.
- DUTIES** : Facilitate the placement of student. Conduct job readiness training programmes. Liaison with commerce, industry and other relevant stakeholders. Maintain of employer and student placement database. Develop quality electronic report and statistics. Monitoring and evaluation of work placement practices. Conduct work based assessment for students.
- ENQUIRIES** : Ms P James Tel No: 011 3516000
- APPLICATIONS** : All applications are to be sent via email to recruitment60@cjc.edu.za
- NOTE** : 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 www.gov.za, stating the post you are applying for and the relevant reference number, b) a recently updated CV. 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 (if required). 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.

- CLOSING DATE** : 16 September 2022
- POST 33/37** : **ACADEMICS AND STUDENT SUPPORT SERVICES OFFICER REF NO: KHC/2022/08/AC01**
(Permanent)
- SALARY** : R261 372 per annum (Level 07)
CENTRE : King Hintsa TVET College-Central Office
REQUIREMENTS : M+3 years Degree or National Diploma in Social Sciences/Psychology/Education or equivalent qualification. 2-3 years in the Student Support Administration Education /Teaching and Learning environment/related field. Knowledge of PSET Act and CET Act, knowledge and understanding of Student Support Service Act, knowledge and understanding of electoral processes. Knowledge of Teaching and Learning. Knowledge of career guidance and extra-curricular activities. Knowledge of Skills Development Act, Public Service Act, Public Service Regulations and Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of Public TVET sector and its regulation and legislative framework. Knowledge of Ethical Regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act. Good communication and interpersonal skills. Computer literacy. Must have a valid driver's license.
- DUTIES** : Provide student support services. Provide student counselling or referral services. Implement student work placement and Work Integrated Learning (WIL) policies. Provide career guidance, counselling, and academic support for students. Implement the sport, recreation. Arts and culture programs for student in the campus. Facilitate student governance and student leadership development and exit support programme. Supervise staff.
- ENQUIRIES** : Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
APPLICATIONS : Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.
- CLOSING DATE** : 16 September 2022 at 16:00, applications received after the closing date will not be considered.
- POST 33/38** : **EXAMINATIONS OFFICER REF NO: KHC/2022/08/AC03**
(Permanent)
- SALARY** : R261 372 per annum (Level 07)
CENTRE : King Hintsa TVET College – Centane Campus
REQUIREMENTS : Grade 12 or equivalent, National Diploma/ Degree in Office Management /Administration or Social Sciences, 2-3 years in the examination services / Teaching and Learning environment/ related field. Knowledge of White Paper on PSET, Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of TVETMIS, and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Must have a valid driver's license.
- DUTIES** : Capture term marks and Examination Marks. Issuing of the results and Certification. Verifying of question papers and answer books. Organise and/or

- construction the filling system as required. Assist lecturers with ITS during enrolment. Ensure accuracy of information. Capture test and year marks as well as attendance of learners. Record, organise, store and retrieve related information and documents. Other offices administration duties as allocated.
- ENQUIRIES APPLICATIONS** : Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
- : Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.
- CLOSING DATE** : 16 September 2022 at 16:00, applications received after the closing date will not be considered.
- POST 33/39** : **FINANCIAL AID (BURSARY) OFFICER (X4 POSTS)**
(Permanent)
- SALARY** : R261 372 per annum (Level 07)
Ref No: KHC/2022/08/CEN
Ref No: KHC/2022/08/TEK
Ref No: KHC/2022/08/MSO
Ref No: KHC/2022/08/DUT
- CENTRE REQUIREMENTS** : King Hintsa TVET College – Centane, Teko and Dutywa Campus
 : Grade 12 or equivalent, Recognized three (3) year National Diploma in Financial Management/Accounting (NQF level 6). 2-3 years' experience in bursary / financial aid services. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures, and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (ITS etc.). Must have a valid driver's license.
- DUTIES** : Conduct NSFAS online applications. Capture application on the system. Attend to student queries at Campus level. Organise and / contract the filling system as required. Assist with the coordination of bursary application processes. Assist with Coordinating and monitoring of financial aid processes. Assist with analysing the NSFAS provisionally funded students. Assist with the coordination of bursary allocations. Assist with the coordination of providing feedback to students relating to the progress of the bursary process as communicated by NSFAS. Assist in reporting on all bursary allocations and progress.
- ENQUIRIES APPLICATIONS** : Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
- : Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.
- CLOSING DATE** : 16 September 2022 at 16:00, applications received after the closing date will not be considered.

POST 33/40 : **OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: HC/2022/08/FAC**

SALARY : R261 372 per annum (Level 07)
CENRE : King Hintsa TVET College- Admin Centre
REQUIREMENTS : Grade 12 or equivalent, Diploma in occupational safety, environmental, health, quality or any related field, Experience in ISO 45001 / OSAHA 18001. 2-3 years working experience. Must have a valid driver's license. Excellent numeracy, literacy and IT skills/education, Management communication and team skills.

DUTIES : Implement and monitor all OHS management systems on site, including, but not limited to OHS guidelines, objectives and practices, Schedule and execute audits on site to identify areas of improvement and, implement measures as required, Carry out risk assessments on a continuous basis on site, Provide OHS training, awareness and induction on site to staff, contractors and other relevant parties, Engage with staff, contractors and other relevant parties with respect to OHS matters related to the site, Keep OHS statistical records, such as incidents, accidents, near-misses and working hours on site, Keep OHS registers up to date, including renewals of permits, licenses, etc, Compile monthly site OHS reports, Have first line responsibility for incident investigations, including but not limited to investigating, making initial recommendations and putting measures in place to prevent reoccurrence, Assist Senior Managers to implement accident-prevention and environmental impact activities on site, Implement emergency and crisis management plans on site, Act as Emergency coordinator on site, Implement Environmental Management Plans of the site, Monitor environmental footprint on site.

ENQUIRIES : Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
APPLICATIONS : Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.

CLOSING DATE : 16 September 2022 at 16:00, applications received after the closing date will not be considered.

POST 33/41 : **STATE ACCOUNTANT: INCOME AND STUDENT FINANCIAL AID PERMANENT REF NO: LET 08/08/2022**

Re-advertised posts: People who applied before are encouraged to re-apply.

SALARY : R261 372 per annum (Level 07)
CENRE : Central Office
REQUIREMENTS : An appropriate National Diploma/ Bachelor Degree or equivalent qualification majoring in Financial Management/ Accounting or any relevant and equivalent qualification (Attach academic records/ transcripts). Three years relevant working experience in Finance/Student Financial Aid capacity. Good Communication and Interpersonal skills. Knowledge of the PFMA, CET Act, Treasury Regulations and Bursary rules and guidelines. Excellent Analytical/Numeracy skills. High level of initiative and commitment. Ability to work within strict and agreed deadlines. Must be Computer Literate, able to work with large data bases and have a valid Driver's License.

DUTIES : Prepare and update quarterly and yearly budgets and forecasts. Ensure effective monitoring and follow up of the college's debtors and bursary queries. Ensure that all income is collected from various stakeholders. Responsible for accurate recording and reporting of all income into the college books. Prepare debtor, revenue and NSFAS allowance reconciliations. Assist with the reconciliation and compilation of the Statement of Performance. Assist in preparation of audit file and handle audit queries. Receiving bursary forms from the Campus Bursary Administrators/Student Support Service. Capturing Bursary forms on the Means Test Bursary administration software. Verification

of supporting documents and dispatching of applications to NSFAS. Managing the claims process of Students Bursaries from NSFAS and SETAs. Compile bursary reports for submission to NSFAS and DHET.

**ENQUIRIES
APPLICATIONS**

: Mr SD Sebela / Mr P Mokhonazi Tel No: (015) 307 5440
: Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag x 4017, Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.

NOTE

: Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted with a new Z83 form indicating correct reference number obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive Curriculum Vitae, copies of qualifications including academic records/transcripts and ID document. 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. NB: Foreign applicants should attach the following documents: SAQA Evaluation Certificate, Sace and Quota Work Permit and Police Clearance. (Only when shortlisted) Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

CLOSING DATE

: 19 September 2022 at 16:00

POST 33/42

: **INTERNAL AUDITOR REF NO: KHC/2022/08/GOV02**
(Permanent)

**SALARY
CENTRE
REQUIREMENTS**

: R261 372 per annum (Level 07)
: King Hintsa TVET College
: Grade 12 or equivalent, Bachelor's Degree (NQF 7)/National Diploma in Accounting/Auditing Or equivalent. 2–3 years' experience in Accounting or Auditing environment. Must have a valid Driver's License. Must be registered to a professional body.

DUTIES

: Ensure overall supervision, develop, review and monitor the implementation of internal audit policies, Ensure overall supervision, plan, execute and report on audits, Ensure overall supervision and evaluate internal audit controls, governance and risk management process, Ensure overall supervision and coordinate audit and risk committee meetings, Ensure overall supervision, review, collect information and compile reports to council subcommittee/audit and risk committee on issues of risk and internal audit, Manage and control Governance (College Council and committees), Manage and control Governance budget planning and expenditure, Manage and coordinate college policy review summit and processes.

**ENQUIRIES
APPLICATIONS**

: Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
: Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.

NOTE

: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.

CLOSING DATE

: 16 September 2022 at 16:00, applications received after the closing date will not be considered.

<u>POST 33/43</u>	:	<u>DESCRIPTION: ASSET CLERK REF NO: KHC/2022/08/SCM01</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENRE</u>	:	King Hintsa TVET College- Admin Centre
<u>REQUIREMENTS</u>	:	Grade 12/ NCV L4 with accounting as a subject/any relevant or equivalent qualification. 1-2 years' experience in asset Management. Computer literacy, TVET Sector Experience and Valid driver's license will be an added advantage. Sound knowledge of PFMA, MFMA. Basic knowledge of supply chain duties, practices as well as the ability to capture data. Knowledge of assets disposal procedure. Knowledge and understating of legislative framework governing the Public Services. Knowledge of procedures in terms of the working environment. Knowledge of assets management. Knowledge of ITS will be an added advantage. Knowledge of Supply Chain Policies. Knowledge of Department of Higher Education mandate.
<u>DUTIES</u>	:	Compile and maintain records (e.g. asset records/ databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register: Keep records of fixed Asset in their register whenever the assets are acquired and ensure that they are bar-coded and updated in the system. Assist in physical assets verification. Monitor the status of record associated with the assets of the College applying internal procedures to check, verify, update and maintain acquisition, value and location details. Update the insurance company of all new assets acquired as well as disposals. Keep records of assets to be disposed. Apply the policies, procedure, standards and legislation with regards to asset treatment. Maintain proper records keeping of fixed asset and prepare reconciliation.
<u>ENQUIRIES</u>	:	Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
<u>APPLICATIONS</u>	:	Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
<u>NOTE</u>	:	The application <u>must include only</u> completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.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. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.
<u>CLOSING DATE</u>	:	16 September 2022 @16:00, applications received after the closing date will not be considered.
<u>POST 33/44</u>	:	<u>ADMIN CLERK: HUMAN RESOURCES MANAGEMENT REF NO: KHC/2022/08/WIL</u> (Permanent)
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Willowvale Campus
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent with appropriate experience in HR Administration. A National Diploma in Human Resources Management, Computer literacy, TVET Sector Experience and Valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Handle the administrative processes with regards to recruitment, selection, and placement, which entail: Advertising vacancies, processing of applications, attending interviews, writing submissions for appointments and appointment letters, prepare and provide employment statistics to the Head of Human resources. Ensure adherence to effective implementation of policies regulations and Acts regarding HR. Process appointments, transfers, promotions, relocations. Maintain and provide related statistical information. Management of learners or interns within the unit.
<u>ENQUIRIES</u>	:	Mr O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
<u>APPLICATIONS</u>	:	Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
<u>NOTE</u>	:	The application <u>must include only</u> completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.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. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.

CLOSING DATE : 16 September 2022 at 16:00, applications received after the closing date will not be considered.

POST 33/45 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT REF NO: KHC/2022/08/SCM02**
(Permanent)

SALARY CENTRE REQUIREMENTS : R176 298 per annum (Level 05)
: King Hintsa TVET College-Central Office
: Grade 12/NCV Level 4 with minimum of 1-2 years' experience in Supply Chain Management environment, demand/ acquisition processes or financial administration. National Diploma in Logistics/Purchasing/Supply Chain/Public Procurement or Accounting relevant fields will be an added advantage. Knowledge and understanding of Public Finance Management Act (PFMA), BBBEE Act, CIDB Act, PPPFA, Supply Chain Principles and National Treasury regulations. Understanding of tendering processes from beginning to an end.

DUTIES : Supply Chain Administrative day to day duties for procurement of goods and services for the College in line with SCM policy. Execution of daily requisitions from end user to place purchase orders. Updating of supplier database in line with Central Supplier Database requirements. Sourcing of quotations from suppliers in line with end user's specifications and as per National Treasury Guidelines. Evaluation of quotations to ensure that they comply with the standard requirements and procedures of SCM. Supplier negotiations to ensure cost effectiveness of SCM transactions. Assist during the bid advertisement process and tender briefings sessions. Compile SCM reports on orders issued and contracts register. Assist with administrative duties for filing of documents, follow ups with suppliers on outstanding orders and to keep records of all delivered assets for Assets Register update. Provide Secretariat duties for Bid Committees as an when required. Ensure proper filing and safekeeping of documents for audit purposes. Ensure proper recording and administration of stores. Any other duties assigned by the supervisor.

ENQUIRIES APPLICATIONS : Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
: Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.

CLOSING DATE : 16 September 2022 at 16:00, applications received after the closing date will not be considered.

POST 33/46 : **DATA CAPTURER REF NO: KHC2022/08/MIS**
(Permanent)

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
: King Hintsa TVET College (Teko Campus)
: Matric or NCV Level 4. A recognised degree/diploma in Office Management, Secretarial / Management Assistant; Solid Secretarial skills, ability to prioritise and coordinate work; Knowledge of data capturing; Knowledge of computer literacy; Knowledge and understanding of Information Management

- Knowledge, understanding, application and interpretation of office management, data warehouse and IT prescripts.
- DUTIES** :
- : Capture data from available records into the required formats e.g. system(s), databases, table and spreadsheet; Capture student registration, receipt of payment and issue student numbers; Capture ICES, ISAT and final marks; Capture enrolment forms during the registration period; Capture marks on the system and submit to EMIS Officer; Capture student's absentees on the system; Verify query missing data and errors observed during data entry ;Ensure the integrity of data capture; Courier external papers to DHET; Review and validate all data from the records; Complete mark sheets hard copies and make copies to be used as attendance register in the exam venue; Receive marks from HODs; Receive mark sheets and timetable from DHET; Update registers and statistics; Submit data; Submit mark sheets to lectures in the marking venue (internal marking);Issue proof of registration, student card, statement of results and certificates; Make regular backups of data ;Maintain and update system records; Keep and maintain records and files; Ensure records and files are properly sorted and secured; File student records alphabetically for each registration period; Provide information to components; Email schedule of results to campus heads, HODs and senior lecturers ;Retrieve the results and disseminate information accordingly.
- ENQUIRIES APPLICATIONS** :
- : Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
 - : Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
- NOTE** :
- : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.
- CLOSING DATE** :
- : 16 September 2022 at 16:00, applications received after the closing date will not be considered.
- POST 33/47** :
- : **SECRETARY TO DEPUTY PRINCIPAL FINANCE REF NO: KHC/2022/08/FIN01**
(Permanent)
- SALARY CENTRE REQUIREMENTS** :
- : R176 310 per annum (Level 05)
 - : Admin Centre
 - : Grade 12/ Matric certificate Recognized National Diploma in Public Administration/Business Management/Office Management (NQF Level 6) or equivalent qualification Knowledge and Understanding of the TVET/CET Administration. Minimum of 1-2 years' experience as a secretary. Basic knowledge of Financial Administration and Projects. Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook.
- DUTIES** :
- : Draft all letters, submissions, and memorandums. Preparing supporting documents for meetings, receive and distribution of stationery to the relevant officials. Assisting in the establishment and implementation of effective records and document management systems in the office of the Deputy Principal Finance. Ensuring meetings are effectively organised and liaising with the Chair to plan meetings. Coordinate all logistical arrangements for travelling and meetings etc. Processing of claims for travelling and meetings etc, Arrange all meetings, proceedings and activities of the above structures, compile agenda, minutes, reports and other records of the above structures, distributions of relevant documents for meetings of the above structures. Overall management of the office administration function.
- ENQUIRIES APPLICATIONS** :
- : Mr O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
 - : Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
- NOTE** :
- : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at

www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.

CLOSING DATE : 16 September 2022 at 16:00, applications received after the closing date will not be considered.

POST 33/48 : **DESCRIPTION: HANDYMAN REF NO: KHC 2022/08/ADM**
(Permanent)

SALARY : R147 459 per annum (Level 04)
CENTRE : King Hintsa TVET College – Admin Centre
REQUIREMENTS : Grade 10/STD 8 or any relevant qualification, 1-2 years' experience, Semiskilled Manual. Knowledge of infrastructure maintenance. Must have a valid Driver's License. Artisanal Trade experience and any electrical skills will be an added advantage. Knowledge of infrastructure policies. Knowledge of relevant legislation, prescripts, policies, and procedures. Knowledge of building laws. Safe keeping of tools. Storage requirement.

DUTIES : Maintenance of office buildings. Conduct regular building inspections. Attend to minor electrical, plumbing and carpentry problems. Maintenance of office equipment and furniture. Repair broken furniture and equipment. Report defects. Safekeeping of maintenance tools and supplies

ENQUIRIES : Mr O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
APPLICATIONS : Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.

CLOSING DATE : 16 September 2022 at 16:00, applications received after the closing date will not be considered.

POST 33/49 : **RESIDENCE MANAGER (BOARDING MASTER AND MATRON) REF NO: KHC2022/08/TEK04 (X2 POSTS)**
(College Council)

SALARY : R147 459 per annum (Level 04), plus 37% in lieu of benefits.
CENTRE : King Hintsa TVET College (Teko Campus)
REQUIREMENTS : Grade 12 or equivalent, Certificate in Health & Safety/First Aid and or any equivalent qualification. 2-3 years relevant experience. A Valid Driver's License will serve as an added advantage. Must be able to work under pressure and unsupervised. Must be able to provide reports. Must be willing to work extended hours.

DUTIES : To assist with and contribute to the supervision and care of pupil members in the student residence. Matrons/Masters are responsible for overseeing the domestic running of the residence; these will include cleaning, laundry, maintenance, health and safety and medical arrangements for individual learners. A Matron/ Master may be required to liaise with Career Guidance Officer, SRC/or tutors, as well as parents, about individual student pastoral issues. To liaise with the Medical Centre about pupils who are unwell for any reason or in need of medical attention such as dental care or physiotherapy. This may involve direct contact with the school dentist, doctor or the hospital, escorting learners as needed. To liaise with parents and/or guardians of

students in the house about matters concerning domestic, welfare and medical issues. To contribute to the induction arrangements for new learners joining the house and to ensure that any 'settling in' problems are discussed with the relevant stakeholders. At the end of term, to supervise the clearing up and cleaning of the house; to carry out a check of all bedding, furniture, fixtures and fittings, preparing a list of repairs and maintenance and to advise the Seniors about the replacement or renewal of bedding, fixtures and furnishings. To carry out other related duties as may be reasonably required from time to time by the Campus Management, subject only to the provision that such duties shall fall within the general aim of the post.

- ENQUIRIES APPLICATIONS** : Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.
- CLOSING DATE** : 16 September 2022 at 16:00, applications received after the closing date will not be considered.
- POST 33/50** : **DESCRIPTION: GENERAL WORKERS (X3 POSTS)**
(Permanent)
- SALARY CENTRE** : R104 073 per annum (Level 02)
King Hintsa TVET College:
Teko Campus Ref No: KHC 2022/08/TEK02 (X1 Post)
Centane Campus Ref No: KHC2022/08/OCEN01 (X2 Posts)
Dutywa Campus Ref No: KHC2022/08/DUT01 (X1 Post)
- REQUIREMENTS** : Grade 10/STD 8 or any relevant equivalent certificate with proven experience as a General Worker. Any Technical Skill will be an added advantage.
- DUTIES** : Undertake activities associated with maintaining cleanliness of designated areas including grounds and providing support during the relocation of office furniture/equipment with laid down instructions. Receive verbal instructions from the immediate supervisor on the work program and/or priorities related to specific departments, communication on specific working material requirements etc. Checking, replacing, repairing and reporting defective items to the immediate supervisor for attention. Ensure that areas that are services are always kept neat and tidy.
- ENQUIRIES APPLICATIONS** : Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.
- CLOSING DATE** : 16 September 2022 at 16:00, applications received after the closing date will not be considered.

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 16 September 2022

NOTE : Applications must be sent to the correct address specified at the bottom of each position, on or before the closing date; submitted on the new Application for Employment Form (Z.83), obtainable at 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.

MANAGEMENT ECHELON

POST 33/51 : **NATIONAL COMMANDER: NATIONAL TARGETING CENTRE REF NO: HRMC 64/22/1**
Branch: Border Management Authority

SALARY : R1 269 951 - R1 518 396 per annum (Level 14), (an all-inclusive salary package)

CENTRE : Pretoria, Arcadia

REQUIREMENTS : An undergraduate qualification in Security & Risk Intelligence / Strategic Intelligence / or related qualification at NQF level 7 as recognized by SAQA. Minimum of 5 years' experience at senior managerial level, and minimum of 8 years' experience in the intelligence or related environment. An NQF level 8 qualification will be an added advantage. Knowledge of the South African Constitution. Knowledge of the Border Management Authority Act. Understanding of legislation and prescripts applicable in the border environment. Knowledge of the Public Service Regulatory Framework as well as the Public Finance Management Act. Knowledge and understanding of the intelligence and risk based information management within the border environment. Understanding of the National Crime Prevention Strategy. 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.

DUTIES

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: Manage and oversee the development and implementation of the BMA's national targeting strategy. Ensure the development and maintenance of an integrated risk engine technology for the border environment. Manage and facilitate development and sourcing of risk and intelligence information from strategic sources. Facilitate the development of targeting criterion and indicators for the profiling of travellers, goods and conveyancers. Manage the review of the vulnerability assessments, risk analysis, and scenario development models. Ensure the provision of tools and strategy to analyse and interpret data (big data analytics) using heat maps, trend and scenario analysis. Facilitate the development and review of the targeting methodology and oversee its implementation. Manage the development and deployment of targeting rules in response to emerging risks. Ensure the development of automated processes to maximize the development and analysis of source data to support the identification of potential threats. Ensure efficient utilization of existing and new ICT systems for data generation, analysis and surveillance by the Port Targeting Centre (PTC) and the National Targeting Centre (NTC). Facilitate the development and monitoring of the data authenticity and turn-around times in the risk targeting environment. Ensure the integration of various ICT systems deployed and operating in the PoEs, and other border law enforcement areas. Ensure that the NTC's systems are interfaced with various critical databases under the management of various stakeholders. Ensure the optimal utilisation of the developed ICT systems for monitoring its efficiencies in risk identification for aiding the targeting environment. Manage the use of risk indicators for the effective generation of triggers to inform the identification of credible targets. Manage the development and optimal utilisation of the pre-arrival risk exposure assessment, screening and impact thereof. Ensure the continual review and benchmarking of the passenger and goods targeting models against international standards and in line with emerging security threats. Oversee the leveraging of technology to enhance the process of risk management and monitoring. Ensure the development of mechanisms to balance risk management and targeting processes to support and facilitate regional trade. Manage the development and review of strategy for domestic inter-agency coordination. Manage the establishment of strategic partnerships with other countries with the potential to assist South Africa with off-shore targeting linkages. Facilitate the development of systems and management of structures for sharing of tactical intelligence with strategic partner countries. Ensure the effective management and utilization of the Advance Passenger / goods Information System. Manage joint targeting and intelligence sharing with all members of the Border Technical Committee. Manage the provision of advisory services to the Commissioners and the Ministers with regard to the management of risk targeting in the border environment. Manage the development of business / operational plans for the business Unit and contribute in the BMA strategy development. Ensure that budget spending is maximized in line with the strategic and operational plans of the business Unit. Ensure capacity and effective development of staff to enhance talent within the Unit. Manage and ensure implementation of human resources policies and legislation within the Unit. Evaluate and monitor performance and appraisal of employees. Manage assets in line with the Supply Chain Management and Public Finance Management Act.

ENQUIRIES

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

APPLICATIONS

: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: BMArecruitment@dha.gov.za

POST 33/52

: **NATIONAL COMMANDER: BORDER CONTROL REF NO: HRMC 64/22/2**
Branch: Border Management Authority

SALARY

: R1 269 951 - R1 518 396 per annum (Level 14), (an all-inclusive salary package)

CENTRE

: Pretoria, Arcadia

REQUIREMENTS

: A relevant undergraduate qualification in Social Science / Law or related qualification at NQF level 7 as recognized by SAQA. Minimum of 5 years' experience at senior managerial level, and minimum of 8 years' experience in border law enforcement or related environment. An NQF level 8 and above qualification will be an added advantage. Knowledge of the South African Constitution. Knowledge of the Border Management Authority Act. Understanding of International and Regional Protocols. Knowledge of South Africa's Foreign Policy. Understanding of the Aviation and Maritime Industry requirements. Understanding of legislation and prescripts applicable in the border environment. Knowledge of international Conventions relating to migration, bio-security, environmental and human health. Knowledge and understanding of the port security risks in relation to port health, immigration, bio-security and environmental risk. Understanding of broad security risks in the border environment. Knowledge of the National Treasury and Risk Management Framework. Knowledge of the Public Service Act and Regulations as well as Public Finance Management Act. 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.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the transitional activities related to the integration of multiple work streams under a single command and control. Facilitate service efficiency within the land, air, maritime ports of entry and border law enforcement areas. Ensure law enforcement and security within the POE through efficient border control (access). Ensure the provision and monitoring of the maintenance of the on-site and off-site facilities linked to the POEs. Facilitate the development, review and implementation of the framework, systems and procedures relating to cross-border crime. Oversee the establishment and management of community cross-border forums to ensure consistency, efficiency and accountability. Coordinate with the relevant organs of state to determine and facilitate the formalization of movement along community crossing points. Coordinate the activities of the BMA and other law enforcement agencies to manage and minimize inter-jurisdictional crime. Ensure the effective deployment of adequate human capacity and resources in the vulnerable segments of the border line. Coordinate and provide inputs for constant review of the implementation Protocols with SARS, SANDF and SAPS to ensure efficiency in border control. Manage and facilitate compliance protocols to ensure enforcement of legislation, policies and procedures relating to border control services. Manage and facilitate implementation of the regional, continental and international standards, regulations and protocols related to Ports of Entry and the border law enforcement area. Monitor the implementation of procedures for the achievement of improved efficiencies and the expected service delivery, including safe travel and trade through the Ports of Entry. Facilitate and lead digital transformation for the land, maritime and air ports for efficiency. Manage the development of mechanism to enhance security to ensure good customer experience. Liaise with the various organs of state, industry partners and international organizations to enhance border management efficiencies and safety protocols. Facilitate and manage engagements with SAPS and SANDF in relation to possible sharing of training resources and expertise towards proper capacitation of the Border Guards. Represent the BMA in various governmental and state entity forums dealing with compliance and law enforcement on issues relating to border control function. Facilitate engagements with the business community and NGOs on matters of facilitation of trade and general mobility through the POEs. Participate in the various regional and continental structures that deal with critical issues pertaining to border management. Participate in the technical teams and advise Commissioners and Ministers on matters relating to the Bi-National Commissions. Oversee the development and management of MOUs with strategic national and international stakeholders. Manage the development of business/operational plans for the business unit and contribute in the BMA strategy development. Ensure that budget spending is maximized in line with the strategic and operational plans of the business Unit. Ensure capacity and effective development of staff to enhance talent within the Unit. Manage and ensure implementation of human resources policies and

legislation within the Unit. Evaluate and monitor performance and appraisal of employees. Manage assets in line with the Supply Chain Management and Public Finance Management Act. Manage the development of compliance protocols to ensure professionalization of the Border Guard as a law enforcement authority. Facilitate the development and review of the Border Guard training curriculum in line with emerging security risks within border management. Facilitate engagement with other law enforcement agencies such as SAPS and SANDF for the sharing of facilities and other relevant resources for the proper recruitment and preparations of the cadets. Facilitate review of the Border Guard deployment strategy based on the NTC reports and emerging risks.

**ENQUIRIES
APPLICATIONS**

: Ms P Hlatshwayo Tel No: (012) 432 6641
 : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: BMArecruitment@dha.gov.za

POST 33/53

: **CHIEF DIRECTOR: CORPORATE SUPPORT REF NO: HRMC 64/22/3**
 Branch: Border Management Authority

SALARY

: R1 269 951 - R1 518 396 per annum (Level 14), (an all-inclusive salary package)

**CENTRE
REQUIREMENTS**

: Pretoria, Arcadia
 : An undergraduate qualification in Human Resource Management / Business Administration (Management) / Public Management (Administration) or any relevant qualification at NQF level 7 as recognized by SAQA. Minimum of 5 years' experience at senior managerial level in Corporate Services / Support environment. 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 applicable in the corporate environment. Knowledge of the National Treasury Regulations. Knowledge of the National Treasury Public Sector Risk Management Framework. Knowledge and understanding of corporate governance 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. Building strategic working relations. 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.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Provide the strategic leadership for human resource management and development functions within the Border Management Authority. Oversee the implementation of integrated performance management, training and development management in the Border Management Authority. Oversee and promote sound Labour Relations in the Border Management Authority. Oversee the sound management of employee relations and provision of employee health and wellness and occupational health and safety programmes for the Border Management Authority. Provide guidance to ensure that all the required HR plans and procedures are developed and implemented to the required standards, including the HR and Employment Equity Plans. Performance management, training and development policies. SHE and employee health and wellness policies and procedures. Recruitment and selection procedures. Oversee the maintenance of an employee information database. Provide guidance on the development of career plans and succession planning for the Border Management Authority. Oversee the management and development of uniform platform for optimising strategies for communication and marketing within Border Management Authority. Oversee the development and implementation of communication policies and strategies across Border Management Authority. Oversee the internal communication process to ensure effective and timely delivery of communication throughout the Border Management Authority. Provide strategic guidance on the production and distribution of internal and external publications for Border Management Authority. Oversee the management of

the provision of communication marketing activities of the Border Management Authority. Oversee and ensure that there is uploading of information on the Border Management Authority Website and Intranet coming from various offices. Provide sound legal advice and litigation support to the Border Management Authority. Monitor and advise on the drafting of regulations, and contracts/ service level agreements for the Border Management Authority. Manage the provision of legal opinions. Oversee the effective and efficient provision of legal advisory services to border management operations in respect of litigation, investigations and hearings. Manage the provision of general legal advisory support to the Border Management Authority. Oversee the management and implementation Strategic Planning & Policy Development functions in the Border Management Authority. Oversee the sound management of the development of policies within the Border Management Authority. Oversee and ensure that the policy research and policy development process is effective. Facilitate the development and monitoring of the Border Management Authority strategy and Operational Plan. Monitor the implementation of the Border Management Authority strategies and Operational Plans. Monitor the provisioning of ICT services within the Border Management Authority. Oversee the development of Border Management Authority information and communication technology (ICT) management framework, policies and strategies. Facilitate the development of integrated organization-wide ICT infrastructure. Monitor the delivery of IT projects (planning, coordination and execution) in the Border Management Authority. Ensure promotion of effective management of information and communication technology as an enabler and a strategic resource. Ensure risk and compliance management. 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 policies against prescribed frameworks. Manage resources (Physical, Human and Financial). Ensure that budget spending is optimized 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
APPLICATIONS**

: Ms P Hlatshwayo Tel No: (012) 432 6641
 : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: BMArecruitment@dha.gov.za

POST 33/54

: **DIRECTOR: COMMUNICATIONS & MARKETING REF NO: HRMC 64/22/4**
 Branch: Border Management Authority

SALARY

: R1 073 187 - R1 264 176 per annum (Level 13), (an all-inclusive salary package)

**CENTRE
REQUIREMENTS**

: Pretoria, Arcadia
 : An undergraduate qualification in Public Relations Management / Communications / Marketing Management at NQF level 7 as recognized by SAQA. Minimum of 5 years' experience at middle / senior managerial level in communications services related environment. Ms Office packages and Middle Management leadership Programme (MMLP). Knowledge of the South African Constitution. Knowledge of the Public Service Regulatory Framework as well as the Public Finance Management Act (PFMA). Understanding of relevant legislation and prescripts. Promotion of Administrative Justice Act (PAJA). Minimum Information Security Standard (MISS). Protection of Personal Information Act (POPI). Extensive knowledge of department strategic objective. Marketing and communications. In-depth knowledge of Government Communication processes. Extensive knowledge of Departments

Communication processes and policies. Extensive knowledge about the dynamics of South African media. In-depth knowledge of government protocol processes. 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.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the development and implementation Communication Policies and strategies across Border Management Authority. Undertake research on developments and trends in communications. Draft policies and strategies for Internal Communications. Review and amend policies and strategies in line with relevant changes on the regulations. Report on the successes, challenges and interventions that were instituted. Monitor and ensure compliance with relevant prescripts. Oversee the production and distribution of internal publications for Border Management Authority. Oversee management of all the events and programmes for Border Management Authority. Ensure the compilation of newsletters and internal publications. Manage the collection of information for publishing on publications. Review edited articles for the publications. Manage the layout and design for printing and distribution of internal publications. Ensure there are responses to queries with regard to internal publication. Oversee and manage the provision of marketing activities of the Border Management Authority. Oversee all marketing campaigns, events, exhibitions, conferences, launches and seminars for Border Management Authority. Manage that public education and communication campaign initiatives are effectively coordinated at all times e.g. commissioner's visits, roadshows, conferences and seminars. Review existing promotional material for marketing effectiveness and adherence to the GCIS identity manual. Oversee all brand management activities relating to design, production, marketing and/or promotion of material. Represent the BMA at all functions, conferences and other events. Manage the uploading of information on the Website and Intranet coming from various offices. Manage the content for the development and maintenance of organisational Intranet, extranet & the website. Ensure quality and correctness on information disseminated through the Website and Intranet. Ensure the sourcing of information from various branches in the department to update the website and intranet of the BMA. Ensure risk and compliance management. 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. Manage resources (Physical, Human and Financial). 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 & organisational 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 excellent performance. Ensure that the Division is adequately staffed. Evaluate and monitor performance and appraisal of employees.

ENQUIRIES
APPLICATIONS

: Ms P Hlatshwayo Tel No: (012) 432 6641
 : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: BMArecruitment@dha.gov.za

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.

- APPLICATIONS** : Applications can be posted to The National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or hand-delivered to 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001
- CLOSING DATE** : 16 September 2022 at 16h00
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV 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. 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

OTHER POSTS

- POST 33/55** : **ASSISTANT DIRECTOR: FINANCIAL COMPLAINE REF NO: DOHS/42/2022**
Branch: Chief Financial Officer
Chief Directorate: Financial Accounting
Directorate: Financial Administration and Internal Control
Sub-Directorate: Internal Control
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Pretoria
: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma/Degree in Accounting or Auditing. 3 years of experience at supervisory level in the finance environment. Job related knowledge: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, financial and operational prescripts that governs the Department and Public Sector. Working knowledge of government transversal systems including BAS. Skills and competencies: Computer literacy. Effective communication skills (verbal and written). Problem solving, interpersonal, report writing and time management skills. Ability to work under pressure and within a team.
- DUTIES** : The successful candidate will be responsible to assist in maintaining and implementing internal control services. Develop, implement and update policies and standard operating procedures. Assist in maintaining a system for pre-checking / compliance verification of payments prior to being processed on BAS. Ensure compliance to procedures, delegations, policies, acts and directives. Ensure that financial batches are kept safe and that batches older than 2 financial years are handed over to the Internal Repository for safe keeping in line with the National Archives Act. Coordinate the audit process between the department and Auditor-General. Maintain the electronic loss control registers and manual files for reporting purposes. Assist the Loss Control Officer with secretariat services to the Loss Control Committee and communicate decisions to interested parties. Supervise clearing of suspense accounts such as damage vehicle, etc. Ensure that Irregular, Fruitless and Wasteful schedules are updated and maintained.
- ENQUIRIES NOTE** : Ms N Nortman Tel No: (012) 444-9115
Male candidates and people with disabilities are encouraged to apply

POST 33/56 : **SENIOR STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: DOHS/41/2022**
Branch: Chief Financial Officer
Chief Directorate: Financial Management
Directorate: Financial Administration and Internal Control
Sub-Directorate: Financial Accounting

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Pretoria
: Applicants must be in a possession of a Bcom degree or National diploma (NQF level 6/7 as recognized by SAQA) in Accounting or Auditing, 3 – 5 years' experience relevant to the field, Computer literate (Microsoft office specialized in advanced excel), Knowledge of the PFMA and Treasury Regulations, working knowledge of government transversal Systems including BAS. Knowledge of Modified Cash Standards. Ability to communicate at all levels (written and verbal). The incumbent must also have the ability to work under pressure with good interpersonal skills and analytical problem solving skills.

DUTIES : The successful candidate will be responsible for the following: Update and maintain project plan for Interim Financial Statements (IFS) and Annual Financial Statements (AFS). Co-ordinate inputs requested for the IFS & AFS. Compilation of Interim Financial Statements. Compilation of Annual Financial Statements. Draft responses to internal audit queries, external audit queries and parliamentary questions. Secretariat of the Financial Statement Forum Meetings.

ENQUIRIES NOTE : Ms N Nortman Tel No: (012) 444-9115
: Male candidates and people with disabilities are encouraged to apply

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

- APPLICATIONS** : Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church street, Arcadia Pretoria, 0001
- FOR ATTENTION** : Mr S Baloyi
- CLOSING DATE** : 16 September 2022
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). 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 will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. Furthermore, the requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should indicate on their CV's that they have registered or they have completed the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan

OTHER POST

- POST 33/57** : **SENIOR NETWORK CONTROLLER REF NO: Q9/2022/58**
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : NQF 6 qualification as recognised by SAQA in Information Technology, Driver's license. 3-5 years IT Network and Service Desk Management experience. Knowledge requirements: Knowledge of IT networks and desktops software and components. Knowledge of server hardware and software, Knowledge of hardware configurations. Skills and Competencies: Technical problem solving skills, communication and interpersonal skills, basic numeracy skills, basic literacy skills, basic driving skills, good operating of equipment

DUTIES

skills, basic language skills, good computer programming skills and project management skills.

: Supervision of staff. Perform network troubleshooting to isolate and diagnose common network problems. Upgrade network hardware and software components as required. Install, upgrade and configure network printing, rights, security software and files servers. Establish network users, user environment, directories and security for installed networks. Perform Provincial maintenance visits. Monitor network performance and security. Provide user support service (Help Desk Service). Undertake technical repairs of IT equipment and perform networks back-ups and store safely.

ENQUIRIES

: Mr T Tsotetsi Tel No: (012) 399 0000

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	19 September 2022
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the address specified in each post. The application <u>must include only</u> completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

<u>POST 33/58</u>	:	<u>SENIOR LEGISLATIVE LANGUAGE PRACTITIONER REF NO: 22/206/SLA</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Office Of The Chief State Law Adviser: Cape Town
<u>REQUIREMENTS</u>	:	A three year National Diploma/ Degree in Communication linguistics or equivalent; A minimum of 3 years relevant experience as an Editor coupled with legal background at managerial level; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/ guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions.; Knowledge and understanding of applicable legislation (such as BCEA, LRA), interpretation and application of policies, prescripts and administration of office. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Manage the translation of legal documents; Execute editorial functions; Manage terminology development; Manage general support services for the Language Unit; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms P Leshilo Tel No: (012) 357–8240
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.

- POST 33/59** : **DEPUTY DIRECTOR: INFORMATION MANAGEMENT REF NO: 22/209/DG**
- SALARY** : R744 255 – R876 705 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
National Diploma or Bachelor's Degree in Computer Studies or equivalent; A minimum of 3 years in the relevant field at managerial level (Assistant Director level); Knowledge and understanding of computer applications especially spreadsheets, database and operating systems and data collection systems; Knowledge of data collection process including report writing; Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict; Planning and organizing; Problem solving and decision making; Project management.
- DUTIES** : Key Performance Areas: Gather information for information needs of the department; Develop information management policies, standards and best practices; Manage data quality and integrity; Provide information management support; Manage data collection processing and research; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. S Kgafela Tel No: (012) 315 1042
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.
- POST 33/60** : **SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 22/205/SA**
- SALARY** : R518 088 – R1 210 842 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney: Kimberley
An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's license; Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register trust and debt collection; Provide supervision and training to other professional staff.
- ENQUIRIES APPLICATIONS** : Mr. E. Seerane Tel No: (012) 315 1980
Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant Law Society must accompany the application.
- POST 33/61** : **ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER REF NO: 109/22EC**
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.

- CENTRE** : Regional Office: Eastern Cape Service Point – Alfred Nzo District (Mount Frere)
- REQUIREMENTS** : National Diploma/Bachelor's Degree in Financial Management (NQF level 6) or equivalent qualification; A minimum of 3 years' experience in Financial Accounting/ Management at supervisory level. Knowledge and proper understanding of the Financial Management framework; Knowledge of Public Finance Management Act (PFMA), Departmental Third Party Fund (TPF) systems, BAS, Supply Chain Management (SCM); budgeting process and National Treasury Regulation; A valid drivers' license. Skills and Competencies: Computer literacy (MS Office with focus on Excel and PowerPoint); Good communication skills (written and verbal); General office and project management; Financial management skills; Exceptional report writing; Good interpersonal relations; Strong analytical skills and assertiveness; Ability to work under pressure and be self-motivated; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Assess all financial operations and transaction performance in the cluster to be in line with prescripts; Identify training needs and ensure that capacity building is in line with identified needs; Facilitate financial capacity building interventions and reconcile third party funds ;Monitor audit recommendation, action plan and render support to other clusters; Monitor and report on effective Supply Chain Management and Assets Management within the cluster; Provide inputs on any improvements in financial systems, processes and procedures, Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms N Nghona Tel No: 043 702 7000 / 7038
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
- NOTE** : The successful candidate will be expected to travel extensively in the district.
- POST 33/62** : **ADMINISTRATIVE OFFICER REF NO: 2022/57/MP**
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office Mdutjana
: 3 year Bachelor's Degree /National Diploma in Public Management/ Administration or equivalent (NQF level 6); A minimum of 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and risk management; Knowledge of Public Financial Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages; Skills and Competencies: People management; Computer literacy (Microsoft packages); Sound leadership and management skills; Good interpersonal relations.
- DUTIES** : Key Performance Areas: Administer Case Flow Management; Provide General Office Administration support and control flow of documents; Provide Logistical Support Services; Ensure Administration of Financial Management; Manage Human Resources in the office.
- ENQUIRIES APPLICATIONS** : Ms NC Maseko Tel No: (013) 753 9300 Ext 249
: Quoting the relevant reference number, direct your application to; Postal address: The Regional Head, Department of Justice& Constitutional Development; Private Bag X 11249, Nelspruit, 1200 OR 4th Floor Nedbank Building, 24 Brown Street, Nelspruit, 1200
- NOTE** : People with disabilities are encouraged to apply
- POST 33/63** : **ASSISTANT STATE ATTORNEY: (LP3-LP4) REF NO: 22/207/SA**
- SALARY** : R305 973 – R859 752 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney: Bloemfontein
: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; Conveyancing experience will be an added advantage; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal); Creative and analytical skills.

- DUTIES** : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Constitutional Courts, Land Claims Court of Appeal, Tax and Tax Tribunals; Draft legal documents and conduct legal research; Draft and / or settle all types of agreements on behalf of the various clients; Guide, train and support staff; Render legal opinion and advice; Draft, prepare and register conveyancing documents.
- ENQUIRIES APPLICATIONS** : Mr. E Seerane Tel No: (012) 315 1780
- Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : 1. People with disabilities are encouraged to apply.2. A current certificate of good standing from the relevant law Society must accompany the application.
- POST 33/64** : **MAINTENANCE OFFICER MR1- MR5 REF NO: 22/82/FS**
- SALARY** : R201 387 – R926 193 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office, Thaba-Nchu
- LLB degree or recognized 4-year legal qualification: Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation A valid driver's license. Skills and Competencies: Communication skills (verbal and written); Motivational skills; Loyalty, honesty, Ability to work under pressure; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.
- DUTIES** : Key Performance Areas: Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act; Administer the preparation and issuing Section 26 and emoluments attachment orders as well as court interdicts; Prepare and compile all the necessary evidence in presentation and application of future maintenance orders; Conduct interviews with stakeholders; Obtain financial information from employers and banking institution for the purpose of maintenance enquiries; Referring cases that require investigation to the Maintenance Investigators and ensuring regular follow up on progress made; Appear in Maintenance Court proceedings under the Maintenance Act. Implement Bench Orders.
- ENQUIRIES APPLICATIONS** : Ms. NM Dywili Tel No: (051) 407 1800
- Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- POST 33/65** : **ESTATE CONTROLLER EC1 REF NO: 22/212/MAS**
- SALARY** : R201 387 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of the High Court: Pretoria
- An LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
- DUTIES** : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and asses estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office;
- ENQUIRIES APPLICATIONS** : Mr. R. Chauke Tel No: (012) 315 1329
- Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from women and persons living with disabilities in particular. It is the department's intention to promote representivity through filling of these posts. Our buildings are accessible to persons living with disabilities



<u>APPLICATIONS</u>	:	To	apply	visit:
			https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs	
<u>CLOSING DATE</u>	:		16 September 2022 at 12:00 am (Midnight).	
<u>NOTE</u>	:	The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we no longer accept applications via email or hand delivered/post. The applicants profile on the e-Recruitment is equivalent to the new approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered. Certain documentations will still be required to be uploaded on the system such as copies of qualifications, ID, etc., however these documents need not be certified at point of application however certification will be required prior to attending the interview. Please note: All shortlisted candidates 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. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of appointment. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have all their foreign qualifications evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not fill the below-mentioned post or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.		

MANAGEMENT ECHELON

<u>POST 33/66</u>	:	<u>DIRECTOR: BRICS REF NO: S068/2022</u> Division: International and Regional Economic Policy (IREP) Purpose: To manage the responsibilities of the Minister of Finance, the Deputy Minister and the Director-General within the BRICS partnership; coordinate effective stakeholder engagement in delivering this responsibility; undertake analysis of the debates between BRICS countries and make recommendations with respect to South Africa's position in the context of South Africa's interests domestically, regionally and globally. To manage the responsibilities of South Africa's Director at the New Development Bank (NDB).
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 073 187 per annum, (all-inclusive remuneration package) Pretoria A minimum Bachelor's Degree (equivalent to an NQF level 7) in any of the following disciplines: Economics or Development Economic or International Economics, A minimum of 5 years' experience at a middle management level (Deputy Director) obtained within a development financial institution environment, Knowledge of policy analysis and formulation of drafting notes for utilisation, Proven knowledge and experience of benchmarking and research with recognized international institutions, Knowledge and experience of diplomacy will serve as an added advantage, Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.

DUTIES : Some key Outputs include: Stakeholder Engagement Management: Draft and coordinate the assembly of briefing materials containing summary assessments of matters to be discussed at meetings of BRICS Finance Ministers and Central Bank Governors. and South Africa's Director at the NDB, Initiate research to assess opportunities for improved collaboration within the BRICS partnership (as appropriate to the mandate of the Minister of Finance and National Treasury, Engage stakeholders and encourage coordination between the National Treasury and other BRICS Finance Ministries, Engage stakeholders of the NDB and coordinate inputs for board discussions. Policy Analysis and Development: Provide recommendations on policy issues for consideration among BRICS senior officials and BRICS Finance Deputies, Identify key priority policy objectives in the enhancement of policy deliberations within the BRICS forum on countries' policies and their potential impact on South Africa's national interests, Develop and implement identified means for integration in support of a centralised policy platform for analysis and dissemination of data about the role of BRICS in the global economy and linkages between BRICS countries. BRICS Process Management: Draft high level support submissions and respond to correspondence pertaining to the output of BRICS Finance Ministers giving particular attention to the development of the BRICS New Development Bank, Review and respond to NDB Board documents of the Audit, Risk and Compliance Committee as well as Budget and Human Resources Committee, Comply with requests from domestic policy makers pertaining to progress on the BRICS finance track including submissions to the Inter-Ministerial Council on BRICS, Manage the delivery of South Africa's Finance Track objectives during its chairing of the BRICS presidency in 2023; including, drafting issues notes, manage event logistics and maintain event budgets. Benchmarking and Research: Initiate benchmarking and research on policy and related issues with recognised international institutions, Consult stakeholders on trends and changes pertaining to the policy environment impact the BRICS partnership and the NDB, Develop and implement policy decisions which will benefit the growth and sustainability of the BRICS partnership.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 33/67 : **DIRECTOR: G20 REF NO: S078/2022**
 Division: international and regional economic policy (IREP)
 Purpose: To manage the drafting process of South Africa's policy positions discussed in the Group of 20 (G20) and coordinate stakeholder engagement through the undertaking of analysis of debates amongst G20 countries in respect of South Africa's position on the domestic, regional and global front.

SALARY CENTRE REQUIREMENTS : R1 073 187 per annum, (all-inclusive remuneration package)
 : Pretoria
 : A minimum Bachelor's Degree (equivalent to an NQF Level 7) in any of the following disciplines: Economics or Development Economics or International Economics, A minimum of 5 years' experience at a middle management level (Deputy Director) obtained within a developmental or a financial environment, Knowledge and experience of policy analysis and formulation of drafting notes for utilization, Knowledge and experience of benchmarking and research with recognized international institutions, Knowledge and exposure of diplomacy or service, Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES : Some key Outputs include: Stakeholder Engagement: Manage and coordinate the assembly of briefing materials containing summary assessments of matters to be discussed between Finance Ministers and Central Bank Governors at their meetings as the G20, Engage stakeholders and encourage coordination between South Africa and other G20 Finance Ministers, Engage government departments and entities relevant to the mandate and output of meetings within the G20 FMCBG which include the Presidency, DIRCO, SARB and SARS, Record stakeholder engagement and dissemination of information to in the G20 FMCBG and G20 Heads of State processes pertaining to the mandate of the Minister of Finance. Policy Analysis and Development: Provide inputs (speaking and briefing notes) to recommendations for South Africa's response to policy issues considered by G20 decision-makers, Identify key policy objectives amongst those tabled by G20 countries for South Africa, and initiate

the development and analysis of policy structures for consideration, Initiate analysis of the G20 FMCBG meeting and engage policy structures within the organisation and in conjunction with government departments to align with domestic policy. G20 Process Management: Draft supporting submissions and respond to request pertaining to the G20 FMCBG, Analyse correspondence of interest to South Africa as circulated to G20 FMCBGs and the G20 presidency, Provide inputs to information to the Minister of Finance comments on government policy documents, impacting the G20, Provide programme/ project management including event management of large government events. Benchmarking and Research: Initiate benchmarking and research on policy developmental issues with recognised international institutions, Engage stakeholders on latest trends pertaining to the impact of the G20s future operational requirements, Develop policy decisions in conjunction with stakeholders for the benefit of South Africa's growth and sustainability within the G20, Initiate benchmarking interventions with other countries on latest trends and applications to improve collaboration with stakeholders.

ENQUIRIES

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

POST 33/68

: **DIRECTOR: ACCOUNTING POLICIES, FRAMEWORKS & GUIDELINES (DEPARTMENTS) REF NO: S087/2022**

Division: Office of the Accountant-General (OAG)

Purpose: To facilitate transparency and effective management in respect of REAL through support of financial management within the national and provincial spheres of government in the development and publishing frameworks, policies and guidelines in accounting and reporting.

SALARY CENTRE REQUIREMENTS

: R1 073 187 per annum, (all-inclusive remuneration package)

: Pretoria

: A minimum Bachelor's Degree (equivalent to an NQF Level 7) in any of the following disciplines: Commerce or Accounting or Economics, A minimum of 5 years' experience at a middle management level (Deputy Director) obtained in risk and project management practices, Knowledge of computerised and financial and business systems, Experience in report writing, publishing of corporate publications and communications, Knowledge of PFMA, MFMA, Tender Regulations and other relevant government prescripts, Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES

: Some key Outputs include: Development of frameworks, policies and standards: Research and development of the Modified Cash Standard and other financial management frameworks based on legislation and best practices, Research and development of policies based on standards and the identified gaps (provided by the support CD's), including the review of existing policies, Participate in the development of intervention strategies to financial management capability of clients based on the results of the financial capability maturity model and audit outcomes, Participate in the development of local and international standards on financial accounting (GRAP and IPSAS) by attending meetings and preparing the comment letters on exposure drafts, Report regularly on progress on framework, standards and policy formulation. Development of guidelines and tools: Research and development of user guidelines for frameworks, Research and development of implementation tools in support of the implementation of the GRAP and Modified Cash Standard(s), Development financial reporting templates and specimens, Report regularly on progress on guidelines and tool development and implementation. Support the implementation of the accounting frameworks, standards and guidelines: Provide support and advice on financial accounting and management to chief directorates within the OAG and to key external stakeholders, Liaison with the auditor-general and the ASB on technical queries raised during the audits of entities, Participate in knowledge sharing initiatives Conduct handover session with the support units on the frameworks, guidelines, standards and policies, Maintain the chart of accounts for national, provincial and local government: Develop and maintain the standard chart of accounts for government, Participate in the design of system requirements to support the accounting and internal control prescripts in government.

ENQUIRIES

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

POST 33/69 : **DIRECTOR: SOUTHERN AFRICAN CUSTOMS UNION (SACU) REF NO: S072/2022**

Division: International and Regional Economic Policy (IREP)

Purpose: To manage South Africa's institutional working relations with SACU and developing the enhancement of bilateral agreements between South Africa and SACU Member States.

SALARY
CENTRE
REQUIREMENTS

: R1 073 187 per annum, (all-inclusive remuneration package)

: Pretoria

: A minimum Bachelor's Degree (equivalent to an NQF Level 7) in any of the following disciplines: Economics or Political Science, A minimum of 5 years' experience at a middle management level (Deputy Director) obtained within a development institution/ policy/ financial environment, Knowledge and experience of benchmarking and research with recognized international institutions; and, Knowledge and experience of diplomatic processes, Successful completion of the Nyukela Public Service SMS Pre-entry Programme National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES

: Some key Outputs include: Policy Analysis and Development: Formulate National Treasury's position paper on how South Africa should proceed with the future of SACU and ensure that it is aligned to South Africa's regional integration agenda, Develop and integrate inputs into Cabinet memoranda on behalf of the National Treasury and coordinate the Inter-Ministerial Committee process, Identify risks and opportunities currently faced by SA in pursuit of its SACU objectives and proposed remedial solutions Monitor and develop an in-depth profile of each SACU country's economy, Develop key policy positions within SACU member countries, with a specific focus on finance and development. Regional Development: Formulate SA's policy on the extension of credit lines and bilateral financial assistance to SACU countries, Assess the extent of existing institutional arrangements and assistance to attain regional integration (e.g. how can the CMA be used as a vehicle for regional integration), Formulate policy on co-operation with regional and global multilateral institutions on the development of SACU countries, Oversee the payment of all funds due to SACU countries, either through the current revenue sharing formula or through bilaterally, depending on Cabinet's decision on SACU. Stakeholder and Client Engagement: Inform National Treasury of views on SACU emanating from SA think-tanks, business and other non-state organisations, and organise knowledge-sharing events/seminars/conferences, if required, i.e. increase knowledge and facilitate co-ordination on SACU in the South African government and other finance stakeholders, Co-ordinate the National Treasury's task team on SACU and attend all SACU meetings that involve Ministries of Finance, Facilitate capacity building within SACU countries, Facilitate a dialogue between the South African Ministry of Finance and SACU Ministries of Finance at official and ministerial level, Co-ordinate visits and engagements with the SADC Secretariat and manage NT's participation in special SACU projects with SACU countries. Develop SACU Cooperation: Improve South Africa's interests through negotiations within SACU and bilaterally with SACU countries, Manage the in-house publications on SACU projects.

ENQUIRIES

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

OTHER POSTS

POST 33/70 : **DEPUTY DIRECTOR: IDMS BUILT ENVIRONMENT REF NO: S040/2021**

Division: Intergovernmental Relations (IGR)

Re-Advertisement applicants who previously applied for this role do not have to re-apply

Purpose: To provide expert built environment guidance to the evaluation of bids for grants, the updating and expansion of the IDM Toolkit and related IDMS documents and processes from a built environment perspective.

SALARY
CENTRE
REQUIREMENTS

: R882 042 per annum, (all-inclusive remuneration package)

: Pretoria

: A minimum National Diploma (equivalent to an NQF Level 6) or a Bachelor's degree (equivalent to an NQF Level 7) in any of the following disciplines:

<u>DUTIES</u>	<p>Economics or Finance or Business Management or Built Environment. Desirable: Post graduate Degree, A minimum of 4 years' experience in infrastructure delivery planning and management, Knowledge of project management, Knowledge of financial analysis and dissemination of financial data for further interrogation.</p> <p>: Some key Outputs include: Assessments of performance grant bids: Develop guidelines for Provincial Treasuries on how to assess bids in terms of all conditions stated in the Bid Policy and System in consultation with the Deputy Director Procurement & Contract Management, Orientate National & Provincial Treasuries and National Sector Departments in terms of guidelines, Provide the specialist guidance inputs in terms of the Technical Bid Panel to evaluate bids and provide leadership in terms of the evaluation of plans, packages, feasibility of costs, scope and norms [functional and technical norms]. Performance grants policy and system: Review, enhance and update the performance grant management policy based on changes in the institutional environment and inclusion of other sectors with inputs from the Deputy Director Procurement and Contract Management, Facilitate interaction and consultation with stakeholders in National Sector Departments and Provincial Treasuries in terms of the performance management grant policy framework and system in collaboration with the Deputy Director Institutional Governance, Prepare the terms of reference for the Technical Bid Evaluation Panel and establish the Technical Evaluation Panel to evaluate performance grant bids [includes plans] with inputs from the Deputy Director Procurement and Contract Management Panel is chaired by the Deputy Director Institutional Governance. IDM Toolkit, Case Studies and IDMS Training Material: Document the expansion and improvement of the IDM Toolkit, Update the IDM Toolkit in collaboration with the Deputy Directors Institutional Governance, Institutional Development and Procurement & Contract Management, Assess case studies from a built environment specialist perspective and provide written inputs. Infrastructure Progression Model and Site Visits/Post Project and Post Occupancy Evaluations: Participate in Moderators review panel in terms of assessing self-assessments of IDMS submitted by Provincial Departments, Review and sign-off on indicators for infrastructure plans in terms of the Infrastructure Progression Model in consultation with the National Sector Departments, Provide written inputs to the assessment of infrastructure planning, portfolio management, project management and operations/maintenance indicators as evaluated in terms of the Infrastructure Progression Model. Integrated long term infrastructure planning and budgeting: Determine guidelines, norms and standards for credible infrastructure sections in Strategic Plans and Annual Performance Plans and submit to Provincial Budget Analysis, Validate assessments of Provincial Treasuries of Annual Performance Plans and User Asset Management Plans and document findings with recommendations for improvements, Document validation on the credibility of infrastructure budgets, Document inputs to the infrastructure grant formulas, nature of grants and grant frameworks.</p>
<u>ENQUIRIES</u>	: Only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 33/71</u>	<p>: <u>SENIOR ECONOMIST: BRICS/ G20 REF NO: S063/2022</u> Division: International and Regional Economic Policy (IREP) Purpose: To support the BRICS/G20 Directorate in policy analysis (economic) and coordination of stakeholder engagements to advocate South Africa's priorities in regionally and globally.</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R882 042 per annum, (all-inclusive remuneration package) : Pretoria : A minimum Bachelor's degree (equivalent to an NQF Level 7) in any of the following disciplines: Economics or Development Economics or International Economics, A minimum of 4 years' experience obtained within a development institution/ financial environment, Knowledge of policy analysis and compilation of drafting notes, Proven knowledge and experience of benchmarking and research with recognized international institutions, Knowledge and experience on a diplomatic level.</p>
<u>DUTIES</u>	: Some key Outputs include: Stakeholder Engagement: Support the drafting and coordination of briefing materials containing summary assessments of matters to be discussed at meetings of BRICS/G20 initiatives, Assist in the engagement of clients and stakeholders and support the coordination process between National Treasury and other BRICS/G20 clients and stakeholders,

Provide updated information on relationship management and keep track of meetings and provide inputs into draft speaking notes for consideration. Policy Analysis and Development: Assist with the provision of recommendations on policy issues for consideration among the BRICS/G20 stakeholders, Identify and analyse key policy objectives in the enhancement of policy deliberations within the BRICS/G20 forum, Support the centralisation of a policy platform for analysis and dissemination of data on the role of BRICS//G20 in the global economy. BRICS: Draft high level support submissions and respond to correspondence pertaining to the output of BRICS giving particular attention to the ongoing New Development Bank operations, and the Africa Regional Centre, Support responses in compliance with requests from domestic policy makers pertaining to progress on the BRICS processes, Assist in the provisioning of information relating to the output of meetings of BRICS Finance Ministers and Central Bank governors. Benchmarking and Research: Support benchmarking and research initiatives on policy and related issues with recognised international institutions, Assist with the consultation of clients and stakeholders on trends and changes pertaining to the policy environment impact the BRICS partnership, Support the development and implementation of policy decisions which will benefit the growth and sustainability of the BRICS partnership, Assist with benchmarking exercises with other countries and stay abreast with new changes/ interventions to improve collaboration with stakeholders, Perform research to assess opportunities for improved collaboration within the BRICS partnership. Only (No applications): Recruitment.Enquiries@treasury.gov.za

ENQUIRIES

POST 33/72

SENIOR BUDGET ANALYST: PROVINCIAL BUDGET ANALYSIS REF NO: S070/2022 (X2 POSTS)
 Division: Intergovernmental Relations (IGR)
 Purpose: To manage and advice on the monitoring of provincial budgets implementation in the development and maintenance of financial databases.

SALARY CENTRE REQUIREMENTS

R882 042 per annum, (all-inclusive remuneration package)
 Pretoria
 A minimum National Diploma (equivalent to an NQF Level 6) or a Bachelor's degree (equivalent to an NQF Level 7) in any of the following disciplines: Economics or Public Finance or Accounting or Statistical Analysis or Internal Audit, A minimum of 4 years' experience of the South African public finance and budget allocation system, Knowledge and experience of public financial management system, and Knowledge and experience of the Public Finance framework pertaining to applicable laws and regulations on public sector budgeting methodologies.

DUTIES

Some key Outputs include: Budget Preparation and Support: Evaluate Medium Term Expenditure Framework budget submissions emanated from provinces and assess the estimates of provincial revenue and expenditure (EPRE) documented and aligned on the database, Evaluate data from provinces for annual benchmark and interventions and provide updated data to provincial stakeholders, Participate in discussions during the provincial Medium Term Expenditure Committee (MTEC) hearings and produce a report. Budget Implementation and Monitoring: Compile aggregate reports on the status quo of provincial budgets and expenditure / revenue trends and advice on spending, and advice on spending, and revenue patterns, Assist in drafting presentations for the Director-General, Minister of Finance, Technical Committee on Finance (TCF), Budget Council, National Council of Provinces (NCOP), President's Coordinating Council (PCC) and Cabinet, Provide inputs during budget visits and expenditure reviews and compile an extensive report on the outcomes. Intergovernmental Co-ordination: Manage and coordinate data submissions in alignment with the budget process schedule, Prepare draft reports and presentations to parliament, provincial legislatures and other stakeholders. Financial Management and Budget Reform: Contribute to publications on draft chapters for the Provincial Budget and Expenditure Review (PBER), Provide technical support and guidance in the drafting of annual provincial budget guidelines on budget reforms and budget formats, Maintain databases in alignment with provincial budget reforms and budget formats, Coordinate annual provincial budgets and prepare consolidated reports on trends in sector budgets, expenditure and performance.

ENQUIRIES

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

<u>POST 33/73</u>	:	<u>SENIOR ANALYST: WATER SECTOR REF NO: S088/2022</u> Division: Assets and Liability Management (ALM) Purpose: To exercise oversight over Schedule 2 and 3B national government business enterprises (SOEs) in the water sector. Participate in and inform policy making in respect of the restructuring of SOEs in the water sector and in respect of the reforms in the broader water sector.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R882 042 per annum, (all-inclusive remuneration package) Pretoria A minimum Bachelor's degree (equivalent to an NQF Level 7) in any of the following disciplines: Finance or Economics, A Post graduate qualification will be an added advantage, A minimum of 4 years' experience in exercising oversight over SOEs, In-depth knowledge and experience of the Public Finance Management Act (PFMA), Treasury Regulations, National Water Act, Water Services Act, Companies Act, and Municipal Systems Act, amongst others, Experience in financial analysis, public policy, strategy formulation and economic regulation.
<u>DUTIES</u>	:	Some key Outputs include: Policy advisory: Provide evidence-based policy advice in respect of the water sector and SOEs in general, Provide inputs into public policy beyond the water sector where required and applicable Restructuring of SOEs: Conduct analysis to enable the identification of where restructuring of SOEs in the water sector is required to better achieve government objectives and advise Minister accordingly, Review of the restructuring/ turnaround plans of entities in the water sector, Participate in the restructuring of SOEs in the water sector with other departments. Oversight over SOEs: Analyse the financial statements and corporate plans of the SOEs in the water sector, Analyse the borrowing plans of entities in the water sector and provide input, Analyse the alignment of the corporate plans of SOEs in the water sector to policy objectives. PFMA Oversight: Analyse and draft responses to PFMA applications from SOEs in the water sector. Provision of contingent liabilities: Analyse and draft responses to guarantee requests received from SOEs in the water sector. Oversight over SOE capital structure: Analyse the extent to which SOEs in the water sector need to be recapitalised.
<u>ENQUIRIES</u>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 33/74</u>	:	<u>SENIOR ANALYST: INVESTMENT ANALYSIS REF NO: S089/2022</u> Division: Assets and Liability Management (ALM) Purpose: To assist in the monitoring and evaluation of financial performance of the SOEs and the development and implementation of financial models in line with appropriate legislative requirements.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R882 042 per annum, (all-inclusive remuneration package) Pretoria A minimum Bachelor's degree (equivalent to an NQF Level 7) in any of the following disciplines: Finance or Accountancy, A CFA or a CA(SA designation will be an added advantage A minimum of 4 years' experience obtained in a Government or State-Owned Entity set-up/ environment or specialist level in corporate finance and valuations, Knowledge and experience of financial analysis and analysis of Strategic/Corporate Plans, Knowledge and experience in corporate restructuring/reforms Industry knowledge in Aviation and Transport advantageous Knowledge and experience of policy development, interpretation, and implementation.
<u>DUTIES</u>	:	Some key Outputs include: Policy Development: Provide policy direction and support to SOE's on financial best practices, Provide support to SOE's on the financial reporting standards and methods Review policy and legislative amendments impact on SOEs, Prepare strategy and policy documents to Minister of Finance and other stakeholders, Coordinate strategic/corporate plans and the annual reports process to minimise risks within the policy development cycle. Strategic Analysis: Analyse operational effectiveness of SOE's, Review potential strategic risk areas that would negatively impact on SOE's and other spheres of government, Analyse SOE's annual financial statements and identify gaps for improvements, Analyse SOE's strategic/corporate plans and identify gaps for improvements, Develop forecast models for SOE's for improved financial management and strategy analysis. Research and Support: Evaluate funding models of SOE's and advice on areas of concern, Create a research platform in line with international best practices

on financial and corporate governance, Assist in the creation and establishment of a sound regulatory architecture platform. Promote sound corporate governance in SOE's: Support SOE's with sound corporate governance and financial management recommendations, Improve stakeholder relations both internally and externally for the improved management of SOE's, Analyse and review the financial impact of PFMA Section 54 applications (Investments/ divestments applications for approval/concurrence), Scrutinise financial statements and corporate/strategic plans of SOE's for compliance with legislative requirements.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 33/75 : **SENIOR ANALYST: MARKET RISK REF NO: S082/2022**
 Division: Assets and Liability Management (ALM)
 Purpose: To creatively research and advise on decision analysis techniques in the context of sovereign debt portfolio management and broader financial market risks. To progress towards developing financial market risk modelling skills within the Team.

SALARY CENTRE REQUIREMENTS : R882 042 per annum, (all-inclusive remuneration package)
 : Pretoria
 : A minimum National Diploma (equivalent to an NQF Level 6) or a Bachelor's degree (equivalent to an NQF Level 7) in any of the following disciplines Mathematics or Statistics or Finance or Economics or Quantitative Management, A minimum of 4 years' experience obtained in a liability or asset portfolio management environment, Knowledge of Financial Markets and Sovereign debt Management, and Knowledge of Risk Modelling and profiling.

DUTIES : Some key Outputs include: Funding Risks and Liability Portfolio Analytics: Segregation of Portfolio and Funding Risks plus their sources, Financial Portfolio Decision Modelling (Practical and Relevant Application of Probability Distributions for Frequency and Intensity Based Scenario Modelling exercises), Coherent and Component Risk Measures, Tail Risk Analytics and Parametric Stress testing, Market Risk VaR, Liquidity and Credit VaR Modelling, To Manage data quality, accuracy, and relevance across various components of the sovereign debt portfolio, Funding & Liability Portfolio Optimization: Research, Explore and Recommend Fixed Income Portfolio Analytic tools (Yield Curve Modelling, Component Analysis and Dynamic Fixed Income Strategies), Linear and Non-Linear Portfolio Optimization techniques, Risk Factor and multi-asset class modelling, Fixed Income Product Structuring and Valuation: a keen interest in exploring agent based and stochastic diffusion modelling techniques, Integration of Risk Profiles: Analyse market and funding data to compile risk reviews for the funding strategy and apply quantitative methods to present financial markets risk inclined recommendations. Practical familiarity with at least one Programming language (R, Python, MATLAB, etc.) Validate market risk data for the internal Committees, Budget and Medium-Term Budget Policy Statements.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 33/76 : **SENIOR POLICY ANALYST: EXPENDITURE PLANNING REF NO: S081/2022**
 Division: Budget Office (BO)
 Purpose: To develop budget publication templates and conduct research on budget reform initiatives in the improvement of the quality of the national budget and to develop budget guidelines

SALARY CENTRE REQUIREMENTS : R882 042 per annum, (all-inclusive remuneration package)
 : Pretoria
 : A minimum Bachelor's degree (equivalent to an NQF Level 7) in any of the following disciplines: Economics or Statistics or Mathematics or Finance or Development Economics or Public Administration, A minimum of 4 years' experience obtained in policy development, design of budgets and data manipulation techniques Knowledge and experience in the development of a policy framework, In-depth knowledge of economics analysis and research, Knowledge and experience of mathematical and statistical analysis of information.

DUTIES : Some key Outputs include: Adjusted Estimates of National Expenditure (AENE): Develop guidelines on the national budget and expenditure information, Develop and design tables of information for publication, Assist in

the extraction of adjustments of appropriation bill draft schedules from data file. Estimates of National Expenditure (ENE) and Medium Term Expenditure Framework (MTEF): Engage stakeholders in collection required information from clients pertaining to the Medium Term Expenditure Framework (MTEF) guidelines and publication template, Empower stakeholders on technical support regarding the utilisation of the MTEF guidelines, Technical developmental support pertaining to summary of schedules and budget determination templates produced for the various stages of the budget process, Provide technical support of information required for the Ministers' Committee on the Budget process Participation in national and international initiatives on the budget agenda: Assist in the coordination of responses to international assessments, surveys and reports in the facilitation of inputs to relevant stakeholders, Participate in the discourse on the development of the surveys and improvements, Create awareness on the surveys and benefits within the department, Participate in network activities with organisations such as (Global Initiative for Fiscal Transparency (GIFT); Collaborative Africa Budget Reform Initiative (CABRI) and other international initiatives) Benchmarking and Research: Conduct research on budget reform and ensure the quality and integrity of information in the budget submissions and improvement of transparency, Initiate benchmarking with reputable institutions and perform research on the latest trends and methodologies within the budget reform field, Perform research on untested principles and formulations to enhance and effect a simplified budgetary reform process.

- ENQUIRIES** : Only (No applications): Recruitment.Enquiries@treasury.gov.za
- POST 33/77** : **SENIOR ECONOMIST: SOUTHERN AFRICAN DEVELOPMENT COMMUNITY (SADC) REF NO: S075/2022**
 Division: International and Regional Economic Policy (IREP)
 Purpose: To manage South Africa's relations with SADC as an institution, as well as the bilateral relationships between South Africa and SADC Member States.
- SALARY CENTRE REQUIREMENTS** : R882 042 per annum, (all-inclusive remuneration package)
 : Pretoria
 : A minimum National Diploma (equivalent to an NQF Level 6) or a Bachelor's degree (equivalent to an NQF Level 7) in any of the following disciplines: Economics or Political Science, A minimum of 4 years' experience obtained within a development institution or policy or financial environment, Knowledge of policy analysis and formulation of drafting notes and cabinet memoranda, Proven knowledge and experience of benchmarking and research with recognized international institutions, Knowledge and experience on a diplomatic level will serve as an added advantage.
- DUTIES** : Some key Outputs include: Policy Analysis: Assist with National Treasury's positions on SADC finance initiatives (e.g. SADC-Regional Development Fund), Provide inputs into cabinet memoranda on behalf of the National Treasury and coordinate the Inter-Ministerial Committee process, Assist with the identification of risks and opportunities within SA in pursuit of its SADC goals, Monitor and develop an in-depth profile of each SADC country's economy, Provide inputs to policy positions of SADC economies on finance and development. Regional Integration: Provide inputs on SA's policy on the extension of credit lines and bilateral financial assistance to SADC countries, Provide inputs on SA's policy on contributing to regional multilateral funds (e.g. the SADC Regional Development Fund and Project Preparation Development Fund), Assist with the identification of areas that require financial governance and institutional reform in SADC countries, Assess the costs and benefits of seconding a National Treasury representative to the SADC Secretariat for developmental purposes. Stakeholder Engagement: Assist and maintain SA's bilateral relations with SADC countries based on South Africa's regional integration objectives, Update NT's views on SADC issues emanating from business and other non-state organisations; and organise knowledge-sharing events, Coordinate capacity building within SADC countries' Ministries of Finance, Coordinate dialogue between the South African Ministry of Finance and SADC Ministries of Finance, Coordinate dialogue between the South African Ministry of Finance and SADC Ministries of Finance, Assist with SA's membership of technical capacity building bodies focussing specifically on SADC (e.g., AFRITAC-South) and collaborate with bodies focused on Finance-related issues (e.g. ATAF). SACU Cooperation: Assist with the management

		on NT's participation in special projects within the region, e.g., Inga, One-Stop Border Posts, Co-ordinate National Treasury's visits and engagements with the SADC Secretariat, Coordinate the in-house publications on SADC projects.
<u>ENQUIRIES</u>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 33/78</u>	:	<u>SENIOR ECONOMIST: RESEARCH AND DATA MANAGEMENT REF NO: S071/2022</u>
		Division: Economic Policy (EP)
		Purpose: To monitor, evaluate and advise on data held in the National Treasury Secure Data Facility (NT-SDF). To provide analysis of the socio-economic impacts of policy proposals in conjunction with stakeholders using the available data for initiation of research on key policy issues.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R882 042 per annum, (all-inclusive remuneration package)
	:	Pretoria
	:	A minimum Bachelor's degree (equivalent to an NQF Level 7) in any of the following disciplines: Economics or Econometrics, A minimum of 4 years' experience obtained in an economic policy analysis environment, Knowledge and experience of applied microeconomics, Knowledge and experience of the latest trends in research and research tools, Knowledge and experience in the dissemination and interpretation of economic policy outcomes.
<u>DUTIES</u>	:	Some key Outputs include Economic Analysis: Engage with SARS on data extractions and data quality, Provide research assistance and capacity building, Maintain databases of micro-economic and macro-economic indicators to assist in economic analysis. Policy Advice and Stakeholder Engagement: Engage with SARS on data extractions and data quality, Provide inputs (i.e. economic analysis) into policy discussions and assist to develop National Treasury policy positions in conjunction with other stakeholders. Draft documents for consultation with stakeholders. Represent National Treasury on inter-governmental and other external forums and committees. Policy and Research: Initiate and conduct research on firm level dynamics and identify the implications thereof for government policies and priorities e.g. growth, employment and investment., Initiate and produce in-depth analysis of the socio-economic impact of related policy and research proposals, Initiate and conduct research into policy-relevant developments in the primary, secondary and tertiary sectors and (where appropriate) initiate benchmarking exercises with international institutional best practices and trends. National Budget & MTBPS: Provide inputs into Chapter 2 of Budget Review and MTBPS: sector analysis updates, tables, charts, Lead number checking and proof -reading processes. Project Management: Plan and execute research projects (2 or more people).
<u>ENQUIRIES</u>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 33/79</u>	:	<u>SENIOR ECONOMIST: MACROECONOMIC POLICY REF NO: S077/2022</u>
		Division: Economic Policy (EP)
		Purpose: To monitor and evaluate economic developments in the South African economy Analyse and advise on the economic impacts of various related policy proposals made by other government departments and/or stakeholders, plan and execute research projects, and engage external stakeholders on relevant economic developments to inform sound policy advice and as inputs into the economic framework for the MTBPS and the Budget
<u>SALARY CENTRE REQUIREMENTS</u>	:	R882 042 per annum, (all-inclusive remuneration package)
	:	Pretoria
	:	A minimum Bachelor's degree (equivalent to an NQF Level 7) in any of the following disciplines Economics or Econometrics or Finance or Statistics or Business Science or Data Science or Accounting or Mathematics, A Postgraduate qualification (equivalent to an NQF 8 or 9 or 10) in one or more of these subjects will be an added advantage, A minimum of 4 years' experience in research, policy and economic analysis, Knowledge of and experience in trends and principles of macroeconomic policy, Knowledge of and experience in the latest trends in research and sources of information, Knowledge of and experience in the interpretation and dissemination of economic policy outcomes, Knowledge and understanding of principles of research methodology.

- DUTIES** : Some key Outputs include: Economic research and policy analysis, and assessments of government policy proposals: Establish and monitor a policy framework that supports greater growth, employment, equality and poverty alleviation, Compile research outputs approved by the DDG, including, but not limited to, research papers, research notes, technical analysis, reviews and assessments of external proposals. Commentary on economic data releases: Compile and distribute regular reports and presentations in the relevant subject area, Update an extensive database to inform research and respond to requests from other divisions in National Treasury and other departments, Provide data in user-friendly format to users in National Treasury upon request. Develop and maintain a database of information relevant to the research subject area. Support and build strong stakeholder relations, internally and externally, to advance the development of economic policy and the objectives of the National Treasury: Provide inputs to stakeholders to advance the development of economic policy and the objectives of the National Treasury, Contribute to qualitative comment and assessment of research on relevant SA economic issues conducted outside of the National Treasury, Provide support to the Ministry, DG's office in respect of speeches, presentations and briefing notes. Chapter 2 of Budget and MTBPS inputs and assumptions: Compile inputs for the Economic Chapter of the Budget Review and Medium-term Budget Policy Statement for annual publication, Compile inputs to the Assumptions process and forecast inputs.
- ENQUIRIES** : Only (No applications): Recruitment.Enquiries@treasury.gov.za
- POST 33/80** : **SENIOR ECONOMIST: BANKING DEVELOPMENT REF NO: S079/2022**
Division: Tax and Financial Sector Policy (TFSP)
Purpose: To develop policy research on the banking and non-banking sectors in South Africa in support of the development of a robust policy framework in relation to financial sector regulation.
- SALARY CENTRE REQUIREMENTS** : R882 042 per annum, (all-inclusive remuneration package)
: Pretoria
: A minimum Bachelor's degree (equivalent to an NQF Level 7) in any of the following disciplines: Economics or Finance or Business Economics or Law, A minimum of 4 years' experience obtained in policy development and structured research capacity, Knowledge of the broader legislative framework governing the financial services industry, Knowledge of micro financial policy development and dissemination of data.
- DUTIES** : Some key Outputs include: Financial Sector Policy Research and Development: Conduct research to enhance and strengthen the financial sector policy and regulatory framework in respect of consumer education, consumer protection, fintech, insurance, the national payment system and retail credit, Contribute to policy and regulatory development with regard to the improvement of access to financial services through specific policy interventions, Collaborate with other Directorates on cross-cutting issues and work towards a common financial sector development framework. Stakeholder Engagement: Liaise with relevant stakeholders and create the establishment of awareness pertaining to legislative and regulatory processes concerning the financial sector, Establish relations with other financial sector regulators and the financial sector ombudsman on matters pertaining to legislative design and regulatory developments. Multi-institutional approach to financial sector development: Provide inputs into legislation in relation to consumer education, consumer protection, insurance, fintech, the national payment system and retail credit, Liaise with the relevant regulators and other stakeholders pertaining to developments in the South African financial sector and support establishment of sound legislation. Monitoring of compliance: Interact with the regulators, financial sector ombudsman and other stakeholders on compliance regarding financial sector issues, Develop interventions based on policy formulation, including legislation.
- ENQUIRIES** : Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 33/81 : **SENIOR POLICY ANALYST: INTERNATIONAL DEVELOPMENT CO-OPERATION REF NO: S090/2022**

Division: Budget Office (BO)

Purpose: To support the management of Official Development Assistance (ODA) to the South African Government, and promotion of sound ODA management across all sector.

SALARY CENTRE REQUIREMENTS

R882 042 per annum, (all-inclusive remuneration package)

Pretoria

A minimum National Diploma (equivalent to an NQF Level 6) or a Bachelor's degree (equivalent to an NQF Level 7) in any of the following disciplines: Economic Sciences or Social Sciences or Development Studies; A minimum of 4 years' experience obtained in programme and portfolio management, Knowledge and experience of public policy development and implementation, Knowledge and experience of developmental management and Knowledge and experience of Investment financing.

DUTIES

Some key Outputs include: Coordination, ownership and management of ODA: Ensure the alignment of ODA to South African policies and procedures within the facilitation of ODA commitments to SA– facilitation of programming, Review and assess trends and best practices pertaining to the economic sector and update current database of all ODA funded programmes within the sector, Arrange the record keeping of meetings with donor and South African Government representatives involved in particular donor programmes. Programme delivery: Implement ODA management policies, procedures and processes (ODA Management guidelines) within the economic sector, Liaise/ negotiate with stakeholders in Public Finance, cluster/ sector, provincial and local government decision-makers and ODA co-ordinators, and relevant donors regarding the consolidation of ODA programmes, Facilitate the smooth implementation of donor-supported projects. Compliance with global ODA commitments: Involve in the ODA global debates and forums within the aid effectiveness arena, Prepare South African position papers within the aid effectiveness discourse. Strengthen the ODA knowledge base: Implement database to feed into the knowledge management processes, Initiate benchmarking best practices of ODA management within the sector. Alignment of ODA to budget: Invite stakeholder participation and guidance, from certain knowledgeable areas in the National Treasury to improve programming and alignment of ODA to budget, Provide a share point of information within the economic sector on the overall budget process.

ENQUIRIES

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

POST 33/82

DEPUTY DIRECTOR: SCM EDUCATION, TRAINING AND DEVELOPMENT REF NO: S074/2022

Division: Office of the Accountant-General (OAG)

Purpose: To coordinate the development, implementation of frameworks, guidelines, and standards for SCM education, training and development.

SALARY CENTRE REQUIREMENTS

R744 255.per annum, (all-inclusive remuneration package)

Pretoria

A minimum National Diploma (equivalent to an NQF Level 6) or a Bachelor's degree (equivalent to an NQF Level 7) in any of the following disciplines: Supply Chain Management or Procurement or Logistics or Commerce, A minimum of 4 years' experience obtained in SCM ETD development and implementation, Knowledge of the public sector training and development/ human resource management framework; and Knowledge and experience of the SCM environment and the educational framework within the public service.

DUTIES

Some key Outputs include: Policy Development: Assist with the coordination of SCM ETD development and implementation of frameworks, as depicted: SCM Integrated Learning Matrix; SCM learning curriculum; SCM educational qualifications; SCM training solutions; Coordinate the development of a SCM ETD quality assurance framework, which include: ETD technical QA review;ETD monitoring and evaluation, Coordinate the development of policy, norms, standards, frameworks and guidelines for SCM ETD, Assist with the development of SCM-related frameworks, guidelines and standards in alignment with legislative and other policy requirements. Implement SCM ETD Development and Delivery Framework: Coordinate and assist with ETD marketing and communication, Assist with SCM ETD development and implementation, Conduct various SCM related formal and informal training,

Monitor and evaluate the development and delivery of SCM ETD services, Assess cost, impact and return on investment through ETD reporting and SCM training needs analysis. Research and Development: Research on best practice with regard to SCM ETD development and implementation. Propose alternative SCM ETD development and Utilisation: Define data delivery solutions, Assist with the advancement of SCM through reforms, good practice and benchmarking, Monitor and evaluate the progress and impact of the SCM ETD development and implementation interventions. Stakeholder Engagement: Engage stakeholders and coordinate the implementation of SCM ETD development, Coordinate the governance of SCM ETD development and implementation.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 33/83 : **DEPUTY DIRECTOR: ICT DATA ARCHITECT REF NO: S069/2022**

Division: Corporate Services (CS)

Purpose: To analyse the data requirements of the National Treasury prior to the implementation of the ICT Business Systems and Infrastructure as prescribed by the ICT Governance and Government Enterprise Architecture Frameworks to customise the optimal usage and maintenance as required.

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

CENTRE : Pretoria

REQUIREMENTS : A minimum National Diploma (equivalent to an NQF Level 6) or a Bachelor's degree (equivalent to an NQF Level 7) in any of the following discipline: Information Technology, A minimum of 4 years' experience obtained in information technology data analysis, Knowledge and experience of the following ICT disciplines: Project Management, Data Architecture, Data Analysis and System Development Lifecycle, Knowledge and experience utilising the Unified Modelling Language (UML) / Business Process Model and Notation (BPMN) and Entity Relationship Diagram (ERD) modelling standards.

DUTIES : Some key Outputs include: Data Architecture: Analyse the National Treasury data requirements, and define the current and target data baselines, Define the data standards for National Treasury in line with the new Enterprise Architecture and Acquisition approach, Review data guidelines and specifications for refinement and align with business requirements and outputs. Operational and Project Planning: Manage ICT projects and ensure project governance and implementation according to set plans and procedures, Monitor, control project teams and initiate change integration on corrective action, Utilise the Prince 2 or PMBoK principles for effective implementation of project and program, Analyse and review operational and project requirements of business for implementation. Opportunities and Solutions: Analyse the data architecture status and identify data gaps for implementation; Identify data opportunities and solutions on remedial ICT interventions to address identified gaps, Establish, develop, implement and manage an internal departmental procurement ICT solution for business. Migration Plan (SISP): Define a data migration objective for implementation within business, Scan business for future challenges on technological improvements. Operations and Utilisation: Define data specification of identified opportunities for development and implementation, Implement a data architectural baseline within business, Define and execute quality verification and test plans to ensure effective data deployments within business.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 33/84 : **POLICY ANALYST: PUBLIC SECTOR REMUNERATION ANALYSIS AND FORECASTING REF NO: S067/2022 (X2 POSTS)**

Division: Budget Office (BO)

Purpose: To assist with research, policy development pertaining to civil pensions, medical assistance and other public sector remuneration practices, in-year analysis; and provide inputs into the MTEF, adjusted estimates, rollovers, database development and modelling techniques and ENE.

SALARY : R477 090 per annum, (Remuneration package benefits exclusive)

CENTRE : Pretoria

REQUIREMENTS : A minimum National Diploma (equivalent to an NQF Level 6) or a Bachelor's degree (equivalent to an NQF Level 7) in any of the following disciplines: Commerce or Accounting or Economics or Econometrics or Public Finance or Data Science or Computer Science or Statistics or Information Systems; A

		<p>minimum of 3 years' experience obtained in budgetary processes and policy analysis; Knowledge of large data analysis and dissemination; Advanced knowledge/skills in database development and administration using SQL, Power BI, Advanced Excel or other Programming Languages; Knowledge and experience of research and benchmarking.</p>
<u>DUTIES</u>	:	<p>Some key Outputs include: Monitoring of Expenditure: Assist and monitor the implementation of Programme 7 incl. GEMS, GEPF and other public sector service benefits and schemes, Assist with the interpretation and implementation of the Treasury Regulations and its impact on Civil and Military pensions, Analyse in-year expenditure trends on public sector remuneration. Budget Analysis: Assist with the preparations of budgets and supporting documents for GPAA and Programme 7, Assist with the assessment of budget submissions and supporting documents (ENE, Adjusted Estimates, Budget Review, Medium Term Budget Policy Statement), Assist with the development, implementation, and maintenance of remuneration costing models. Policy and Research: Assist with policy analysis on issues related to public sector remuneration matters including pensions and post-retirement medical benefits, Provide inputs on policy and advice on Traditional Leaders' Pension Benefits and monitor the implementation. Stakeholder Engagement: Assist to engage, investigate, and prepare briefing notes for stakeholder inputs on public sector remuneration matters, Assist with research, benchmarking exercises and trend analysis on remuneration matters including the provision of pension benefits, medical assistance, retirement programs locally and internationally and associated reforms affecting the public service. Engage stakeholders on policies in specific areas related to public sector remuneration matters</p>
<u>ENQUIRIES</u>	:	<p>Only (No applications): Recruitment.Enquiries@treasury.gov.za</p>
<u>POST 33/85</u>	:	<p><u>ECONOMIST: GLOBAL DEVELOPMENT POLICY & CONCESSIONAL FINANCE REF NO: S086/2022</u> Division: International and Regional Economic Policy (IREP) Purpose: Support the Global Development Finance Policy work. Assist in the coordination of effective stakeholder engagement. Undertake analysis of the debates between associating countries and organisations pertaining to South Africa's position, regionally and globally.</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R477 090 per annum, (Remuneration package benefits exclusive) Pretoria A minimum Bachelor's degree equivalent to an NQF Level 7 with Economics or Finance as a main subject. E.g., Economics or Development Economics or Development Finance or Financial Economics or International Finance or International Trade and Finance, An Honours degree will be an added advantage, A minimum of 3 years' experience in economic policy research gained within government or an appropriate financial or development institution, Knowledge of the Public Service Policy Framework. Understanding of Climate Change / Finance will be an added advantage.</p>
<u>DUTIES</u>	:	<p>Some key Outputs include: Stakeholder Engagement: Support the coordination and assembly of briefing materials containing summary assessments of matters to be discussed at meetings, Assist in the engagement of clients and stakeholders and support the coordination process with GDP&CF stakeholders, Provide updated information on relationship management and keep track of meetings and provide inputs into draft speaking notes for consideration, Policy Research and Analysis: Assist with the provision of recommendations on policy issues for consideration among the Global Development Policy & Concessional Finance stakeholders, Assist with the identification and analysis of key policy objectives in the policy deliberations within forums, and assist with the formulation of National Treasury positions, Support the centralisation of a policy platform for analysis and dissemination of data in the global economy, Global Development Policy: Assist with drafting support submissions and responding to correspondence pertaining to Global Development Policy and Concessional Finance, giving particular attention to IDA, ADF, International Climate Finance and Financing for Development, Assist with the analysis and compilation of analytical briefing and speaking notes for South Africa's participation in the GDP&CF platforms and fora e.g. IDA, ADF, International Climate Finance and Financing for Development, Provide assistance with drafting inputs for speeches, briefing notes, and other reports on GDP&CF related issues that are discussed in other for a such as the G20, Support responses to requests from domestic policy makers</p>

pertaining to progress on the GDP&CF processes, Assist in the provisioning of information relating to the output of meetings of IDA, ADF, International Climate Finance and Financing for Development related meetings, Benchmarking and Research: Support benchmarking and research initiatives on policy and related issues with recognised international institutions, Assist with the consultation of clients and stakeholders on trends and changes pertaining to the policy environment that impact Global Development Financing, and global developments that could impact South Africa, Undertake and support research on key policy issues to inform country positions in international platforms, as well as to contribute to knowledge creation and sharing of global developments and their potential impact on South Africa.

- ENQUIRIES** : Only (No applications): Recruitment.Enquiries@treasury.gov.za
- POST 33/86** : **ECONOMIST: AFRICA ECONOMIC INTERGRATION (SACU) REF NO: S073/2022**
 Division: International and Regional Economic Policy (IREP)
 Purpose: To assist with the collaboration of South Africa's relations with SACU/ SADC, etc. and enhance and improve bilateral relationships member states.
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum, (Remuneration package benefits exclusive)
 : Pretoria
 : A minimum National Diploma (equivalent to an NQF Level 6) or a Bachelor's degree (equivalent to an NQF Level 7) in any of the following disciplines: Economics or Political Science, A minimum of 3 years' experience obtained within a development institution or policy or a financial environment, Knowledge of policy analysis and formulation of drafting notes and cabinet memoranda and Knowledge of benchmarking and research.
- DUTIES** : Some key Outputs include: Policy Analysis: Assist with the formulation of position papers on South Africa and the projected future of institutions like SACU/ SADC, etc. and their regional integration agenda, Assist with the provision of inputs into cabinet memoranda and the coordination of the Inter-Ministerial Committee process, Assist with the monitoring and development of profiles for member countries' economies, Assist with the development of bilateral policy positions of member countries on finance and development, Regional Integration: Assist with the assessments of the costs associated with existing institutional arrangements of member countries and evaluate the benefits of participation. Provide inputs to policy on co-operation with regional and global multilateral institutions on the development of member countries, Assist with the establishment of a Secretariat to manage cooperation between Ministries of Finance of member countries, Assist with the coordination of payments of funds due to member countries, either through the current revenue sharing formula or bilaterally. Stakeholder Engagement: Assist with the updating views on member countries emanating from business and other non-state organisations and arrange knowledge sharing platforms, Co-ordinate task teams from member countries for capacity building sessions, Assist with the coordination of dialogue between the Minister of Finance and counterparts from member countries, Disseminate the Secretariat outputs for consumption of members, SACU/ SADC Cooperation: Assist in negotiations within and bilaterally with member countries, Coordinate and update in-house publications on projects.
- ENQUIRIES** : Only (No applications): Recruitment.Enquiries@treasury.gov.za
- POST 33/87** : **ECONOMIST: BUSINESS TAXES REF NO: S080/2022**
 Division: Tax and Financial Sector Policy (TFSP)
 Purpose: To advise on economic and distributional impact of current and proposed business tax policy options on an equitable and competitive revenue raising policy.
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum, (Remuneration package benefits exclusive)
 : Pretoria
 : A minimum National Diploma (equivalent to an NQF Level 6) or a Bachelor's degree (equivalent to an NQF Level 7) in any of the following disciplines: Economics or Finance or Tax, A minimum of 3 years' experience obtained in a tax, policy or tax policy environment, Knowledge and experience of the broader tax policy framework, analysis and research.
- DUTIES** : Some key Outputs include: Corporate Taxation of rates, tax bases and tax competition: Assist in research on corporate taxation pertaining to rates, tax

base, etc) for an equitable and internationally competitive tax base. Review Tax Policy and Legislation: Assist in the reviewing of tax legislation in conjunction with economic policy and recommend change, Assist in the review of tax reforms relating to other countries for alignment of international trends, Assist with sector analysis on tax policy for tax incentives, Monitor the tax policy impact on sectors for economic and distributional impact and participate on debates. Inputs to International Taxation: Assist in the provision of income flow data and analysis for double tax agreements, Conduct research and analysis on other international tax matters Parliamentary, Ministerial and MTBPS and Budget: Assist in preparation of written responses to stakeholders, Assist in the response to tax policy issues emanating from enquiries and suggest appropriate courses of action, Liaise with stakeholders and contribute to MTBPS and Budget preparations, Collate inputs from internal stakeholders into responses and contribute to formulation of responses to enquiries.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 33/88 : **SENIOR FINANCIAL ADMIN: BUDGETS REF NO: S004/2022**
 Division: Corporate Services (CS)
 Re-advertisement, all those applicants who previously applied for this role do not have to re-apply
 Purpose: To assist with the managing of the departmental budget, in the processing and analysing of inputs from Divisions, and provide info to internal stakeholders, and external like Auditor-General compliance with the Public Finance Management Act, 1999 and the Treasury Regulations.

SALARY CENTRE REQUIREMENTS : R382 245 per annum, (Remuneration package benefits exclusive)
 : Pretoria
 : A minimum National Diploma (equivalent to an NQF Level 6) or a Bachelor's degree (equivalent to an NQF Level 7) in any of the following disciplines: Accounting or Cost & Management Accounting or Financial Management or Purchasing and Logistics or Internal Audit or Business Management and/or Economics, A minimum of 3 years' experience in budgets and financial management operational environment, Knowledge of PERSAL, BAS and other relevant government financial systems.

DUTIES : Some key Outputs include: Departmental Annual Budget: Monitor exception reports on a monthly basis, Capture departmental budget on the basic accounting system (BAS), Ensure that budget information is supplied in the required format, Shift funds within economic classifications, Shift funds between Programmes. Consolidate Budgetary Inputs: Coordinate and submit on an annual basis: Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE), Estimates of National Expenditure (ENE), Drawings, Rollovers, Entertainment, catering and gifts. Develop, Implement Budgeting Systems: Monitor budget implementation progress and identify all variance against the budget, Prepare monthly and quarterly report on performances and variances analysis for various programmes, Ensure consolidation of monthly reports, Advice on possible over / under-spending on a monthly basis, Management and development of staff in the Budget Section. Compliance with Public Finance Management Act, 1999 and Treasury Regulations: Co-ordinate, consolidate and compile monthly management reports, Ensure that the budget cycle is performed within the parameters of the applicable legislation and project plans, Assist with strategic and operational financial matters compliance with the required regulations. Provide strategic and operational inputs into financial matters: Provide strategic and operational inputs into financial matters and ensure that all reports, notices and other information are submitted to the Executing Authority, the national Treasury or the Auditor-General as required by the PFMA.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 33/89 : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: S083/2022**
 Division: Corporate Services (CS)
 Purpose: To implement and follow-up on labour relations matters within the National Treasury

SALARY CENTRE REQUIREMENTS : R382 245.per annum, (Remuneration package benefits exclusive)
 : Pretoria
 : A minimum National Diploma (equivalent to an NQF Level 6) or a Bachelor's degree (equivalent to an NQF Level 7) in any of the following disciplines:

Human Resources Management or Employment Relations or a Labour Relations, A minimum of 3 years' experience obtained in Employment Relations services, Knowledge of the broader public service framework on Labour Relations.

DUTIES

: Some key Outputs include: Grievances and Complain: Investigate grievances lodged in alignment with policy and procedures, Apply prescripts in accordance with the lodging of investigations and the resolving of grievances, Assist in the evaluation of investigation reports received and formulate the outcome of an investigation, Engage and refer grievances to the Public Service Commission for further investigation, Provide feedback on outcomes emanating from the Public Service Commission's investigation, Prepare grievances to stakeholders for their inputs, Misconducts: Draft appointment letter for the appointment of IO's and PO's, Scrutinize reports and requests and issue a formal charge to an employee accused of misconduct, Guide stakeholders on application of discipline relating to misconduct, Assist with the involve of law enforcement agencies in high profile cases when required, Process requests for the suspension of employees based on merit of the situation, Assist with the drafting of charges on misconduct and serve charge sheets on an employee, Arrange disciplinary hearings and record proceedings in the meeting for record purposes, Implement policies and maintain procedural and substantive consistency in misconduct cases, Assist in arranging the effect of sanctions pronounced during a disciplinary hearing, Engage the outcome of disciplinary hearing to the affected employee, Prepare misconduct reports to different stakeholders and an appeal request to the Minister of Finance General Public Sector Bargaining Council Engagements: Assist with the serving of copies of referral forms of disputes are filed by the applicant, Represent the Department in conciliation hearings at the PSCBC, GPSSBC and CCMA, Prepare documents and brief legal representatives on cases and assist them during the duration of cases, Assist with the implementation of awards issued by the Commissioner, Collective Bargaining: Assist with the facilitation and functioning of the internal collective bargaining structures, Serve as the secretariat to the Task Team and prepare discussion documents for meetings, Assist in the interpretation and application of agreements.

ENQUIRIES

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

POST 33/90

APPLICATIONS DEVELOPER REF NO: S065/2022

Division: Corporate Services (CS)

Purpose: To assist in the development of software and support in the maintaining of systems on technical design testing and documenting software in compliance user requirements

**SALARY
CENTRE
REQUIREMENTS**

: R382 245.per annum, (Remuneration package benefits exclusive)
: Pretoria

: A minimum National Diploma (equivalent to an NQF Level 6) or a Bachelor's degree (equivalent to an NQF Level 7) in any of the following discipline: Information Technology, A minimum of 3 years' experience obtained in application development of software, in an information technology environment, Knowledge of C#, Share-point development and Workflow, Power Platform (PowerApps and Flow), Knowledge of database concepts and design (MS SQL); Knowledge of programming language, basic project management principles and methodologies, Knowledge of systems maintenance in line with predetermined processes and procedures.

DUTIES

: Some key Outputs include: Application and Implementation: Publish approved projects to the web application for processing and implementation, Configure applications in alignment with technical and business requirements, Implement standard technical functionality in collaboration with technology and in compliance with user specifications. Client Engagement on Business Processes: Engage and partner internal stakeholders to model business requirements around processes, information flows and data structures, Coordinate operational requirements to improve information systems, and data management processes and procedures, Engage stakeholders and provide advice pertaining to challenges within business units, Provide advice to stakeholders on services offerings. Development of Operational Standards: Document new and existing applications in line with prescribed standards, Develop and customise reports based on business requirements of production technologies, Develop user and training manuals for implementation. Verify Programming and Software Configuration: Interpret specifications for the

development of applications based on prescribed business requirements, Develop and design solutions for an applied standardised specifications process, Assist with the initiate on planning and designs in the conducting of tests based on approved standards, Conduct reviews of supplied specifications. Systems Testing and End-User Support: Interpret test plans against methods and standards, Document test failures and successes against pre-determined criteria, Perform test on application against business requirements and authenticate test results, Document challenges impeding progress pertaining to diagnostic information for error resolution and incident analysis, Identify and diagnose problems and advice on possible solutions.

ENQUIRIES

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

POST 33/91

: **ICT ADMINISTRATOR REF NO: S076/2022**

Division: Corporate Services (CS)

Purpose: To assist with the provision of an Information and Communication Technology (ICT) technical solutions platform through resolution of incidents, acquisitions, and maintenance of infrastructure in line with the prescribed DPSA's ICT Governance and Government Wide Enterprise Architecture Frameworks

**SALARY
CENTRE
REQUIREMENTS**

: R382 245.per annum, (Remuneration package benefits exclusive)

: Pretoria

: A minimum National Diploma (equivalent to an NQF Level 6) or a Bachelor's degree (equivalent to an NQF Level 7) in any of the following discipline:
:Information Technology, A minimum of 3 years' experience obtained in an ICT environment, System/ Database/ Networks environment, Knowledge of the following equipment and systems, Dell, Backups Solution, Huawei, Cisco, Checkpoint, Sequel (SQL), Microsoft Applications – Active Directory (AD), Exchange, F&P Services, Backups, Microsoft 365, Knowledge of Microsoft Server OS, SQL, Microsoft System Center Operations Manager (SCOMS), Microsoft System Center Configuration Manager (SCCM), Desktop Operating System, communications solutions, security components, VMware, Network attached Storage (NAS), Storage Area Network (SAN), Direct attached storage (DAS), etc ,And obtainment any of the certification in Microsoft, Huawei, Cisco, Certified Information Systems Security Professional CCISP, Database Administrator (DBA), or Microsoft 365.

DUTIES

: Some key Outputs include: ICT Technical Resolution: Assist with infrastructure, backups, networking, and database incidents and enable technical solutions, Provide inputs to incidents and integrate required infrastructure needs of business, Assess networks, infrastructure, databases and other ICT needs for implementation, Assist with the development of newly designed products for implementation, Assist with ICT audits and highlight discrepancies within the process, Assist with implementation of infrastructure, Perform checks on infrastructure, networking and databases and report any anomalies. Provide ICT Network Solutions: Assess ICT infrastructural and databases security risks issues and initiate research and benchmarking of best practices on the latest trends.; Recommend network, infrastructure, database, and security solutions for implementation, Develop an ICT knowledge database on standardised faults and resolutions for future utilisation and consultation; Maintain ICT Infrastructure: Monitor the ICT infrastructure and report discrepancies to enhance continuity on improvement, Assist with the design and implementation of an enhanced and maintained National Treasury cybersecurity operational plan.; Assist with the monitoring of networks for possible security deficiencies and design counter measures for mitigation thereof, Amend changes as requested by clients and engage on the configuration prior to implementation, Assist with the implementation of measures for maintaining applications in line with the prescribed ICT Governance Framework, Acquisition and Implementation of ICT Systems: Assist with the development of ICT technical and operational specifications for implementation ;Define data requirements based on system design and develop entity relational diagram for conformity; Assist with the implementation and operationalization of ICT infrastructure and applications, Implement and operationalize a database aligned with the current infrastructure for document integration and record keeping.

ENQUIRIES

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

POST 33/92 : **JUNIOR IT AUDITOR REF NO: S066/2022 (X2 POSTS)**
Division: Office of the Director-General (ODG)
Purpose: To assist with the execution Information Technology (IT) Audits on controls in accordance with the Audit plan pertaining to IT audits.

SALARY : R321 543 per annum, (Remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : A minimum Bachelor's degree (equivalent to an NQF Level 7) in any of the following disciplines: Information Systems or Informatics or Computer Science or Internal Audit or Information Technology, A minimum of 2 years' experience obtained in IT audit, Knowledge of IT Audit fundamentals and principles; Knowledge of processes and procedures.

DUTIES : Some key Outputs include: IT Audit Process: Execute scheduled and ad hoc IT audits and follow-up on engagements, where necessary, Conduct preliminary survey and research on all scheduled and ad-hoc IT audit engagements, Develop system specifications, audit working papers, informal queries and progress reports. Audit Plan assurance: Draft audit reports and recommend actions for integration to the audit file. Consulting Services: Draft audit notification letters for consent of clients. Stakeholder Engagement: Attend to all queries pertaining to clients concerns and escalate to relevant.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za

OFFICE OF THE CHIEF JUSTICE

- APPLICATIONS** : **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
North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng
- CLOSING DATE** : 19 September 2022
- NOTE** : All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). ONLY shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (when shortlisted). 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 POST

- POST 33/93** : **IT COORDINATOR (X2 POSTS)**
- SALARY** : R382 245 – R461 745 per annum. The successful candidate will be required to sign a performance agreement

- CENTRE** : KwaZulu-Natal Local Division: Durban Ref No: 2022/142/OCJ
High Court North West Ref No: 2022/143/OCJ
- REQUIREMENTS** : Matric Certificate and a three (3) year National Diploma in Information Technology, Computer Engineering, or equivalent qualification at NQF Level 6 (360 Credits). ITIL Foundation certificate will be an added advantage. Three (3) years' experience in general IT desktop support of which one (1) year must be at supervisory level, a valid driver's licence. Technical Knowledge /competencies: Project and systems management, Network administrator, ICT Help Desk or First line support, knowledge of Government prescripts, regulations and laws, knowledge of Development of users training manuals, guidelines and procedures and drafting of budget, knowledge/ experience in evaluation of End-User Training, knowledge of Public Sector IT environment, LAN, Project and Change management, Experience in IT Asset Management. Behavioural Competencies: Customer Service orientated, Planning and organizing, Effective communications skills (written and verbal), problem solving and analytical skills, ability to multi-task is essential, time management and ability to work under pressure, conflict management, coaching skills, good interpersonal relations skills, training and presentation skills.
- DUTIES** : Provide 1st and 2nd Line IT support which include Local Area Network support and liaise with the End-Users at a provincial level. Conduct functional training on Business System applications to OCJ officials. Manage IT contracted service providers at the provincial level. Conduct regular IT infrastructural assessment and coordinate all the IT related activities in the province. Manage the execution of IT projects at provincial level, which include rollout of Business Systems & IT Infrastructure. Compile regional report on IT System Usage and all the IT business systems undertaken.
- ENQUIRIES** : Durban: HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 492 6206
Technical Enquiries: Ms S Govender /Ms R Mahabeer Tel No: (033) 345 8211
North West, Technical/HR related Enquiries: Mr OPS Sebatatso Tel No: (018) 397 7114

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATION** : Applications quoting reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 19 September 2022
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, 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 a performance agreement within three (3) months of appointment, as well as be required to undergo a security clearance within one month of appointment.

OTHER POSTS

- POST 33/94** : **SENIOR STATE ADMINISTRATIVE OFFICER: INTERNATIONAL INSTRUMENTS AND CONVENTIONS REF NO: DPSA 34/2022**
- SALARY** : R321 543 per annum (Level 08). Annual progression up to maximum salary of R378 765 per annum is possible subject to satisfactory performance.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate National Diploma/B Degree in Social Sciences / Political Sciences / Development Studies / International Relations / Public Management / Law / Sociology or equivalent qualification at NQF level 6 / 7 within the above mentioned fields. Three (3) years' experience in International relations environment. Technical skills: Knowledge and understanding of the Public Service Legislative and regulatory framework. Understanding of International relations with particular reference to the African Continent. Familiarity with the African Union/ NEPAD/SADC structures and processes. Understanding of the continental Governance and Public Administration Programme. Knowledge of Public Service Policy Framework. Generic Skills: Client Orientation and customer focus. Problem solving. Decision-making. Facilitation. Presentation. Report writing and Computer literacy.
- DUTIES** : Support the establishment and management of DPSA continental multilateral relations. Provide support to the facilitation and coordination of the implementation of the continental instruments and framework. Support the operationalisation of the DPSA International Relations Framework. Provide support to the facilitation and coordination of DPSA continental Institutional forums. Provide professional and administrative support to the Directorate.
- ENQUIRIES** : Mr. Sakie Ligudu Tel No: (012) 336 1137

<u>POST 33/95</u>	:	<u>e- SERVICES OFFICER REF NO: DPSA 35 /2022</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08). Annual progression up to maximum salary of R378 765 per annum is possible subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma in ICT or equivalent qualification at NQF level 6 in the above mentioned field. Minimum of three (3) years appropriate experience in ICT environment. Technical skills: e-Services theory, practice and business process re-engineering. An understanding of e-Government services. An understanding of Batho Pele Principles. Knowledge of Government legislative and policy framework such as Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Operations Management Framework, amongst others. An understanding of the National Development Plan and key strategic priorities of Government. Skills: Problem solving, Analysing, Project Management, Stakeholder Management, Results Oriented and Interpersonal Relations.
<u>DUTIES</u>	:	Support the development of prescripts on e-services. Support the provision of the implementation support to Departments. Support the monitoring of implementation and compliance. Support the management of all the Operations, System and Processes of the Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr. T. Masinge Tel No: (012) 336 1202
<u>POST 33/96</u>	:	<u>VETTING ADMINISTRATOR REF NO: DPSA 37 /2022</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07). Annual progression up to maximum salary of R307 890 per annum is possible subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior certificate or equivalent qualification at NQF level 4 and A National Diploma in Security Management/Public Management or equivalent qualification at NQF level 6 within above-mentioned field. Minimum of three (3) years' experience in rendering security support / administration services. Generic skills: Problem solving and analysis. Customer focus and responsiveness. Acceptance of responsibility. Reliability. Planning and Organising. Language proficiency. Listening skills. Computer Literacy. High level of reliability and honesty. High level of reliability and honesty. Good written communication. A valid driver's license.
<u>DUTIES</u>	:	Render administration of the filing system for all vetting documents within the department. Receive and submit security clearance applications. Handle all enquiries regarding status of security clearance and provide statistics and progress reports on the status thereof. Facilitate effective flow of information and documents. Provide support to the Director: WEM and the Deputy Director: Security Management regarding vetting operational meetings, Liaise regularly with the State Security Agency (SSA) on vetting matters particularly in relation to administrative systems and processes.
<u>ENQUIRIES</u>	:	Mr. Eric Mphahlele Tel No: (012) 336 1395

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** : 16 September 2022 at 16H00
- NOTE** : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form 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 were advertised in Public Service Vacancy Circular 32 dated 26 August 2022. (1) Construction Project Management Grade A, Centre: Bloemfontein Regional Office Ref No: 2022/309B, was advertised with incorrectly number of post, the correct number of post is as follows: Construction Project Management Grade A (X2 Posts), please note that the closing date for both has been extended to 16 September 2022. (2) Assistant Director: Regional Security Management, Ref no: 2022/312, Centre: Durban Regional Office, it is withdrawn.

OTHER POSTS

- POST 33/97** : **CHIEF LANDSCAPE ARCHITECT GRADE A: ARCHITECTURAL SERVICES REF NO: 2022/325**
(X12 Months Contract)
- SALARY** : R912 048 per annum, all-inclusive salary package, (OSD)
CENTRE : Head Office (Pretoria)
REQUIREMENTS : An appropriate degree in Landscape Architecture. Professional registration with the South African Council for the Landscape Architectural Profession (SACLAP) as a Professional Landscape Architect with at least six (6) years relevant professional experience in the landscape architectural field. A valid Code B driver's license. Experience in conducting Real Estate Investment analyses/ feasibility studies will serve as an advantage. Knowledge of the following: Landscape Architectural design and analysis; Good understanding of legislation and operational compliance norms; Construction industry contracts; Landscape Architectural operational communication; and Process skills. Maintenance skills and knowledge. Computer-aided drawing applications. Environmental best practice and its requirements and systems as it relates to landscape architectural designs. Research and development. Technical consulting. Programme and Project Management. Cost estimation and financial management. Knowledge of the real estate industry, project formulation, land use planning and urban design will serve as an advantage. Strategic capability and leadership. Problem solving and analysis. Customer focus and responsiveness. Excellent communication (verbal and written) skills. Presentation skills. Executive report writing skills. Computer literacy in MS Office software (Word, Excel, PowerPoint and Project). People management in a team environment. Planning and organizing, leading and controlling. Conflict management. Negotiation skills. Change management. Well-developed financial and budgetary skills.
- DUTIES** : Review and evaluate existing and proposed open space infrastructure. Consultant's designs, drawings and details against best practice norms as applicable to new construction, rehabilitation, refurbishment, upgrades and/ or maintenance contracts as well as ensure compliance with Departmental requirements and legislation. Assess standards of construction, operations, maintenance and records, understand user or client needs/ requirements and translate into options, development layouts or open space solutions which may include development of conceptual designs, using sketching and presentation techniques to conceptualise client needs into built/ landscape form. Provide technical hands-on specialized support and technical reports so as to inform feasibility studies of small, medium and mega projects, in the evaluation of the effectiveness and efficiency of existing and proposed landscape architectural designs and open space/ landscape infrastructure. Determine open space typologies, spatial qualities, space programming and space analysis in relation to client needs. Determine the cost efficiency of projects and develop life cycle models and costs of different landscape typologies and time implications in collaboration with a multidisciplinary team. Provide expert professional advice on the economic life of existing open spaces/ landscapes. Provide specialised advice in ecological design and sustainability whilst integrating latest technology that includes energy/ water efficiency best practices from landscape architectural perspective. Visit potential development land and building sites to assess and develop technical reports. Manage the compilation of feasibility study reports within a multidisciplinary team and according to given time frames which may be of small, medium or mega size and complexity as prescribed by National Treasury guidelines. Develop tender documentation and manage the appointment of consultant's. Scrutinize and approve fee accounts of consultants. Mentoring of Candidates/ Interns through facilitating real time work experience. Provide professional landscape architectural support to regions, the development and expansion of the profession internally within the DPWI and externally within the public sector and academic sphere. Standards generation/ revision as well as policy and guideline/ landscape manual development.
- ENQUIRIES** : Mr F Van Wyk, Tel No: (012) 406 1823/083 268 5854
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
- FOR ATTENTION** : Ms NP Mudau

POST 33/98 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2022/326**
(Re-advert all applicants who previously applied are encourage to re-apply).

SALARY : R882 042 per annum, (all-inclusive salary package)
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Public Management/Administration, Logistics, Supply Chain Management qualification. A candidate must have extensive experience as an Assistant Director and proven years of experience in managing various elements of Supply Chain Management and Valid driver's license. Knowledge: Thorough knowledge and understanding of Standard Charts of Accounts (SCOA), Basic Accounting System (BAS), Logis Certificate. Understanding of procurement-related legislation, including- Public Finance Management Act (PFMA); Framework for Supply Chain Management; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Broad Based Black Economic Empowerment Act, Preferential Procurement Policy Framework Act (PPPFA), Construction Management and Facilities Management and Property Management Act. Skills: Financial management; sound analytical and problem identification and solving skills; computer literacy; numeracy; database management; relationship management; interpersonal skills; decision making skills; Leadership and motivational skills; presentations; communication skills (including report writing) at all levels. Personal Attributes: Ability to interact with clients and stakeholders in a professional and assertive manner; high ethical standards; able to conduct business with integrity and in a fair and reasonable manner; ability to promote mutual trust and respect; innovative; creative; solution orientated, people orientated; hard-working; highly motivated; ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results, willing to adapt to work schedule in accordance with professional requirements.

DUTIES : Manage the Sub-Unit Bid Administration and Acquisition Management of goods and services, Manage Movable and Asset Management, Ensure effective of Travel Logistic Management, and Manage Transport Administration. Develop the Business Plan for Sub-Unit, Appointment of Bid Committees in line with National Treasury Guidelines. Manage the compilation of bid documents and advertisements. Ensure all bids are advertised and published in the relevant plat form in terms of pertinent policies and regulations. Ensure effective management of the secretariat support function, Manage and monitor the Procurement Strategies for all Projects. Ensure Procurement Plan for all Projects is closely monitored and updated. Manage the War Room sessions with Line Managers. Manage all relevant registers involved in Acquisition Management. Have a knowledge of developing the Expression of Interest and two stage bidding. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury, Manage the administration of Tender Appeal for all prospective bidders. Manage the Pre-Audit and Post Audit of bids. Manage Provisioning and Logistics Management for all Order to be issued on BAS, Logis and Payment SAGE System. Manage travel, flight and accommodation for the Regional Office. Management and monitoring of directorate's budget. Management of procurement processes related to goods and services, and including travel and accommodation. Management and monitoring of the Sub-Unit' budget. Ensure compliance with the National Treasury Framework for travel and accommodation. Management of applicable National Treasury Service Levels Agreements and Terms of Contracts pertaining to Transversal Contracts such as (Fleet Vehicles, Mobile telecommunication devices, Labour saving devices machines- photo copiers machines, Courier Services, Furniture removals). Ensure effective management of Fleet, Subsidised vehicle. Management of office services, archives, messenger, telephone and cellular phone services. Prepare monthly, quarterly and annual Financial Statements. Manage Movable Asset Management and ensure Asset Register is in place, Monthly Reconciliation of assets. Prepare monthly, quarterly and annual Financial Statements. Manage and deal with all audit queries from Internal and External Auditors. Manage and supervision of the staff.

ENQUIRIES : Ms. T Zulu Tel No: (051) 408 7306

APPLICATIONS : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street, Bloemfontein, 9300.

FOR ATTENTION : Mr. D Manus

POST 33/99 : **DEPUTY DIRECTOR: CONTRACTOR DEVELOPMENT INITIATIVES AND NATIONAL YOUTH SERVICE REF NO: 2022/327**

SALARY : R882 042 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service.

CENTRE : Durban Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Arts/Social Science /Construction/Development Management related fields/ Training related fields/Project Management. Knowledge of employment-intensive methods of construction. Relevant experience in training and development field, management of learnership programmes and relevant supervisory experience. Knowledge of the National Youth Service programme. Knowledge of artisan development programmes. Ability to work for long hours will be an added advantage. Advanced report writing skills. Project Management skills. A valid driver's license.

DUTIES : Management and implementation of the National Youth Service (NYS) programme at the regional office. Liaison with Project Managers to ensure that EPWP requirements have been included in contract document to contribute towards training of NYS participants and employment of general labour. Prepare specifications for inclusion in the bills of quantities and conduct recruitment. Report work opportunities and National Youth Service participants recruited. Liaison with all relevant stakeholders to ensure their buy-in and participation in the National Youth Service. Ensure reporting of EPWP NYS participants and EPWP general labour from projects implemented at the Durban Regional Office. Compile progress reports on the different programmes being managed. Management of the budget of the component including compilation of budget reports.

ENQUIRIES : Mr. S Simelane Tel No: (031) 314 7357

APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Ms NS Nxumalo

POST 33/100 : **CONSTRUCTION PROJECT MANAGER GRADE A REF NO: 2022/328 (X2 POSTS)**

SALARY : R728 829 per annum, all-inclusive salary package, (OSD)

CENTRE : Kimberly Regional Office

REQUIREMENTS : A National Higher Diploma/ BTech in the Built Environment field and a minimum of 4 years' and six months experience in the Built Environment/Honours degree in Built Environment filed with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. A valid driver's license. Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.

DUTIES : Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the

construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the Acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

- ENQUIRIES** : Mr. S Cosa Tel No: (053) 838 5356
- APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.
- FOR ATTENTION** : Ms NJL Hlongwane
- POST 33/101** : **ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT: SAPS & IPID REF NO: 2022/329**
- SALARY** : R477 090 per annum
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Financial, Public Administration, Marketing, Law, Real Estate Management or Built Environment. Extensive relevant work experience in the field of User Demand Management/Key Accounts Management within the Public Service Sector will be an added advantage. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS), Property Management Information System (PMIS) and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), Custodian Asset Management Plans (CAMP), Financial systems e.g. LOGIS. Knowledge of Infrastructure Management Development System (IDMS). Knowledge of the built environment, programme, project, property and facilities management, construction regulations, occupation health and safety, financial administration, procurement processes and systems. Specific knowledge of the South African Police Service will be an added advantage. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. Valid driver's license and be prepared to travel whenever there's a need to attend progress site meetings. Skills: Planning, organisational, interpersonal, written and verbal communication skills. Advanced computer literacy (Word, Excel, PowerPoint, etc.). Client relations, provide training to Clients and staff. Ability to work under pressure, meet tight deadlines and work independently and be part of the team. Willing to adapt to work schedule in accordance with office requirements. Dispute resolution and conflict management. Management of performance development.
- DUTIES** : You will be required to assist with the application of space and cost norms for client accommodation requests for the Directorate: User Demand Management: SAPS & IPID. Check accommodation need requirements for correctness in line with Space Planning Norms and Standards for office accommodation used by Organs of State. Facilitate the approval/sign off of the Capital Works Implementation Programme for the SAPS & IPID client departments. Compile Procurement Instructions (PI) for Capital Works and Planned Maintenance Projects to executing units at Head Office and at regional level. Register and ensure programming of projects on the Works Control System (WCS). Obtain project cash flows, execution plans and monitor expenditure against budget allocation. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and Site clearance process to Professional Services. Compile Preliminary Cost Analysis and issue Procurement Instructions for leased accommodation. Facilitate client requests 18 months in advance for retaining leased accommodation. Liaise with clients regarding lease, facilities and maintenance administration. Compile Client specific quality monthly reports on leased accommodation, project progress and expenditure and circulate to Deputy Director. Interfacing with internal and external stakeholders. Ensure the effective flow of information and documentation to and from the office of the Deputy Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies. Facilitate Client liaison forums meetings. Assist and train Clients in the compilation of User Asset Management Plans and provide guidance on Custodial Asset Management Plans. Provide management support with general office functions related to the accommodation portfolio of SAPS & IPID. Liaise with Project Managers and Property Managers on SAPS & IPID Portfolio, attend site meetings where required, compile agenda and minutes of meetings; liaise and interact with Regional Offices and Service Providers.

		Undertake all administrative functions required with regard to financial and Human Resources Administration. Establish, implement and maintain efficient and effective communication and client relationships. Plan and allocate work to employees. Quality control the work delivered by employees.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. C Bunu Tel No: (012) 406 1073
	:	The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. N.P Mudau
<u>POST 33/102</u>	:	<u>CONTROL WORKS MANAGER: ELECTRICAL REF NO: 2022/330</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum
	:	Cape Town Regional Office
	:	A three tertiary qualification (NQF Level 6) (T/N/S streams) in electrical engineering or N3 and a passed trade test in the building environment or, Registration as an Engineering Technician and more than 6 years appropriate experience. Applicable knowledge of the Occupational Health and Safety Act; National Building Regulations and Building Standards, technical knowledge of the built environment, procurement process and systems, property and facilities management. Computer literacy, technical report writing, good verbal and written communication, programme and project management, relationship management, negotiation, problem solving numeracy and financial administration. Resourceful, creative, ability to communicate at all levels, ability to work under stressful situation, assertive, self-motivated, people orientated, hard-working and trustworthy.
<u>DUTIES</u>	:	Facilitate, co-ordination and control the implementation of new works, repairs and renovation and maintenance; Allocate task and projects in relation to the maintenance of existing and new works, monitor the projects and expenditure on current maintenance and minor new works projects attend monthly project meeting with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payment. Ensure accuracy of tender documents, specifications and bills of quantities. Promote and assist SMMEs BBBEE and PPPs. Promote the initiative of the Extended Public Works Programme (EPWP). Ensure effective contract administration through the resolution of disputes. Ensure that the relevant project documentation for new and existing structures is compiled develop and interpret plans and sketches, draw-up quotation documents and complies, bills of quantities and bid documents, adjudicate and provide recommendations on quotations and bid. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors and consultants; provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures, put systems and procedures in place to ensure contractors and consultant adhere to legislation, regulation and procedures. Ensure effective contract administration. Verify invoices and certify claims for fees. Check and process variation orders and request for the extension of deadlines. Brief contractors and consultant on projects and certify claims for fees. Facilitate and resolve problems emanating from projects and develop reports on projects. Supervise and provide training and development opportunities employees. Administer the department performance and development systems.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Z Nghona Tel No: (021) 402 2013
	:	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.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 33/103</u>	:	<u>ASSISTANT DIRECTOR: HUMAN CAPITAL INVESTMENT REF NO: 2022/331</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum
	:	Durban Regional Office
	:	A three year tertiary qualification (NQF Level 6) in Public Management, Human Resource Management, Social or Management Sciences. Appropriate working experience with Sectoral Education Training Authority (SETAs) / Donor funding / Project Administration or Coordination of Youth/Skills Development/ Training

and Development Programmes at a supervisory level; and possess a valid unendorsed driver's license. Knowledge and understanding of National Development Plan, Youth Accord, Public Finance Management Act, Skills Development Act. The incumbent must have the ability to work under pressure in a deadline driven environment and have advanced computer literacy skills i.e. MS Word, MS Excel, MS PowerPoint. Good verbal and written communication skills, Presentation, Organising, Planning and Time Management Skills, and have the ability to work without close supervision. The incumbent must further have working knowledge of Financial Administration, and must be willing to travel extensively.

DUTIES : Provide input in the development of the Human Capital Investment Programmes guidelines, processes, norms & standards and strategies. Provide technical and administrative support in the implementation of Human Capital Investment Programmes. Procure all resources related to programmes. Ensure alignment of programmes to the National Infrastructure Plan, Sector Skills Plan, Workplace Skills Plan, Succession planning, and Human Capital needs of the Department. Provide a consulting role with regards to Human Capital Investment. Stakeholder Relations Management. Administer the database pertaining to Human Capital Investment programmes beneficiaries. Render administrative services to programmes' finances. Assist in the Development of financial processes and systems for Human Capital Investment Programmes. Collate, consolidate and prepare invoice payments. Prepare and facilitate claims through the SETAs. Track expenditure and prepare financial reports to sponsors and Finance unit. Render monitoring and evaluation services on all Human Capital Investment programmes. Assist in the development of the overall framework of the monitoring and evaluation activities. Collate, consolidate and analyse monthly progress reports and provide advice. Prepare consolidated progress reports including identification of problems, causes of potential bottlenecks in implementation, and providing specific recommendations. Compile HCI Programmes Impact Report, Distributes reports to sponsors. Recommend further improvement of the logical frame work.

ENQUIRIES : Mr. D Baikgaki Tel No: (012) 406 1343 / 082 957 4517
APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 400 Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Ms. NS Nxumalo

POST 33/104 : **ADMINISTRATION OFFICER: CONSTRUCTION PROJECTS MANAGEMENT REF NO: 2022/332**

SALARY : R261 372 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in the field of Public Management/Administration with relevant experience in the following areas: fully conversant in the Microsoft Office suite, complemented by a proven ability to type own reports of a high quality, experience in WCS, excellent communication skills (both verbal and written), sense of urgency and drive, outstanding organisational skills and the ability to work with figured, team player who will assist Project Managers and Engineers with various administrative duties in projects, good inter-personal skills, ability to multi-skill, attend section meetings and take minutes. Computer literacy (MS Word, PowerPoint, Excel and Outlook), ability to work independently. Knowledge and understanding of government administration procedures.

DUTIES : Render office assistance in projects. Prepare progress payments to service providers. Make travel and accommodation arrangements. Compile subsistence and travel claims. Assist with the vesting of state property. Assist with the updating of the Property Management Information Systems (PMIS). Attend to land administration queries. Type letters, minutes of the meetings and general typing. Compile and maintain monthly reporting systems. Perform general administration work in the section, photocopies and filing.

ENQUIRIES : Mr. KB Mbhele Tel No: (031) 314 7163
APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Ms NS Nxumalo

POST 33/105 : **ADMINISTRATION OFFICER: REGISTRY REF NO: 2022/333**

SALARY : R261 372 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) or equivalent plus relevant working experience in Records Management environment. Knowledge of records/ documents and invoice management. File Plan, Mail and Courier Service procedures, Office Administration. Reporting procedures. Data Capturing, Knowledge of Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS), financial systems (BAS, LOGIS). Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Problem solving skills, Customer care and Client orientation skills. Computer literacy. Liaison skills, Analytical skills, Interpersonal Skills. Telephone etiquette. Good leadership Skills.

DUTIES : File Management, retrieve files on-site and off-site storage. Control movement and access to files. Scanning, capturing of files on the system. Register supply of files to officials and maintain register. Issue file reference number according to the approved File Plan. Facilitate disposal of files. Safe custody of all DPW records. Ensure proper supervision of mail and postage services. Render Courier Service, package documents. Ensure proper receipt, recording, scanning and distribution of invoices to Line function within a required time frame. Supervision of Switchboard operations, facilitate the procurement of telephone handset and devices. Monitor usage of landlines. Ensure Telkom accounts are paid on time. Attend to clients enquiries. Provide weekly/ monthly statistics and reports on the capturing of invoices on Reapatala. Manage and supervision of staff. Perform any other administrative tasks as per instruction of the supervisor.

ENQUIRIES : Mr. S Tyhomfa Tel No: (021) 402-2083
APPLICATIONS : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.

FOR ATTENTION : Ms. C Rossouw

POST 33/106 : **SENIOR SECURITY OFFICER REF NO: 2022/334**

SALARY : R176 310 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : Grade 12 certificate or equivalent (NQF level 4 or 5). Security Certificate (A minimum of 1 year of study) Grade B PSIRA Certificate. Relevant security services experience. Knowledge of access control procedures, measures for the control and movement of equipment and stores, prescribed security procedures (e.g., MISS, NIA, Protection of Information Act, etc.) and the authority of security officers under these documents, relevant emergency procedure. Effective communication, analytical and numerical skills, organisation and planning, ability to meet deadlines, ability to work in a team, interpersonal skills, problem solving, motivational skills, ability to operate equipment and machines. Analytical thinking, ability to work under stressful situations, ability to communicate at all levels, good interpersonal relationship and hard-working and willing to work shifts.

DUTIES : Supervise the security functions performed by the security officers/ service providers, ensuring adherence to department security policies: Allocate duties to security officers/service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorised entry in buildings and other premises. Authorisation of the equipment, documents and stores into or out of the building or premises, Inspect and report all none functioning of security measures (e.g. XRay machines, Walk-through metal detectors, security lights and etc.). Check incidents / occurrence books/registers. Monitor and provide support in case of emergencies. Render administrative and related functions; Determining rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matters in line with HR procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threats to the security of the department. Provide information regarding incidents to investigating officers. Monitor and respond to alarm system. Report

faulty equipment/systems. Ensure systems are functioning optimally through scheduled services. Conduct preliminary incident investigations and submit reports. Administer all control room operations to safeguard the department's assets; Supervise all control room activities. Report all incidents and any identified non-compliance relating to security prescripts. Review of footages upon request through proper procedure. Update all registers for the incidents observed.

ENQUIRIES : Mr. K Balepile Tel No: (053) 838 5330
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.
FOR ATTENTION : Ms. NJL Hlongwane

POST 33/107 : **SENIOR SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2022/335**

SALARY : R176 310 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : Senior Certificate (Grade 12) and Grade C, D or E Psira certificate, an intensive and relevant working experience in Security Management. The following will be advantage; Sound knowledge of Criminal Procedure Act, Minimum Information Security Standard, Control of Access to Public Premises and Vehicles Act, Computer literacy and Occupational Health and Safety Act [OHS]. The applicant must be willing to undergo the process of security clearance.

DUTIES : Conduct screening of all people entering and leaving the building through X-ray machine and metal detector; temperatures scanners, determine whether visitors have appointment or the service that the visitor requires; Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point; Complete or ensure that the admission of control register is completed and issue admission control documents/cards as required; Escort visitors/employees to relevant employees/venues where required; access control, Identify suspicious conduct; Ensure that unauthorised persons and dangerous objects do not enter the building/premises, Follow-up on incidents, Issue access cards to employees; Verify the validity of access cards; Control parking; Safeguard state and private vehicles; Monitor CCTV in security control room to identify suspicious activities; provide key management control and administer the security registers.

ENQUIRIES : Ms. S Segale Tel No: (021) 402 2327
APPLICATIONS : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.

FOR ATTENTION : Ms. C Rossouw

POST 33/108 : **REGISTRY CLERK: PROVISION AND LOGISTICS REF NO: 2022/336**

SALARY : R176 310 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 with appropriate experience. Knowledge of the National Archives and Records of South Africa Act, No 43 of 1996 and Information Act (PAIA), as amended. Knowledge of disposal of records. Computer literacy. Ability to identify and arrange different types of records. Customer care and client orientation skills. Ability to work under pressure and take initiatives. Proven communication, organizing and interpersonal skills.

DUTIES : Keep registers, e.g. for stamps, registered mail, certified mail and others. Keep the file index up to date and maintain files. Administer the flow of files, records, track, trace files, filling of documents and manage sensitive documentation. Receive, sort or prepare incoming or outgoing mail within the unit.

ENQUIRIES : Mr. R Oliver Tel No: (053) 838 5302
APPLICATIONS : The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

FOR ATTENTION : Ms. NJL Hlongwane

POST 33/109 : **ADMINISTRATION CLERK: IMMOVABLE ASSET REGISTER PROJECT & DATA ADMINREF NO: 2022/337 (X2 POSTS)**
(24 Months Contract)

SALARY : R176 310 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENT : A three-year tertiary qualification (NFQ Level 6) in Science, Geography, Real Estate and Geographic Information Systems with relevant experience in Immovable Asset Management, Geographic Information Systems (GIS) and State land Administration. Experience in verification of immovable assets (land and buildings), interpretation of CSG diagrams and Deeds information will be an added advantage. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

DUTIES : General administrative responsibilities and functions to support the Assistant Director and Deputy Director. Support field workers with physical verification queries. Assist the Assistant Director and Deputy Director with monitoring tasks during implementation phase of various Immovable Asset Register projects. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Assistant Director and Deputy Director.

ENQUIRIES : Mr. M Chauke Tel No: (012) 406 1144
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms. NP Mudau

SOUTH AFRICAN POLICE SERVICE



- APPLICATIONS** : Hand delivered applications may only be submitted at 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to: The Section Head: Corporate Support, (Attention: Lt Col JL Shandu/ Capt SJ Matlopela), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001.
- CLOSING DATE** : 16 September 2022 at 16h00
- NOTE** : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant's ID, Grade 10 certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's licence (if applicable) (will be submitted only when shortlisted). Original documentation must be produced during the selection process as requested. Qualifications and driver's licenses submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (ACT NO. 103 OF 1994); as applicable to the post environment. Applications must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with 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. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. The generic minimum requirements applicable to the post are as follows: Applicant must display competency in the post-specific functions of the post; be in possession of a Grade 10 Certificate be in proficient in at least two official languages, of which one must be English; Must be a South African citizen; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicant will be subjected to a vetting process which will include security screening and fingerprint verification. We welcome applications from persons with disabilities.

OTHER POST

- POST 33/110** : **FOOD SERVICE AID REF NO: NC01/09/2022 (X1 POST)**
Section: Office of the National Commissioner
- SALARY** : R104 073 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write.
- DUTIES** : Prepare and serve refreshments. Organise and keep the kitchen hygienically clean. Contribute to the purchasing of stock. Maintain all equipment in good working order.

ENQUIRIES

: Lt Col JL Shandu/ Capt SJ Matlopela/ W/O TB Tshabalala/ SPO KK Mashiloane Tel No: (012) 397 7256/ 7240

DEPARTMENT OF TOURISM

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

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

MANAGEMENT ECHELON

- POST 33/111** : **DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: (DT 29/2022)**
- 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 REQUIREMENTS** : Pretoria
A SAQA recognised B-degree (NQF7) in Computer Sciences/Systems or related field; minimum of 5 years' middle/senior Management experience, experience in strategy and policy development environment. Extensive experience in the field of software development, knowledge and information management, and management. Experience in software development (C#, .net, MS SharePoint) and quality assurance of content for various information dissemination platforms. Strong technical skills in database development (MS Access, SQL, Oracle etc.) and systems development. Working knowledge of Electronic Communication Act, Geographical Information Systems (GIS), web technology and mobile technology. Proven strategic management, Stakeholder Management, Project Management, Human Resource Management, Communication and leadership 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** : Lead the development and implementation of Knowledge Management policies & frameworks in support of the National Tourism Sector Strategy implementation and Tourism Recovery Plan; Provide overall strategic management and leadership to the design and development of knowledge management systems; Develop and implement the knowledge management strategy and plans. Develop strategies for the knowledge management systems updates and maintenance; Ensure that the information and knowledge systems used by the department are constantly updated and implemented using best practices; Identify and collaborate with stakeholders for the development and management of the knowledge management systems and databases; Lead stakeholder relations management activities and ensure their alignment to other departmental initiatives; Lead the development, maintenance and quality assurance of the national tourism databases; Lead the collection of information on various tourism sub-sectors; Manage the

development of digital systems for collecting first-hand information; Lead the development and implementation of collaboration, information sharing, expertise mapping, decision support and search tools; Lead the collection and consolidation of information and content management for the systems from various sources to inform policy, planning, decision-making and departmental programmes; Ensure content is quality-assured, up to date and maintained continuously for all knowledge management systems.

**ENQUIRIES
NOTE**

: Ms N Silulwane Tel No: (012) 444 6402
 : 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.

POST 33/112

: **DIRECTOR: BILATERAL RELATIONS AND COOPERATION REF NO: (DT 30/2022)**
 Re-advertisement; candidates who previously applied are required to reapply.

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
REQUIREMENTS**

: Pretoria
 : A SAQA recognised B-degree (NQF7) in International Relations / Political Science or related equivalent qualification and minimum 5 years' relevant experience in a middle Management position. Knowledge and understanding: International relations and politics; Tourism management; Tourism legislation and policies; Diplomatic Protocols; Public Service Legislative Frameworks relating to International Relations; Intergovernmental Relations Framework Act; International agreements, treaties, resolutions, commitments and outcomes of major global development conferences; PFMA; South African Government policies, objectives and strategies. Skills required: Strategic Management; Strategic Planning; Cross-cultural management; Client orientation; Problem solving; Good communication; Excellent negotiation; Project and financial management; People Management; Stakeholder management; Policy Development. Possession of a valid driver's license and willingness to travel extensively. 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

: Reporting to the Chief Director: International Relations and Cooperation, the successful candidate will be responsible for the following key functions: Drive South Africa's national priorities through bilateral relations and cooperation with prioritised countries on tourism; Negotiate and implement international tourism agreements with prioritised countries; Lead the research and development of country analysis reports in order to inform opportunities for bilateral cooperation, organisational decision-making and departmental programmes. Ensure stakeholder engagement and consultation to identify and resolve international tourism related barriers as well as establish the needs of the sector in order to facilitate opportunities and partnerships through bilateral cooperation with targeted countries; Facilitate capacity building initiatives as a contribution to regional integration; Represent the Department at international meetings with the aim of sustainably growing and developing the South African tourism sector.

**ENQUIRIES
NOTE**

: Ms N Moolla Tel No: (012) 444 6528
 : 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 33/113 : **DEPUTY DIRECTOR: POLICY DEVELOPMENT AND REGULATIONS REF NO: (DT 31/2022)**

SALARY : R882 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 REQUIREMENTS : Pretoria
: A SAQA recognised NQF 6 level qualification. Minimum of three years working experience in a related field. Understanding of policy development processes; Understanding of strategy development processes; Understanding of the Public Service Systems; Knowledge of PFMA and other relevant Acts/legislation; knowledge of Project Management, stakeholder management, management of Human Resource. A valid code B driver's license.

DUTIES : The successful candidate will be responsible for facilitating the development and review of the tourism sector policy and regulatory frameworks; Scanning the policy environment to inform the development and review of policy and regulatory frameworks; Ability to write cogent discussion documents on any tourism policy issue; Consulting with stakeholders on the development of policy and regulatory frameworks; Developing policy and regulatory frameworks to guide the sector; Proactively tracking national policy developments from other sectors with impact to tourism; Analysing national policy developments from other sectors with impact to tourism; Highlighting implications to tourism emanating from other sectoral policy/ regulatory frameworks; Generating tourism policy position on other sectoral policy/regulatory frameworks; Tracking global and national policy developments with impact to the tourism economy; Analysing global and national policy developments with impact to tourism; Developing policy briefings; Ensuring policy advocacy for alignment at local and political spheres of government; Ensuring policy advocacy at relevant national/ sectoral forums; Reporting on the mainstreaming, integration and alignment of tourism agenda across all spheres of government. Please note: Candidates may be tested on their technical skills as part of the interview process.

ENQUIRIES : Mr S Nkala Tel: (012) 444 6316

NOTE : EE Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.

POST 33/114 : **DEPUTY DIRECTOR: STRATEGY DEVELOPMENT REF NO: (DT 32/2022)**

SALARY : R882 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 personal needs within a framework)

CENTRE REQUIREMENTS : Pretoria
: A SAQA recognised NQF level 6 qualification in Social Sciences Tourism/ Development Studies/ Policy Studies/ Public Administration or related field. Minimum of three years working experience in a strategy and policy development environment. Appropriate management/ supervisory experience. Strategic ability. Understanding of policy development processes. Proven project management skills. Knowledge of strategy development processes. Understanding of the Public Service Systems. Knowledge of PFMA and other relevant Acts/legislation. Good report writing skills. Experience in policy analysis and research. Excellent verbal and written communication ability. Experience in financial management. A valid code B driver's license.

DUTIES : The successful candidate will be responsible for managing and executing the development of strategies and frameworks as required. Proactively checking national strategies from other sectors with impact to tourism; analysing national strategies from other sectors with impact to tourism; highlighting implications to tourism emanating from other sectoral strategies; generating tourism positions to provide inputs to other sectoral strategies; conducting environmental scanning to inform the development of national tourism sector strategies; managing stakeholder consultation on the development of national strategies; coordinating awareness creation on national tourism sector strategies; coordinating alignment of national, provincial and local government tourism sector strategies; facilitating implementation of national tourism sector

strategies; developing strategy implementation plans in line with departmental Monitoring and Evaluation framework and guidelines; managing the development of monitoring and evaluation reports and improvement plans; developing consolidated progress reports on the implementation of national tourism sector strategies and related content development.

ENQUIRIES
NOTE

: Ms B Peege Tel: (012) 444 6324
: EE Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.

POST 33/115

: **ASSISTANT DIRECTOR: AUXILIARY SUPPORT REF NO: (DT 33/2022)**

SALARY
CENTRE
REQUIREMENTS

: R382 245 per annum (Level 09), excluding service benefits
: Pretoria
: A SAQA recognised NQF 6 qualification in Public Administration, 3-5 years' experience in administering/managing auxiliary services. Knowledge of Public Service Act and Regulations, Minimum Information Security Standards, Protection of Information Act, Public Finance Management Act, Occupational Health and Safety Act, National Archives and Standards Act. Good communication skills, financial management skills, Problem solving and interpersonal skills, good planning and organising skills, report writing skills and time management.

DUTIES

: The successful candidate will be responsible for ensuring provision of cleaning and food services; developing and reviewing cleaning standards; managing the control of cleaning materials by conducting regular stock-take; ensuring implementation of cleaning standards; conducting spot checks to ensure cleaning standards; ensuring compliance to OHS; drafting and reviewing telephone policy; ensuring implementation of telephone policy; ensuring that switchboard is attended to at all times; reporting telephone misuse to management; verifying and submitting telephone accounts invoices for payments; preparing and drafting letters for non-compliance to policy; drafting telephone usage report and submit to management on monthly basis; ensuring that telephone expenditure is captured monthly; compiling exception reports per branch and submit to management when necessary; managing the administration of service contracts and agreements; management of Service Level Agreements for the sub-directorate; ensuring compliance by service providers to SLA and inform management when discrepancies; liaising with various stakeholders on requests for deliveries of documents; ensuring delivery of documents; ensuring that post is collected and delivered daily to and the Post Office; inspecting all mail registers; ensuring quality of work.

ENQUIRIES
NOTE

: Mr L Molefe Tel No: 012 444 6115
: EE Requirements: Preference will be given to African Male, Coloured Male and White Male candidates.

POST 33/116

: **DATA TECHNOLOGIST REF NO: (DT 34/2022)**

SALARY
CENTRE
REQUIREMENTS

: R321 543 per annum (Level 08), excluding service benefits
: Pretoria
: A SAQA recognised NQF 6 in Information Technology or a related field. 2-3 years' relevant working experience in a project management environment. Knowledge: Database Administration, Project Management, Help Desk Procedures, Administration procedures. Skills: Analytical, Statistical, Writing and Verbal Communication, Numerical, Interpersonal, Microsoft Office Suite, SDLC, C#, CSS, HTML, SQL/Oracle database. Experience in system development and maintenance. A valid driver's license will be an added advantage. Willingness to travel.

DUTIES

: The successful candidate will be responsible for System Development and Maintenance, Help Desk Management; Logging calls on the Help Desk Management System; Assisting users register on the Web-Based system; Resetting user passwords; Linking users to their respective projects on the Web-Based system; Providing access rights to new users; Referring back reports; Setting up printers for users; Allocating and assigning business plans, progress payment reports, and administration reports; Performing database replication process and system backups; Updating project classification; Creating projects on the system; Uploading audit reports on the system; uploading completion reports on the system; Preparing activity reports on helpdesk enquiries for statistical purposes; Generating reports for all hardware and software enquiries for statistical purposes; Generating progress reports for

stakeholders; Developing and documenting system specifications including processes; process mapping; and user training.

ENQUIRIES : Mr R. Tsotetsi Tel No: (012) 444 6505
NOTE : EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.

POST 33/117

ADMINISTRATIVE ASSISTANT: LEGAL SERVICES REF NO: (DT 35/2022)

SALARY : R211 713 per annum (Level 06), excluding service benefits
CENTRE : Pretoria
REQUIREMENTS : A grade 12 or equivalent other training course/qualification. At least 3 years' relevant office management experience. Basic written communication skills, Records management skills. Sound organisational skills. Language skills and the ability to communicate well with people at different levels and from different backgrounds, good telephone etiquette, computer literacy, high level of reliability, ability to act with tact and discretion.

DUTIES : The successful candidate will be responsible to provide administrative support service to the Chief Director and/or Manager/s; manage filing and records management in the Chief Directorate; register received instructions and manage the workflow; update and manage Chief Directorate Registers; assist with administrative functions in gazetting; receive telephone calls and refer them to correct role players; record appointments and events in the diary of the Chief Director; type documents for the Chief Director and other staff within the Chief Directorate; provide a clerical support service to the Chief Director; liaise with travel agencies to manage travel arrangements; arrange virtual and/or in person meetings for the Chief Director and events for the Chief Directorate; process travel and subsistence claims for the unit; processes all invoices that emanates from the activities of the work of the Chief Director and/or Manager/s; draft routine correspondence and reports; administer leave register and telephone accounts; handle the procurement of standard items like stationery and refreshments; collect all relevant documents to enable the manager to prepare for meetings; study the relevant Public Service and Departmental prescripts/policies and other documents to ensure that the prescripts are understood properly.

ENQUIRIES : Ms M Boikanyo Tel No: 012 444 6275
NOTE : EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. should appear in subject-line), by post to the Registry Office, The Department of Trade Industry and Competition, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 19 September 2022
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of qualifications and Identity Document or any other relevant documents to be submitted by only shortlisted candidates to HR on or before the day of the interview date. The DTIC is an equal opportunity affirmative action employer. Shortlisted candidates will be subjected to a technical exercise and the selection panel for SMS position will further recommend candidates to attend a generic managerial competency-based. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. NB: The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment can be considered. Proof of enrolment will be required upon shortlisting. 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/>. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. 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. The DTIC reserves the right not to fill any advertised position(s).

MANAGEMENT ECHELON

- POST 33/118** : **DIRECTOR: SOUTHERN AFRICAN CUSTOMS UNION (SACU) REF NO: (TPN&C - 024)**
Overview: To manage the development and implementation of policies, strategies and programmes for the trade related agreements in the Southern African Customs Union and to promote regional economic integration in Southern Africa.
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Economics, International Relations and/or Law. 5 years' relevant middle/senior managerial experience in a trade relations environment. Skills/Knowledge: Experience in the development, implementation and review of policies and international Trade strategies. Experience in organisational strategic planning, performance and financial management, research and planning. Experience in data analysis, performance management, monitoring and evaluation, stakeholder management, people management, project management, strategic capability and leadership. Research and analytical skills, presentation skills, communication skills (verbal and written), interpersonal skills, planning and organising skills, mentoring and coaching. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Knowledge and understanding of monitoring and evaluation methodologies, tools and techniques. Knowledge and understanding of key legislation applicable to public entities and the dtic. Proficient in MS Packages.
- DUTIES** : Strategies, policies and procedures: Manage the process of developing and reviewing international trade strategies, policies and procedures. Manage the implementation of policies and strategies. Develop policy position to advance the regional integration agenda in SACU and its implication for the continental integration process. Coordinate the dtic positions for SACU trade negotiations with third parties. Research and Analysis: Manage the quarterly analysis of the

performance Provide guidance in research and analysis. Consolidate all research findings. Manage the data analysis, trends and developments in the region. Manage the Development and recommendation of negotiating positions based on research and analysis. Manage developments in bilateral trade policy and how it impacts on SACU and South African economy. Stakeholder management: Create platforms for continuous engagements with key stakeholders, including divisions within the dtic, other Government departments and tiers of government. Work closely with key diplomatic stakeholders to inform and implement the strategy. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs aimed at improving the competitiveness of SACU. Initiate, attend and participate in meetings with potential partners for involvement initiatives and initiate or conclude partnership agreements. Be the SA contact point on SACU and coordinate stakeholder engagement with key Government Departments and stakeholders to coordinate SA positions. Monitoring and Evaluation: Manage the review of policies and methodologies and benchmark against international best practice. Provide support with the implementation of programmes. Direct and manage the directorate: Manage strategic planning for the directorate, including budgets and human resource. Provide directorate's inputs for the MTSF, MTEF and Budget Adjustment Estimates. Ensure the maintenance of effective internal administration of the directorate: the filing of all documents, the maintenance of records, approval of procurement and expenditure and all reporting requirements.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835

POST 33/119 : **DIRECTOR: SOUTHERN AFRICAN DEVELOPMENT COMMUNITY (SADC) REF NO: (TPN&C - 020)**

Overview: To manage the development and implementation of policies, strategies and programmes for the trade related agreements in the SADC region and to promote regional economic integration in Southern Africa.

SALARY : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS :

An undergraduate qualification (NQF Level 7) in Economics, International Relations and/or Law. 5 years' relevant middle/senior managerial experience in a trade relations environment. Skills/Knowledge: Experience in the development, implementation and review of policies and international trade strategies. Experience in organisational strategic planning, performance and financial management, research and planning. Experience in data analysis, performance management, monitoring and evaluation, stakeholder management, people management, project management, strategic capability and leadership. Research and analytical skills, presentation skills, communication skills (verbal and written), interpersonal skills, planning and organising skills, mentoring and coaching. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Knowledge and understanding of monitoring and evaluation methodologies, tools and techniques. Knowledge and understanding of key legislation applicable to public entities and the dtic. Proficient in MS Packages.

DUTIES : Strategies, policies and procedures: Manage the process of developing and reviewing international trade strategies, policies and procedures. Manage the implementation of policies and strategies. Develop policy position to advance the regional integration agenda in SADC and its implication for the continental integration process. Coordinate the dtic positions for SADC trade negotiations with third parties. Research and Analysis: Manage the quarterly analysis of the performance Provide guidance in research and analysis. Consolidate all research findings. Manage the data analysis, trends and developments in the region. Manage the Development and recommendation of negotiating positions based on research and analysis. Manage developments in bilateral trade policy and how it impacts on SADC and South African economy. Stakeholder management: Create platforms for continuous engagements with key stakeholders, including divisions within the dtic, other Government departments and tiers of government. Work closely with key diplomatic stakeholders to inform and implement the strategy. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs aimed at improving the competitiveness of SADC. Initiate, attend and

participate in meetings with potential partners for involvement initiatives and initiate or conclude partnership agreements. Monitoring and Evaluation: Manage the review of policies and methodologies and benchmark against international best practice. Provide support with the implementation of programmes. Direct and manage the directorate: Manage strategic planning for the directorate, including budgets and human resource. Provide directorate's inputs for the MTSF, MTEF and Budget Adjustment Estimates. Ensure the maintenance of effective internal administration of the directorate: the filing of all documents, the maintenance of records, approval of procurement and expenditure and all reporting requirements.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835

POST 33/120 : **DIRECTOR: BUSINESS PROCESS SERVICES REF NO: (IFB - 041)**
Overview to effectively and efficiently manage the Business Process Services Incentive Programme.

SALARY : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Economics / Finance / Business Administration / Public Management. 5 years' relevant middle/senior managerial experience in an Economics environment. Skills/Knowledge: Experience in development, implementation and review of policies, procedures, models and systems. Experience in incentive programmes, organisational strategic planning, performance and financial management, monitoring and evaluation. Experience in performance management, risk management, stakeholder management, people management, project management, strategic capability and leadership. Research skills, presentation skills, communication skills (verbal and written), interpersonal skills, planning and organising skills, mentoring and coaching. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Knowledge and understanding of business and management principles involved in strategic planning, resource allocation, leadership techniques and coordination of people and resources. Knowledge and understanding of key legislation applicable to public entities and the dtic. Proficient in MS Packages.

DUTIES : Management of the Incentive Programme: Effective Strategic management of the incentive. Develop, implement and report on Business plans and amend when necessary. Advise the dtic regarding required improvement, amendments to programme guidelines and policy framework. Ensure system are in place for continuous monitoring and reporting. Ensure appropriate evaluation and adjudication mechanism are in place for the incentive and monitor to ensure effectiveness. Stakeholders and clients management: Ensure effective access to the incentive by all stakeholders. Ensure that client's service policies and procedures are developed, maintained, reported and reviewed in line with the requirements of the business unit. Participating in stakeholder engagement initiatives both domestically and abroad. Financial Management: Budget planning, control, monitoring and reporting to ensure effective and efficient utilization of the allocated budget in line with PFMA requirements, the dtic policies and financial deliverable of the Branch/Business unit. Ensure effective risk management, implementing systems for financial control in line with PFMA requirements and dtic policies and financial deliverables of the Branch/Business unit. Use Audit information for continuous improvement of financial management systems. Oversee efficient maintenance of BPS records and documents: Ensuring an efficient maintenance of records and documents, ensuring an easy retrieval of information and documents as and when necessary. Coordinating an effective updating of information on reports and contracts. Participating in the review and development of policies on BPS: Reviewing the current BPS policies. Development of new or amended BPS Policies. Overseeing implementation of BPS policies, Monitoring and evaluation of the development and implementation of BPS policies. Monitoring and evaluation of the development and implementation of BPS policies. 6. Risk Management: Manage audit findings. Manage risk Register Plans. Timely budget submission and reporting 7. Service Delivery improvement: Implement SDIP standards and reporting. Review and alignment of SDIP. Prepare monthly, quarterly and annual reports for the Directorate. People Management and Empowerment: Conduct HR

ENQUIRIES

Resource forecasting. Increasing staff capacity and filling of Vacancies. Monitor and manage the performance of Deputy Directors and other officials in the Directorates.

: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835

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.

- APPLICATIONS** : 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 or email to: Recruitment@dot.gov.za quoting the name of the post on the subject line.
- CLOSING DATE** : 16 September 2022
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). 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: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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

- POST 33/121** : **CHIEF DIRECTOR: IT ARCHITECTURE (CIO) REF NO: DOT/HRM/2022/70**
Branch: Integrated Transport Planning
Chief Directorate: IT Architecture and Operations (office of the CIO)
- SALARY** : R1 269 951 per annum (Level 14), (all-inclusive salary package) of which 30% may be structured according to individual needs
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised NQF level 7 in Information Technology, Computer Science or Computer Systems related qualification as recognized by SAQA and SMS Pre-Entry Certificate plus 6 — 10 years relevant experience of which 5 years' must be at a senior management level in the information technology field. A post graduate qualification and a Project Management qualification will be an added advantage. Candidate must have proven strategic and leadership capabilities. Understanding and experience of IT governance and architecture, IT policy development, IT infrastructure management, IT Security, Business Intelligence and Application systems development. Knowledge of IT systems and governance framework such as DPSA CGICT policy framework, ITIL, MISS and MIOS. Certificate of COBIT 5 or COBIT 2019 foundation or implementation will be an added advantage. Knowledge of Database management, Server management, SAN storage management, Network Management, BI tools and SDLC for software development will be an added

- advantage. Excellent project management, problem solving, report writing, computer and analytic skills are key to this post. Willingness to work irregular hours and travel extensively. A valid driver's license.
- DUTIES** : The CIO role and responsibilities are to develop, implement and manage the DOT ICT 5-year strategy in alignment with the department business objectives and broader government IT strategies. Develop and manage the IT infrastructure architecture and implement efficient IT infrastructure for DOT head office, and its remote office in Cape Town and Centurion data Centre. Develop and implement the IT continuity plan (Disaster recovery plan) and ensure recovery tests are conducted as planned. Develop, manage and implement IT policies, processes and procedures. Manage all IT SLA and business agreements between DOT and IT suppliers (including SITA contracts) and ensure effective service delivery and compliance on all agreements. Develop IT Procurement plan and ensure value for money is realized for all IT projects. Represent DOT at the GITO committee and sub committees. Report to the DOT Executive Committee (EXCO) and to the DOT Audit Committee on a quarterly basis. Chair the Departmental IT Committee.
- ENQUIRIES** : Ms Rirhandzu Mashava Tel No: 012 309 3197
- NOTE** : 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. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Chief Director: IT Architecture"
- POST 33/122** : **DIRECTOR: RAIL SAFETY REGULATION REF NO: DOT/HRM/2022/71**
Branch: Rail Transport
Chief Directorate: Rail Regulation
Directorate: Rail Safety Regulation
Sub-Directorate: Rail Safety Regulation
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive salary package) of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised NQF level 7 qualification in Transport Economics, Transport Management, Transport logistics or Planning, Engineering or Legal qualification as recognised by SAQA and an SMS pre-entry certificate, plus 6 - 10 years' experience in Rail Safety Regulatory environment of which 5 years should be at middle management level. Note: The following will serve as strong recommendation: Exposure to legislative drafting and understanding of Government legislative processes, knowledge of Public finance Management Act (PFMA), Knowledge and understanding of legislative framework governing railway safety, understanding of intergovernmental relations, analytical and problem-solving skills, Project management skills and understanding of procurement legislation and processes.
- DUTIES** : The successful candidate will: Perform and ensure regulatory oversight of the Railway Safety Regulator. Manage the development of the Railway Safety Regulatory Framework. Develop and amend the Railway Safety Regulator Act. Develop railway safety regulations to ensure the implementation of legislation. Ensure effective implementation of Railway Safety Regulator Act, 2002 by relevant Entities. Facilitate the development of standards for the rail industry. Ensure the develop a safety permit fee regime model. Develop and implement rail incidents and investigations framework in line with legislative prescripts. Co-ordinate rail safety initiatives between relevant stakeholders. Benchmark the performance of rail entities and strategies with other Regulators. Ensure annual reporting of railway safety performance. Represent the Department in regional and international structures on rail safety. Provide project management support to railway safety projects and initiatives. Ensure the compilation of the annual report and strategic plan of the Directorate. Efficient management of the Directorate budget and process.
- ENQUIRIES** : Mr. Ngwako Makaepa Tel No: (012) 309 3921
- NOTE** : 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. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Director: Rail Safety Regulation"

<u>POST 33/123</u>	:	<u>DIRECTOR: RAIL INFRASTRUCTURE REF NO: DOT/HRM/2022/72</u> Branch: Rail Transport Chief Directorate: Rail Infrastructure and Industry Development Directorate: Rail Infrastructure
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (all-inclusive salary package) of which 30% can be structured according to individual needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A recognised NQF level 7/8 (degree) or equivalent in Civil Engineering, Transport Planning or Transport Economics as recognised by SAQA and an SMS pre-entry certificate, plus 6 -10 years' experience, of which 5 years must be on middle management level. Proficiency in one or more of the following competencies will also be considered: the development and or coordination of an integrated rail revitalisation programme, the development and or management of rail infrastructure projects, the establishing of governance frameworks within which stakeholders, provincial and local governments, can act within a coordinated an integrated planning environment, the development of planning guidelines to promote inter-modalism, the identification of key strategy areas with key performance indicators, project managing feasibility studies in compliance with applicable Treasury Regulations, and facilitation and compilation of feasibility reports and the preparation/presentation of the outcome of feasibility studies to key stakeholders. Note: The following will serve as strong recommendation: Knowledge and skills in compilation of management reports, communication skills (verbal and written English must be above average), computer literacy, Financial Management, Strategic Capability and Leadership, People Management and Empowerment, Project/Programme Management, Client Orientation, Customer Focus and Change Management.
<u>DUTIES</u>	:	The successful candidate will: Provide leadership on institutional arrangements, governance structures and rail planning, coordinate information and data pertaining to rail planning and infrastructure, facilitate integrated transport planning, land use and urban planning, oversee and report on the PRASA Capital Programme and project manage feasibility studies on the viability of rail projects. Manage and control the Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Branch. Establish and maintain governance, administrative and financial system's continuity within the work of the Directorate. Prepare and submit implementation plans. Evaluate projected spending plans. Monitor quality control of work. Manage the compilation of the annual report and strategic plan and annual performance plan of the Directorate. Monitor the planning, organising and delegation of work.
<u>ENQUIRIES NOTE</u>	:	Mr JD de Villiers Tel No: (012) 309 3642 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. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Director Rail Infrastructure"
<u>POST 33/124</u>	:	<u>DIRECTOR: PUBLIC TRANSPORT STAKEHOLDER MANAGEMENT REF NO: DOT/HRM/2022/73</u> Branch: Public Transport Chief Directorate: Public Transport Industry Development
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (all-inclusive salary package) of which 30% can be structured according to individual needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A Bachelor Degree at NQF Level 7 in Transport Management or Public Administration or Management as recognised by SAQA and SMS pre-entry certificate with 5 years at senior management or middle management experience. Note: The following will serve as strong recommendation: Good knowledge and experience of the public transport sector (bus and taxis); sound knowledge of the National Land Transport Act; ability to establish relationships with a wide variety of stakeholders, good interpersonal and people management skills, conflict resolution skills, good verbal and written communication abilities, strategic capabilities and leadership abilities; excellent computer skills, financial and project management knowledge and analytical and problem-solving skills.

DUTIES : Manage public transport stakeholder engagements with specific focus on the taxi and bus sectors. Develop appropriate management strategies to effectively engage public transport stakeholders based on their needs and facilitate implementation. Coordinate and ensure improved inter-governmental relations between the different spheres of government on public transport issues in order to enhance decision-making and accountability. Facilitate and monitor industry support by the Department in the form of training and economic empowerment initiatives. Monitor and manage the assistance rendered to the sectors. Assess public transport stakeholder interests and develop measures and procedures to deal with disputes. Monitor and evaluate the implementation of these measures and procedures. Manage and control the Directorate/Section. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch.

ENQUIRIES NOTE : Mr Lesiba Manamela Tel No: (012) 309 3638
: 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. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Director: Public Transport Stakeholder Management"

POST 33/125 : **DIRECTOR: MARITIME INFRASTRUCTURE AND FREIGHT LOGISTICS**
REF NO: DOT/HRM/2022/74
Branch: Maritime Transport
Chief Directorate: Maritime Infrastructure and Industry Development

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 Bachelor's in Maritime Studies or Maritime Transport Economics or Transport Freight Logistics at NQF Level 7 as recognized by SAQA and SMS pre-entry certificate plus 5 years' experience must be at Senior Management / Middle Management level and experience in the management and regulation of the maritime transport sector / freight logistics. Note: The following will serve as a recommendation: Above average understanding of management in the maritime transport sector; A strategic thinker who is able to work with individuals and teams at both executive and operational level; Sound knowledge of public administration regulations and procedures; Excellent verbal, liaison and writing communication skills; Strategic leadership and co-ordination skills; High-level ability to analyse and synthesise information and to formulate policies and strategies; Extensive knowledge of public finance management systems and legislation in Government; A good track record of managing strategic programmes /projects of national interest; Sound knowledge of Government protocol, processes and regulations; Willingness to travel and work beyond normal working hours.

DUTIES The successful candidate will: Ensure that maritime infrastructure planning processes are undertaken in an integrated manner to foster economic growth and development of the country by: Facilitating the implementation of policies and the Maritime Charter to develop Maritime industries in Ship building, Ship repair, maintenance, conversion and docking facilities in collaboration with the Department of Trade and Industry and Department of Public Enterprise, manage the DOTs relationship with TRANSNET facilitate implementation of intermodal strategies in the Port Environment. Manage the development of an effective productive South African port industry that is capable of contributing to the economic growth and development of the country and improve port efficiency by conducting research on supply chain logistics. Ensure that port efficiency and maritime freight logistics strategies are developed and implemented as per the DoT requirements. Manage and control the Directorate by ensuring the compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Develop a framework, create a conducive environment and provide leadership in stakeholder management. Provide guidance and adequate support for and development of the staff of the Directorate. Establish and maintain governance and administrative system's continuity within the work of the branch develop financial reports for forecasting, trending and results analysis. Ensure the compilation of the quarterly reports, including the analysis of the Ports Regulator's Annual Performance Plans and annual report.

ENQUIRIES : Mr Mthunzi Madiya Tel No: (012) 309 3329

NOTE : 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. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Director: Maritime Infrastructure and Freight Logistics"

POST 33/126 : **DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: DOT/HRM/2022/75**
Branch: Administration (Office of the CFO)
Chief Directorate: Budget and Compliance
Directorate: Internal Control and Compliance

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

CENTRE : Pretoria
REQUIREMENTS : A relevant NQF level 7 in Financial Administration and an honours degree in Commerce or Auditing would be an advantage as recognized by SAQA and SMS pre-Entry certificate / Certified Internal Auditor or studying towards the achievement and at least 5-8 years' experience of which five years' experience as internal control practitioner and at least five years' experience on a middle management level. Note: Required knowledge, experience and skills: Sound knowledge of Government Processes. Excellent knowledge of the PFMA, Treasury Regulations and MTEF processes, Auditing knowledge, ability to analyses and synthesize information, Ability to interact at executive level, Sound knowledge of Internal Control Framework, Communication skills (verbal and written), Advanced project management, Advanced computer skills, the candidate must be willing to work beyond normal working hours and travel from time to time.

DUTIES The incumbent will be expected to take overall responsibility to: Implement and maintain internal control systems and processes. Maintain formal process for dealing with irregular, unauthorised, fruitless and wasteful expenditure. Develop and review financial policies. Manage internal and external audit queries and reports. Present action plans to address audit queries/ control weaknesses to the Audit Committee and Executive Committee. Review and analyse reports from Office of the Auditor- General, Internal Audit Unit, Investigation and any other professional institution for findings relating to the internal control systems. Compile Annual and Business plans for the Directorate. Provide the Directorate annual performance plan information for incorporation in the annual report. Manage the Human Resource.

ENQUIRIES : Mr Makoto Matlala Tel No: 012 309 3727

NOTE : 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. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Director: Internal Control and Compliance"

POST 33/127 : **DIRECTOR: RISK MANAGEMENT REF NO: DOT/HRM/2022/76**
Branch: Office of the Director-General
Chief Directorate: Internal Audit and Forensic Investigation

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

CENTRE : Pretoria
REQUIREMENTS : A recognised NQF level 7 in Risk Management or Auditing as recognized by SAQA and SMS pre-entry certificate with a minimum of five (5) years' experience at Middle Management Level in Auditing / Risk Management. Membership of the Institute of Risk Management South Africa (IRMSA) / institute of Internal Auditors South Africa (IIASA) / Association for Certified Fraud Examiners. The following certifications will be an added advantage, CIA, CCSA, CRMA, CA (SA) and CFE. Note: the following will serve as a recommendation: knowledge of PFMA and Treasury Regulations; knowledge of Financial Management and Provisioning administration; Good communication skills (verbal and written); interpersonal management; presentation skills; problem solving; supervisory; facilitation advanced computer skills; sound knowledge of government protocols, processes & regulations; The candidate must be willing to work & travel beyond normal working hours.

DUTIES : The successful candidate will be responsible for: To develop, implement, manage and execute a comprehensive process for identifying, assessing, mitigating, monitoring and reporting on risk that impact on department's performance. Manage the development, implementation and management of a risk management framework, strategy and protocol; monitor and evaluate the effectiveness and efficiency of a risk management framework and embedded practices; Facilitate the identification, assessment & mitigation of risk utilizing appropriate tools and techniques; Institutionalize and facilitate the embedding of risk management, business continuity and combined assurance; Facilitate the compilation of strategic and operational risk registers; Report all relevant ERM matters including, findings, risk positions and recommendations to relevant stakeholders; Manage the coordination of the Risk Committee and perform the Secretariat function; Continually improve the relevant risk management training needs for the risk management committee, risk champions and all other staff in the department; Manage Human & Financial Resources.

ENQUIRIES NOTE : Mr. Sandiso Thutshini Tel No: (012) 309 3150
: 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. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Director: Risk Management"

OTHER POSTS

POST 33/128 : **ASSISTANT DIRECTOR: RAIL FREIGHT LOGISTICS REF NO: DOT/HRM/2022/77**
Branch: Rail Transport
Chief Directorate: Rail Infrastructure and Industry Development
Directorate: Rail Infrastructure
Sub-Directorate: Rail Freight Logistics

SALARY CENTRE REQUIREMENTS : R477 090 per annum (Level 10)
: Pretoria (Head Office)
: A recognised NQF level 6/7 in Transport Logistics, Transport Management, Transport Economics, Transport Planning with 3 years relevant experience. Recommendations: Good understanding of the public sector. Knowledge of transport sector and freight industry. Rail Freight Logistics experience and or exposure to a rail freight operations and infrastructure environment. Minimum skills required are: project management, financial management, research skills, risk management, analytical skills, communication skills (Verbal & Written) and computer literacy.

DUTIES : Conduct research on international best practice on rail freight logistics. Participate in relevant industry national, regional, continental, and international levels that promote the implementation and coordination of rail infrastructure provision. Co-ordinate the development and implementation of rail logistics strategy in conjunction with stakeholders. Participate and support with the development and planning of monitoring systems and tools for infrastructure and operations in rail freight logistics and to reduce costs. Co-ordinate the implementation of the rail logistics strategy in conjunction with stakeholders. Coordinate, and integrate rail freight logistics with other transport infrastructure. Monitor the effectiveness of the strategy. Perform general administration (minute taking, agenda distribution, filling, database update). Maintain good relations with all relevant stakeholders.

ENQUIRIES NOTE : Ms Mathoto Mohale Tel No: (012) 309 3409
: Preference will be given to African Males, White Males/Females, Indian Males/Females, coloured males/females and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "ASD Rail Freight"

POST 33/129 : **SENIOR INTERNAL AUDITOR REF NO DOT/HRM/2022/78**
Branch: Administration Office of the Director-General
Chief Directorate: Internal Audit and Forensic Investigations
Directorate: Internal, Performance and IT Audits
Sub-Directorate: Internal Audit

SALARY : R321 543 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria (Head Office)
	:	Applicants must be in possession of 3 years tertiary qualification National Diploma or Degree (NQF level 6/7) as recognised by SAQA in Internal Auditing/Auditing qualification or an equivalent qualification with 3 Years Internal Audit experience. Experience in auditing of Financial Statements. PLUS, the following key competencies: Knowledge of the Treasury Regulations and Public Finance Management Act (PFMA); Knowledge of the International Standards for the Professional Practice of Internal Auditing and Code of Ethics; Knowledge, proficiency and skill of auditing financial statements. Good interpersonal and communication skills (both written and verbal); Analytical skills, report writing; problem solving; project management skill, Computer Skills, Knowledge of audit tools as an added advantage.
<u>DUTIES</u>	:	The incumbent will be responsible for the following: Evaluate the internal control systems, risk management and governance processes of the department; Evaluate and assess the reliability and integrity of financial information; Plan audit projects; Develop adequate audit procedures; Execute audit programme by gathering all relevant data and audit evidence; Document all audit findings and provide supporting evidence; Compile audit reports and discuss with clients; Conduct internal audits in compliance with the International Standards for the Professional Practice of Internal Auditing; Perform follow up reviews to ensure that agreed action plans were implemented; Conduct ad-hoc audits.
<u>ENQUIRIES NOTE</u>	:	Ms Mpho Sepogwane Tel No: (012) 309 3336
	:	Preference will be given to African Males, White Males, Indian Males/Females, coloured males/females and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "SNR Internal Auditor"
<u>POST 33/130</u>	:	<u>SENIOR LABOUR RELATIONS OFFICER REF NO: DOT/HRM/2022/79</u> Branch: Administration Office of the Chief Operations Officer Chief Directorate: Human Resource Management and Development Directorate: Human Resource Management and Administration Sub-Directorate: Labour Relations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum (Level 08)
	:	Pretoria (Head Office)
	:	A recognized NQF level 6/7 in Labour Relations, or Labour Law or LLB qualification with at least two years' experience in Labour Relations environment. Note: The following will serve as strong recommendations: Sound knowledge and exposure to all applicable regulatory frameworks applicable to Labour Relations, e.g PSCBC and GPSSBC Collective Agreements, Public Service Directives, Determination, procedures, policies, Basic conditions of Employment Act, Relevant experience in the field of dealing with Labour Relations, problem solving and analytical, attention to details and the ability to work effectively under pressure.
<u>DUTIES</u>	:	Promote sound Labour Relations in the institution and ensure efficient management of Labour Relations. Investigate and deal with less and serious misconduct, compile investigation report with findings and recommendations, Represent the employer in the Disciplinary hearing. Draft charge sheet for the disciplinary hearing, compile data base of all misconduct cases, Draft the mandate to defend the dispute at the GPSSBC, draft settlement agreements, Represent department in conciliation and arbitration meeting, perform secretariat duties for effective management of Bilateral and Multilateral meetings, Management of strike, Coordinates Multilateral and Bilateral meetings, identify needs for training, secure venue for the training, prepare training materials, conduct training on Labour related matters, capture all cases on persal and internal case management system, prepare FOSAD report, Prepare Financial Misconduct report, Deal with conflicts/complaints from the Departmental Employees, Handle grievances by receiving and acknowledging of grievances, update the aggrieved employees on progress and maintain the grievance register. Perform general office administration i.e Send and receive faxes and emails. Administer travel arrangements (accommodation, travel, venues arrangement etc).
<u>ENQUIRIES NOTE</u>	:	Mr. Muladelo Mudau Tel No: (012) 309 3542
	:	Preference will be given to African Males, White Males, Indian Males/Females, coloured males/females and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the

abovementioned position on the subject line when applying i.e. "SNR Labour Relations"

POST 33/131 : **SENIOR PROCUREMENT ADMIN OFFICER: LOGIS REF NO DOT/HRM/2022/80**

Branch: Administration Office of the Chief Financial Officer
Chief Directorate: Financial Administration and Supply Chain Management
Directorate: Supply Chain Management
Sub-Directorate: Logis

SALARY CENTRE REQUIREMENTS

: R321 543 per annum (Level 08)
: Pretoria (Head Office)
: NQF level 6 in Supply Chain Management/Logistics/ Purchasing and Commercial studies with a minimum of 3 years relevant experience in the field Logistics. Note: The following will serve as a strong recommendation: Knowledge and experience in Payments, Knowledge of LOGIS system, Proven knowledge of Governments procurement procedures and regulations: PPFA, knowledge of the PFMA and Treasury regulations. Ability to capture information accurately and in detail. High level of computer literacy. Good communication skills both verbal and written. Confidence, confidentiality and reliability. Ability to work under tight deadlines and pressure. Must be willing to work beyond normal working hours when required.

DUTIES

: The incumbent will be responsible for the following: Capture invoices on selection FIIN. Verify allocation codes as per SCOA allocations. Add payments on Logis Procurement Integration. Pre- authorise payment on Logis Procurement Integration. Ensure that Supplier banking details are verified successfully on CSD before processing the payment. Maintain a register for payments Maintain and update commitment register Ensure that part payment schedules are accurate as per commitment amount on Logis. Receive the goods on the documents simultaneous receipt and issue voucher. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting.

ENQUIRIES NOTE

: Ms Vhonani Tshipapa Tel No: 012 309 3287
: Preference will be given to African Males, White Males, Indian Males/Females, coloured males/females and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "SNR Procurement Admin"

POST 33/132 : **SENIOR ADMIN OFFICER: LOGISTICS INFRASTRUCTURE REF NO: DOT/HRM/2022/81**

Branch: Integrated Transport Planning
Chief Directorate: Freight Logistics
Directorate: Logistics Infrastructure

SALARY CENTRE REQUIREMENTS

: R321 543 per annum (Level 08)
: Pretoria (Head Office)
: A recognised NQF level 6 (National Diploma/ Degree) in Transport Management, Transport Economics, Freight Logistics, Transport Planning, Public Admin - with at least 2 years relevant experience in the freight and logistics industry space. Note: The following will serve as a recommendation: Sound knowledge of freight logistics operations, logistics infrastructure, freight logistics or freight logistics and supply chain and knowledge of various modes and sectors like warehousing, distribution centres that contributes to the seamless movement of goods and services. Knowledge of policy development, strategies and regulations. Good written and verbal communication skills. Good organizational skills and computer literacy.

DUTIES

: The successful candidate will be rendering support to the Logistics Infrastructure team. Assist in organising and facilitating stakeholder engagements through various platforms. Co-ordinate and arrange any meeting or the Steering committee in relation to the project. Take minutes and preparing documents that are needed for the meeting. Maintain and update the database of the Logistics Infrastructure projects and Stakeholders. Be the liaison officer between the Chief Directorate and Stakeholders. Assist in research and information compilation on identified projects. Attend meetings, workshops and conferences that relates to Freight Logistics. Assist in co-ordinating meetings for the Logistics Infrastructure transport projects. Attend stakeholder planning

and liaison forums. Assist with the entire administration of the projects in the Logistics Infrastructure and Freight Logistics. Assist in compiling the auditor's or any other report on behalf of the Directorate.

ENQUIRIES
NOTE

: Ms Anita Buda Tel No: 012 309 3769
: Preference will be given to African Males, White Males, Indian Males/Females, coloured males/females and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "SNR Logistics Infrastructure"

POST 33/133

: **MESSENGER / DRIVER REF NO: DOT/HRM/2022/82**

SALARY
CENTRE
REQUIREMENTS

: R147 459 per annum (Level 04)
: Pretoria (Head Office)
: A recognized NQF Level 4 (Senior Certificate / Grade 12) with 3 to 5 years driving experience. Note: The following will serve as recommendation: File system management. Code EB Drivers License compulsory

DUTIES

: The successful candidate will be responsible for the following: Render effective and efficient messenger / driver services. Provide effective administrative support service. Assist with managing the filing system for the Branch. Assist with general support service to the Branch

ENQUIRIES
NOTE

: Ms Neo Mogotlana Tel No: 012 309 3639
: Preference will be given to African Females, White Males, coloured males/females and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Messenger Driver"

POST 33/134

: **FOOD AID ASSISTANT REF NO: DOT/HRM/2022/83**

Branch: Integrated Transport Planning
Directorate: Integrated Transport Planning: Admin Support
Sub-directorate: Integrated Transport Planning: Admin Support

SALARY
CENTRE
REQUIREMENTS

: R124 434 per annum (Level 03), (all-inclusive salary package)
: Pretoria
: An appropriate recognised NQF Level 4 (Grade 12) and no experience. The following will serve as strong recommendations: Good Communication skills (Verbal and Written). Telephonic etiquette. Ability to use general office machinery e.g. photocopy machine.

DUTIES

: The successful candidate will: Provide food service aid to the office of the DDG. Prepare and serve refreshments as required. Prepare the boardroom for meetings. Assist with administrative duties by answering telephone calls and relay messages when other personnel are not available or as requested; Arrange meetings, Complete Authorization form for Petty Cash to procure groceries for DDG's office and Assist in preparing VAS2 form for general office procurements as well as to perform registry duties.

ENQUIRIES
NOTE

: Ms. Josephine Phukubye Tel No: (012) 309 3355
: Preference will be given to African Males, White Males/Females, coloured males/females and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Food Aid Assistant"

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 16 September 2022

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

OTHER POSTS

POST 33/135 : **CHIEF ENGINEER GRADE A REF NO: 160922/01**
Branch: Infrastructure Management Head Office
SD: Bulk Pipe Systems

SALARY : R1 058 469 per annum, (all-inclusive OSD salary package)

CENTRE : Pretoria (Head Office)

REQUIREMENTS : A Civil Engineering Degree (B Engineering/BSc Engineering) or relevant engineering qualification. Six (6) years post-qualification experience in Bulk Pipe Systems. Compulsory registration with ECSA as a Professional Engineer (Pr. ENG). A valid and unexpired driver's license. Experience in the planning, design and construction of water resources infrastructure projects. Extensive experience in project management especially in the project management of large water infrastructure projects. An understanding of the complete project life cycle from initial planning stages through to completion. Contract management experience. A detailed understanding of construction procurement processes. Experience in financial planning and financial management. Knowledge of project risk analysis and risk management. The ability to relate with associated professional fields in a multi-disciplinary team. Additional studies in Water Resources Engineering as recommended. High level communication skills (verbal and written). Conflict management, contract

dispute resolution and negotiation skills. Problem solving and analysis skills. Computer proficiency (such as MS Office, MS Projects, etc). Must be able to work independently, be self-motivated, responsible and reliable. Willingness to travel throughout South Africa on short notice for the execution of some of the duties.

DUTIES

: Prepare bulk pipeline designs, design basis and technical specifications. Review, evaluate, edit and approves engineering designs according to design principles and theory. Ensure adequate standard of technical documentation, reporting and contribute in updating of standards. Coordinate design integration across the engineering disciplines within the Directorate as well as to other directorates. Pioneering of new engineering services and management methods. Optimising design and cost-effectiveness of projects and risk management. Managing consulting engineers, and the accompanying contract administration and resolution of claims; promote the Department's interests in project implemented by external bodies. Ensure compliance with technical standards, legal requirements, timeframes and approved budgets during the implementation of water resource infrastructure projects. Mentoring and training Engineers and Technicians; managing administrative, financial and personnel-related functions.

**ENQUIRIES
APPLICATIONS**

: Mr E Koadibane Tel No: 012 336 7694
: Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria. For Attention: Planning, Recruitment and Selection unit.

NOTE

: This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016, i.e. provision of the candidate's current salary advice.

POST 33/136

: **CHIEF ENGINEER GRADE A REF NO: 160922/02**
Branch: Infrastructure Management Head Office
SD: Dam Design

**SALARY
CENTRE
REQUIREMENTS**

: R1 058 469 per annum, (all-inclusive OSD salary package)
: Pretoria (Head Office)
: A Civil Engineering Degree (B Engineering/BSc Engineering) or relevant engineering qualification. Six (6) years post-qualification experience in Dam Engineering. Compulsory registration with ECSA as a Professional Engineer (Pr. ENG). A valid and unexpired drivers license Extensive dam engineering experience related to design, hydrology, construction, management and safety of dams. Knowledge of the water sector and relevant legislation. An understanding of the complete project life cycle from initial planning stages through to completion. Contract management experience. A detailed understanding of construction procurement processes. Experience in financial planning and financial management. Knowledge of project risk analysis and risk management. The ability to relate with associated professional fields in a multi-disciplinary team. High level communication skills (verbal and written). Conflict management, contract dispute resolution and negotiation skills. Problem solving and analysis skills. Computer proficiency (such as MS Office, MS Projects, etc). Must be able to work independently, be self-motivated, responsible and reliable. Willingness to travel throughout South Africa on short notice for the execution of some of the duties.

DUTIES

: To manage and oversee all aspects of project life cycle. Co-ordinate the implementation of a portfolio of mega-projects. Prepare dam designs and technical specifications for project implementation. Co-ordinate water users, institutions and stakeholders input for decision making on Water infrastructure projects. Manage the technical, environmental, contractual, risk, social and financial aspects of infrastructure development projects. Promote the Department's interests in project implemented by external bodies. Ensure compliance with technical standards, legal requirements, timeframes and approved budgets during the implementation of water resource infrastructure projects. Ensure compliance with technical standards, legal requirements, timeframes and approved budgets during the implementation of water resource infrastructure projects. Ensure the co-ordination and management of contracts with service providers on projects to ensure effective project implementation. Ensure the co-ordination of management of both external and internal

stakeholders on the infrastructure projects. Would be beneficial to be knowledgeable of construction law contracts such as GCC and FIDIC. Detailed knowledge of Treasury Regulations, Public Finance Management Act (PFMA). Manage the process commissioning of the infrastructure and takeover by the Operations Unit. Provide leadership and direction on projects. Manage Human Resources and budgets allocated on projects to ensure efficient and effective project implementation. Promote transformation. Mentoring and training Engineers and Technicians; managing administrative, financial and personnel-related functions.

ENQUIRIES : Mr E Koadibane Tel No: 012 336 7694
APPLICATIONS : Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria. For Attention: Planning, Recruitment and Selection unit.

NOTE : This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016, i.e. provision of the candidate's current salary advice.

POST 33/137 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 160922/03**
 Branch: Infrastructure Management: Head Office

SALARY : R762 816 per annum, (all-inclusive OSD salary package)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : A Bachelor of Technology (BTECH) in Engineering or relevant qualification. Six (6) years post qualification engineering Technologist experience required. Compulsory registration with ECSA as a Professional Engineering Technologist. A valid and 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.

DUTIES : Provide and manage technological advisory services and procurement administration for appointment of PSPs. Manage the coordination of compilation and structuring of tender documents in line with the CIDB (Best Practice Guideline) Manage all aspects of procurement administration for required PSP services as for CD: ES. Manage and maintain interpersonal relationships with stakeholders, including internal and external. Manage the appointment of PSPs for projects within CD: ES. Management of human and financial resources. Manage compliance of tender documentation in line with the Preferential Procurement Policy Framework Act, 2000 and related regulations and circulars. Provide and manage technical coordination and support in the general administration of contracts.

ENQUIRIES : Mr V Monene Tel No: (012) 336 6943
APPLICATIONS : Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION : Planning, Recruitment and Selection unit

POST 33/138 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 160922/04**
 Branch: Infrastructure Management: Central Operations

SALARY : R452 895 per annum, (OSD)
CENTRE : Bloemfontein
REQUIREMENTS : A National Diploma in Civil Engineering or relevant qualification. Six (6) years post qualification technical (Civil Engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technician A valid and unexpired driver's license will serve as an added advantage. Proven experience in Project Management, Technical design and Analytical skills. Computer-aided engineering applications. Knowledge of legal compliance.

Technical report writing. Problem solving, decision making, teamwork, creativity, customer focus, good communication skills, computer skills and people management skills.

DUTIES : Manage technical services to the Government Water Schemes and Water Users Associations. Manage administrative and related functions e.g. monitor the implementation of Capital and Operational funded projects through conducting site inspections, site meetings, compilation and submission of progress reports. Research and development.

ENQUIRIES APPLICATIONS : Mr OH Moatshe Tel No: 051 405 9000 / 083 300 8558
: Bloemfontein: Please forward your application quoting the relevant reference number to the Provincial Head: Free State Region, Department of Water and Sanitation, NWRI Central Operation, Private Bag 528, Bloemfontein, 9300

FOR ATTENTION : Mrs NSM Maloka

POST 33/139 : **ARTISAN FORMAN GRADE A (ELECTRICAL) REF NO: 160922/05**
Branch: Infrastructure Management: Central Operations

SALARY CENTRE REQUIREMENTS : R308 826 per annum, (OSD)
: Usutu Vaal (Standerton)
: An appropriate Trade Test certificate. Five (5) years post qualification experience as an Artisan (Electrical field). A valid and unexpired driver's license. Planning and organizing skills. Technical report writing skills. Conflict management. Knowledge of OHS act. Computer and Computer aided applications skills. Good communication skills. Willing to work long hours and under pressure. Willingness to travel, where necessary.

DUTIES : Supervise the design and production of technical services. Supervise the maintenance of technical services. Perform administrative and related functions. Human Capital Resources Management.

ENQUIRIES APPLICATIONS : Mr S Madjoe Tel No: 017 712 9400
: Usutu Vaal (Standerton) Please forward your application quoting the reference number to The Department of Water and Sanitation, Private Bag X 2021, Standerton, 2430 or hand deliver to Office no1, Admin Building, Grootdraai Dam, Human Resource office.

FOR ATTENTION : Ms IN Ndwandwe

POST 33/140 : **ARTISAN FOREMAN GRADE A (CARPENTER) REF NO: 160922/06**
Branch: Infrastructure Management: Central Operations

SALARY CENTRE REQUIREMENTS : R308 826 per annum, (OSD)
: Usutu Vaal (Standerton)
: An appropriate Trade Test Certificate. Five (5) years post qualification experience as an Artisan. (Carpenter field). A valid and unexpired driver's license. Knowledge of Occupational health and Safety Act (OHS), Communication skills. Computer (MS Word, Excel, and Outlook) and Computer aided application skills, willing to work long hours, under pressure and willingness to travel, where necessary will be added advantage.

DUTIES : Supervise the design and production of technical services. Supervise of the maintenance of technical services. Perform administrative and related functions. Human and capital resources management.

ENQUIRIES APPLICATIONS : Mr S Madjoe. Tel No: (017) 712 9400
: Usutu Vaal (Standerton) Please forward your application quoting the reference number to The Department of Water and Sanitation, Private Bag X 2021, Standerton, 2430 or hand deliver to Office no1, Admin Building, Grootdraai Dam, Human Resource office. For Attention: Ms IN Ndwandwe

POST 33/141 : **ARTISAN PRODUCTION (GRADE A-C) ELECTRICAL REF NO: 160922/07 (X3 POSTS)**
Branch: Infrastructure Management: Central Operations

SALARY CENTRE REQUIREMENTS : R193 512 – R329 580 per annum, (OSD), (Offer will be based on proven years of experience)
: Usutu Vaal: (Standerton)
: A Senior / Grade 12 certificate. An appropriate trade test certificate or relevant qualification. A valid and unexpired driver's license. Ability to work in a team. Technical report writing skills. Knowledge of Occupational health and Safety Act (OHS). Computer literacy. Good communication skills. Ability to work long

- hours. Perform standby duties and perform well under pressure. Technical analysis and problem-solving skills. Willingness to travel.
- DUTIES** :
- Render maintenance for electrical oriented functions e.g: Maintenance of electrical installations in various dams, reservoirs, departmental houses pump stations, machinery, dam walls and pipelines and inspections of cathodic protection (TRUs). Ensure that tools and materials are properly used and managed e.g., Inspect equipment for technical faults and repair according to standards. Services equipment according to schedule. Ensure quality assurance in line with specifications. Perform administrative and related functions for the component e.g., ensure adherence to safety standards, requirements and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit Technical reports as required. Supervise and mentor staff e.g., Individual / personal development to keep up with new technologies. Keep and maintain job records / register.
- ENQUIRIES** :
- APPLICATIONS** :
- Mr S Madjoe Tel No: 017 7129400
- Usutu Vaal (Standerton) Please forward your application quoting the reference number to The Department of Water and Sanitation, Private Bag X 2021, Standerton, 2430 or hand deliver to Office no1, Admin Building, Grootdraai Dam, Human Resource office.
- FOR ATTENTION** :
- Ms IN Ndwandwe

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

CLOSING DATE : 16 September 2022

NOTE : Applications must be submitted on new Z83 form. “Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at **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

MANAGEMENT ECHELON

POST 33/142 : **CHIEF EXECUTIVE OFFICER REF NO: H/H/14**

SALARY : R1 269 951 - R1 518 396 per annum (Level 14), all -inclusive package consists of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE : Pelonomi Tertiary Hospital: Bloemfontein

REQUIREMENTS : An undergraduate qualification (NQF) Level 7) in a clinical related field, registration with the relevant Health Professional Council, a Postgraduate Degree/Diploma in management. A minimum 5 years Senior Management experience in the health Sector Management environment. Unendorsed Valid

driver's license. Successful completion of the Nyukela Pre-entry certificate to Senior Management Services. OR MBCHB Degree qualification. Current registration with HPCSA as a Medical Practitioner; PLUS; A minimum of 5 years' experience in Medical Management after registration with the HPCSA. Unendorsed valid driver's license. Successful completion of the Nyukela Pre-entry certificate to Senior Management Services. Postgraduate qualification or equivalent qualification majoring in Hospital Management/ Health Systems. Experience at a Regional/Tertiary Hospital will be an added advantage. Knowledge: Knowledge of South African Health System, Hospital Service Package and relevant legislation such National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, Programme and project management, Financial management, Management of people and empowerment. Progress Competencies: Turnaround and Service delivery innovation, Knowledge management, problem solving and analysis, Communication, Client orientation and customer focus.

DUTIES

: To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective and efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and governance requirements, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, financial, resource mobilisation, monitoring and evaluation and asset and risk management. Hospital Operations Management: Ensure hospital operations support systems and processes are in place to support clinical operations. Ensure that systems and procedures are in place to ensure planning and timeous maintenance of equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resource, promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Suppliers: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegation authority and in line with the PFMA, ensure that goods and services are procured in a cost-effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care and compliance with the National Core Standards. Establish community networks and provide technical support to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institutions risk to ensure optimal achievement of health outcomes

**ENQUIRIES
APPLICATIONS**

: Mr RPG Maarohanye Tel No: (051) 408 1846
 : 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.

FOR ATTENTION

: Me RD Stallenberg

OTHER POSTS

POST 33/143

: **MEDICAL SUB-SPECIALIST GRADE 1-3 (PAEDIATRIC ONCOLOGY) REF NO: H/M/ (X2 POSTS)**

SALARY

: Grade 1: R1 302 855 per annum
 Grade 2: R1 489 665 per annum
 Grade 3: R1 628 853 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) (excluding Commuted Overtime)

CENTRE REQUIREMENTS : Paediatric Oncology Department, Universitas Academic Hospital
 : Current valid registration with HPCSA as a Medical Specialist: Sub-Specialty in Oncology. Offer will be based on proven years of experience. Proof of current registration with HPCSA (2022/2023). Valid driver's license. Be a South African citizen or a permanent resident. Experience: **Grade 1:** none **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. A valid driver's license. Knowledge and Skills: Provide evidence of leadership qualities and experience. Research qualifications in the field of Paediatrics/ Paediatric Oncology, MMed or MPhil.

DUTIES : Service delivery and medical administration: Provide outreach, in-reach and Support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct Research. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department: Paediatric / HEAD Clinical Unit: Paediatric Oncology. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

ENQUIRIES APPLICATIONS : Dr. NE Tabane Tel No: 051-405 3181
 : To: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

FOR ATTENTION : Me A Lombard

POST 33/144 : **MEDICAL SPECIALIST GRADE 1 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R1 122 630 per annum, (OSD), (excluding commuted overtime)
 : Orthopaedic Surgery Department, Universitas Academic Hospital
 : Current valid registration with HPCSA as a Medical Specialist in Orthopaedic Surgery. Proof of working experience endorsed by Human Resource. Experience Grade 1: None after registration as a Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South African qualified employees. Valid driver's license. Be a South African citizen or permanent resident. Recommendation: Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.

DUTIES : Service delivery and medical administration: Provide outreach, in-reach and support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct research. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department and Head Clinical Unit at Orthopaedic Surgery. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

ENQUIRIES APPLICATIONS : Prof S Matshidza. Tel: 051-405 2242
 : Applications To Be Send To: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

FOR ATTENTION : Me A Lombard

POST 33/145 : **MEDICAL SPECIALIST GRADE 1 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R1 122 630 per annum, (OSD), (excluding commuted overtime)
 : Anaesthesiology Department, Universitas Academic Hospital
 : Current valid registration with HPCSA as a Medical Specialist in Anaesthesiology. Proof of working experience endorsed by Human Resource. Experience Grade 1: None after registration as a Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South African qualified employees. Valid driver's license. Be a South African citizen or permanent resident. Recommendation: Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills

- with colleagues and other departments. Honesty, integrity and high work ethics.
- DUTIES** : Service delivery and medical administration: Provide outreach, in-reach and support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct research. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department and Head Clinical Unit at Anaesthesiology. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.
- ENQUIRIES APPLICATIONS** : Dr EW Turton Tel No: 051-405 3307
To Be Sent To: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
- FOR ATTENTION** : Me A Lombard
- POST 33/146** : **MEDICAL SPECIALIST GRADE 1-3 (OBSTETRICS AND GYNAECOLOGY)**
REF NO: H/M/34
- SALARY** : Grade 1: R1 122 630 per annum
Grade 2: R1 283 592 per annum
Grade 3: R1 489 665 per annum
All -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, plus Commuted Overtime, Rural Allowance 22% Medical Aid (Optional) Employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Dihlabeng Regional Hospital
: MBCHB Degree post graduate qualification that allows Registration with HPCSA as Medical Specialist in Obstetrics and Gynaecology. Offer will be based on proven years of experience. Proof of current registration with HPCSA (2022/2023): **Grade 1:** none **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. A valid driver's license. Knowledge And Skills: Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.
- DUTIES** : Service delivery and medical administration: Provide outreach, in-reach and Support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct Research. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department: Obstetrics and Gynaecology/ Head of Clinical Services. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators
- ENQUIRIES APPLICATIONS** : Dr WJ Selfridge Tel: 058 307 1032
TO: Head of Admin, Dihlabeng Regional Hospital, (For attention: Me S Mpanza) Private Bag x3, Bethlehem, 9700 Free State or hand delivered Human Resource, First floor, Dihlabeng Regional Hospital, Bethlehem, 9700 Free State.
- POST 33/147** : **CHIEF EXECUTIVE OFFICER REF NO: H/C/15**
Re-Advertisement those who previously apply are encouraged to apply
- SALARY** : R882 042 per annum, all -inclusive package consists of 76% basic salary and 26% flexible portion that be structured in terms of the applicable rules, plus 13th Cheque, Medical Aid (Optional) Employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Katleho/Winburg, Virginia Hospital Complex
: A degree/ Advanced Diploma in Health related field. Registration with relevant professional body plus graduate degree/ diploma in management and minimum of 3-5 year's management and experience in health sector on management level. A valid driver's license. Knowledge And Skills: Knowledge of Health policies, management of health information, Occupational Health and Safety Act, Patient Rights Charter, Batho – Pele principles, Public Service

Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, Treasury Regulations and Financial System etc. Skills: Leadership, organisational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling. Financial and budgetary and relevant resource under management. Computer skills in basic programmes and good communication skills.

DUTIES : Develop, implement and maintain financial management, policies and procedures to ensure the effective and efficient management of the hospital in terms of relevant acts and delegations. Develop, implement and maintain human resource management strategy, policies, system and procedures to ensure the effective and efficient utilization of human resources in order to improve service delivery within Public Service regulations framework and relevant delegations. Prepare a strategies plan for the hospital to ensure that its services are in line with the National, Regional and District strategies. Ensure that the hospital is managed within a sound framework to corporate governance principles. Implement an appropriate procurement and provisioning system, which is fair, equitable, transparent, competitive and cost effective, in terms of the Provincial delegations and ae required by the PFMA. Implement and manage an information technology policy, systems and procedures to support the effective and efficient service delivery of services. Manage all aspects of patient care and ensure high standards of patient care. Serv on various internal and external committees, provide input into the development to promote the academic development of medical students and associate health care professional/ practitioners.

ENQUIRIES :
APPLICATIONS : Dr GM London Tel No: (051) 408 1571
 To: Acting Director: HRM & Planning, P. O. Box 227, Bloemfontein, 9300 OR
 Hand deliver Ground floor, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein, 9300.

FOR ATTENTION : Me R Stellenberg

POST 33/148 : **REGISTRAR: ANAESTHESIOLOGY REF NO: H/R/2 (X3 POSTS)**

SALARY : R833 523 per annum, OSD, (excluding Commuted Overtime)
CENTRE : Universitas Academic Hospital
REQUIREMENTS : MBCHB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience. Valid driver's license. South African citizen or permanent residence. Knowledge and Skills: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc

DUTIES : Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.

ENQUIRIES :
APPLICATIONS : Dr R Nathan Tel No: 051 405 3496
 To: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein

FOR ATTENTION : Me A Lombard

POST 33/149 : **REGISTRAR: COMMUNITY HEALTH REF NO: H/R/3 (X2 POSTS)**

SALARY : R833 523 per annum, (OSD), (excluding commuted overtime)
CENTRE : Universitas Academic Hospital
REQUIREMENTS : MBCHB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience. Valid driver's license. South African citizen or permanent residence. Knowledge and Skills: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc

DUTIES : Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.

ENQUIRIES : Dr R Nathan Tel No: 051 -405 3496

APPLICATIONS : To be send to: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein Me A Lombard

FOR ATTENTION :

POST 33/150 : **REGISTRAR: DIAGNOSTIC RADIOLOGY REF NO: H/R/4 (X3 POSTS)**

SALARY : R833 523 per annum, (OSD), (excluding commuted overtime)

CENTRE : Universitas Academic Hospital

REQUIREMENTS : MBCHB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience. Valid driver's license. South African citizen or permanent residence. Knowledge and Skills: additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc

DUTIES : Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.

ENQUIRIES : Dr R Nathan Tel No: 051 -405 3496

APPLICATIONS : To be send to: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein Me A Lombard

FOR ATTENTION :

POST 33/151 : **REGISTRAR: FAMILY MEDICINE REF NO: H/R/5 (X5 POSTS)**

SALARY : R833 523 per annum, (OSD), (excluding commuted overtime)

CENTRE : Universitas Academic Hospital

REQUIREMENTS : MBCHB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience. Valid driver's license. South African citizen or permanent residence. Knowledge and Skills: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc

DUTIES : Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.

ENQUIRIES : Dr R Nathan Tel No: 051 -405 3496

APPLICATIONS : To be send to: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein Me A Lombard

FOR ATTENTION :

POST 33/152 : **REGISTRARS: FORENSIC MEDICINE REF NO: H/R/6 (X1 POST)**

SALARY : R833 523 per annum, (OSD), (excluding commuted overtime)

CENTRE : Universitas Academic Hospital

REQUIREMENTS : MBCHB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience. Valid driver's license. South African citizen or permanent residence. Knowledge And Skills: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc

DUTIES : Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.

ENQUIRIES : Dr R Nathan Tel No: 051 -405 3496

APPLICATIONS : To be send to: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein Me A Lombard

FOR ATTENTION :

POST 33/153 : **REGISTRAR: GENERAL SURGERY REF NO: H/R/7 (X4 POSTS)**

SALARY : R833 523 per annum, (OSD), (excluding commuted overtime)

CENTRE : Universitas Academic Hospital

REQUIREMENTS : MBCHB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience. Valid driver's license. South African citizen or permanent residence. Knowledge and Skills: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc

DUTIES : Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.

ENQUIRIES : Dr R Nathan, Tel No: 051 -405 3496

APPLICATIONS : To be send to: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein

FOR ATTENTION : Me A Lombard

POST 33/154 : **REGISTRAR: INTERNAL MEDICINE REF NO: H/R/8 (X6 POSTS)**

SALARY : R833 523 per annum, (OSD), (excluding commuted overtime)

CENTRE : Universitas Academic Hospital

REQUIREMENTS : MBCHB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience. Valid driver's license. South African citizen or permanent residence. Knowledge and Skills: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc

DUTIES : Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.

ENQUIRIES : Dr R Nathan Tel No: 051 -405 3496

APPLICATIONS : To be send to: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein

FOR ATTENTION : Me A Lombard

POST 33/155 : **REGISTRAR: OBSTETRICS AND GYNAECOLOGY REF NO.: H/R/9 (X5 POSTS)**

SALARY : R833 523 per annum, (OSD), (excluding commuted overtime)

CENTRE : Universitas Academic Hospital

REQUIREMENTS : MBCHB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience. Valid driver's license. South African citizen or permanent residence. Knowledge and Skills: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc

DUTIES : Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.

ENQUIRIES : Dr R Nathan Tel No: 051 -405 3496

APPLICATIONS : To be send to: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein

FOR ATTENTION : Me A Lombard

POST 33/156 : **REGISTRAR: ONCOLOGY REF NO: H/R/10 (X1 POST)**

SALARY : R833 523 per annum, (OSD), (excluding commuted overtime)

CENTRE : Universitas Academic Hospital

REQUIREMENTS : MBCHB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience. Valid driver's license. South African citizen or permanent residence. Knowledge and Skills: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc

DUTIES : Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.

ENQUIRIES : Dr R Nathan Tel No: 051 -405 3496
APPLICATIONS : To be send to: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein Me A Lombard

FOR ATTENTION :

POST 33/157 : **REGISTRARS: ORTHOPAEDIC SURGERY REF NO: H/R/11 (X1 POST)**

SALARY : R833 523 per annum, (OSD), (excluding commuted overtime)
CENTRE : Universitas Academic Hospital
REQUIREMENTS : MBCHB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience. Valid driver's license. South African citizen or permanent residence. Knowledge and Skills: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc

DUTIES : Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.

ENQUIRIES : Dr R Nathan Tel No: 051 -405 3496
APPLICATIONS : To be send to: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein Me A Lombard

FOR ATTENTION :

POST 33/158 : **REGISTRAR: PAEDIATRICS REF NO: H/R/12 (X1 POST)**

SALARY : R833 523 per annum, (OSD), (excluding commuted overtime)
CENTRE : Universitas Academic Hospital
REQUIREMENTS : MBCHB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience. Valid driver's license. South African citizen or permanent residence. Knowledge and Skills: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc

DUTIES : Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.

ENQUIRIES : Dr R Nathan Tel No: 051 -405 3496
APPLICATIONS : To be send to: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein Me A Lombard

FOR ATTENTION :

POST 33/159 : **DEPUTY DIRECTOR FINANCIAL ACCOUNTING REF NO: H/D/24**

SALARY : R744 255 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, plus 13th Cheque, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE : Pelonomi Tertiary Hospital: Bloemfontein
REQUIREMENTS : Degree/ National Diploma in Accounting/ Economics. At least 3-5 years' appropriate experience in the financial environment. 3 Years of the experience must be on junior management level. Computer literacy. A valid driver's license. Knowledge and Skills: Knowledge of the Public Service Act and Regulations, and Public Finance Management. Supply Chain Procedures. Budget process in a government environment. Preferential Procurement Policy Framework Act. Broad Based Black Economics Empowerment Act (BBBEE). Departmental Policies and procedures. Knowledge of Treasury Regulations, Public Service act, PSCBC Resolutions and other government prescripts regarding financial matter. Sound knowledge of Logis, Basic Accounting System (BAS) and Medi Tech. Good communicate (written and verbal), analytical and computer literacy (Microsoft Package) skills. Ability to work independently and in a team. Valid driver's licence. Leadership, Project Management, Communication and Interpersonal relations.

DUTIES : Undertake financial planning and budgeting for MTEF and other Financial processes. Ensure that information for planning purposes is collected and

analysed properly. Manage, review, analyse and consolidate inputs received from units, and quality assure the budget preparation process. Monitor cash flow reports and plans as required. Undertake financial reporting. Coordinate, review, analyse and quality assure the management accounting reporting process and monitor compliance with financial prescripts. Management of risk and audit queries. Provide information for audits within five working days after receipt. Manage the Procurement Policy and Asset Management Strategies, Frameworks and related Policies and procedures. Manage demand and acquisition of goods and services in the Hospital. Manage assets, assets management systems and controls (including fleet). Manage SCM and Finance performance reporting and supplier performance and/or contract. Manage resources within the Section.

ENQUIRIES : Mr TE Makume Tel No: (051) 405 1929
APPLICATIONS : To: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300 OR Hand deliver Ground floor, Block K, Dr Belcher Road, Pelonomi Tertiary Hospital, Bloemfontein, 9300

FOR ATTENTION : Me F.M Lethoo

POST 33/160 : **DEPUTY DIRECTOR TECHNICAL SERVICES REF NO: H/D/25**

SALARY : R744 255 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, plus 13th Cheque, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE : Pelonomi Tertiary Hospital: Bloemfontein
REQUIREMENTS : Degree in Mechanical or Civil Engineering at NQF 7. At least 3-5 years' appropriate experience in Engineering. 3 years of the experience must be on junior management level. Proven Registration with ECSA (Engineering Council South Africa). Added advantage Qualification in stream Civil Engineering and Project Management plus experience. Knowledge and Skills: Knowledge of the Public Service Act and Regulations, and Public Finance Management. Supply Chain Procedures. Preferential Procurement Policy Framework Act. Knowledge of Treasury Regulations, Public Service act, and other government prescripts regarding financial matters. Good communicate (written and verbal), analytical and computer literacy (Microsoft Package) skills. Ability to work independently and in a team. Valid driver's licence. Labour Relations. Leadership, Communication and Interpersonal relations, Time management, Crisis Management, Financial Skills, Creative Skills.

DUTIES : Active member of the Executive Leadership team with joint responsibility for development and implementing the executive strategic and operational plans. Evaluation of existing technical manuals, standard drawings and procedure to incorporate new technology. Develop, implement and drive the facilities engineering plans for the hospital. To manage a comprehensive technical service to ensure a healthy maintained service. To manage strategies, business and action plan to achieve objectives of the Institution. Provide regular reporting to the executive management. Conduct performance management for the purpose of managing and improving both individuals' performance and service delivery. Ensure compliance with General Machinery Regulation 2.10 of OHS Act for the Institution. Ensure building and infrastructure regulations compliance. Solely account for planning, co-ordination and managing all technical facilities management activities. Oversee electrical, mechanical and water reticulation infrastructure and ensure that they are efficiently and optimally maintained. Develop a cost effective solutions according to standards. Provide inputs into budgeting process as required. Manage, mentor, coach and play an advisory role for staff growth and development. Identify and implement training.

ENQUIRIES : Mr TE Makume Tel No: (051) 405 1929
APPLICATIONS : To: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300 OR Hand deliver Ground floor, Block K, Dr Belcher Road, Pelonomi Tertiary Hospital, Bloemfontein, 9300

FOR ATTENTION : Me F.M Lethoo

POST 33/161 : **DEPUTY DIRECTOR: SECURITY ADMINISTRATION REF NO: H/D/26**

SALARY : R744 255 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, plus 13th

		Cheque, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Security Management Centre, Bloemfontein, Corporate Services
	:	Degree or Diploma in Security Management at NQF 6 and 7 as recognized by SAQA. Successful candidates will be expected to undergo a Security Clearance before the appointment (Appointment is subject to successful security clearance). Minimum of 3 years of experience in middle management at security management environment. PSIRA registration. Driver's License Knowledge and Skills: Knowledge of the control of access to public premises and vehicles acts, act 53 of 1985. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (i.e Operational and Information Security). Knowledge on the relevant emergency Procedures. Batho Pele Principles.
<u>DUTIES</u>	:	Manage the implementation of physical security policies and framework. Develop security policies and procedure in terms of MPSS and ensure compliance to physical security policy. Development and implementation of security-related training and awareness programmes. Support the development of a physical security strategy within the department. Manage the Identification of physical risks and threats vulnerabilities and develop counter security measures. Advise institutions/district regarding the security implications of executive decisions. Conduct physical security appraisal/treats risk assessment/audits and ensure proper implementation of recommendations, in consultation with relevant authorities. Maintain records of physical security incidents. Liaise and interacts regarding planned and unplanned inspections. Manage the standardize physical security measures within the department. Develop physical security uniformity guidelines and procedures for the department. Create and manage credible incidents database and conduct security breaches investigation. Liaise with law enforcement agencies SSA, SAPS, SANDF and others. Develop security clearance policy and procedures in terms of the security clearance strategy and ensure compliant to security clearance policy of the department. Develop and implement the security clearance strategy of the department. Manage and conduct vetting investigation. Manage and conduct re-vetting. Assist in the process of determining personnel suitability for the appointment or continued employment in line with the Personnel Suitability Checks (PCS) guideline. Manage and conduct contractors vetting. Create and manage the vetting database. Liaise with SSA with regards to vetting and SAPS with the security checks
<u>ENQUIRIES APPLICATIONS</u>	:	Mr DA Khatola Tel No: (051) 408 1256
	:	To be send to: Acting Director: HRM & Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
<u>FOR ATTENTION</u>	:	Mrs RD Stellenberg
<u>POST 33/162</u>	:	<u>CLINICAL PSYCHOLOGIST GRADE 1-3 REF NO: H/C/31</u>
<u>SALARY</u>	:	Grade 1: R724 062 – R796 041 per annum Grade 2: R844 884 - R937 704 per annum Grade 3: R980 529 - R1 155 006 per annum All -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, plus 13 th Cheque, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Dr JS Moroka District Hospital
	:	Bachelor of Arts (Honours) in Psychology. Registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in any of the identified categories. Masters will be added advantage. Grade 1: None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of

whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Good written and verbal communication skills and interpersonal relation skills. Ability to work under pressure. Ability to work within a team and work closely with other disciplines.

- DUTIES** : Render Clinical Psychological services within the hospital. Ability to function within rehabilitative settings working together with other clinical staff through observations, interviews and test to diagnose any existing or potential disorders to both in & outpatients. Development and supervision of mental health programs. Assess, treat rehabilitate and refer to ensure continuity of treatment and care of both adults and children. Use research-based evidence to improve Mental Health services. Work within a multidisciplinary team. Provide therapeutic services to individuals, groups and families. Administer psychometric assessment and provide interventions. Knowledge of legislation governing Psychological Services and Mental. Perform all other duties that are delegated by Supervisor/ Manager.
- ENQUIRIES APPLICATIONS** : Dr C Lesenyeho-Lejakane Tel No: (051) 492 5002
- FOR ATTENTION** : To: The Chief Executive Officer, Dr JS Moroka District Hospital, Private Bag X 707, Seloshesha, 9783 or hand delivered
Mr OW Jaarsen
- POST 33/163** : **OPERATIONAL MANAGERS: NURSING PNB3: TRAUMA, THEARTER, PEDIATRIC, ADVANCED MIDWIFE AND NEONATOLOGY) REF NO: H/O/16 (X4 POSTS)**
- SALARY** : R571 242 per annum, plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Bongani Regional Hospital: Welkom
: Diploma/Degree in nursing or equivalent that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus post-basic nursing qualification in (TRAUMA, Theater, Pediatric, Advanced Midwife and Neotology) 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 professional nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification in trauma, theater, pediatric, advanced midwife and neonatology. Proof of current registration with SANCA (2022/2023). Knowledge and Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of the National core Standard and Ideal clinic realization program. Strong Management and Leadership skills. Computer Literacy.
- DUTIES** : Provide holistic nursing care to patients at a cost effective, efficient and equitable manner. Provide and Monitor clinical health science practices and monitoring. Manage and implement quality assurance program and attainment of quality standard of the facility for the service delivery. Monitor data and manage information to improve on performance indicators. Apply Knowledge of human, finance and information resources and related policies.
- ENQUIRIES APPLICATIONS** : Mr. Tsoho T Tel No: (057) 916 8000
- FOR ATTENTION** : To: The Assistant Director HR, Bongani Regional Hospital, Private Bag X 29, Welkom, 9460 or Hand Delivery.
Mr. T Tsoho
- POST 33/164** : **OPERATIONAL MANAGER NURSING PNA5 REF NO: H/O/17 (X4 POSTS)**
- SALARY** : R450 939 per annum, plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Bongani regional hospital: Welkom
: 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. Proof of current registration with SANC (2022/2023). Offer will be based on proven years of experience. Knowledge And Skills: Good communication and interpersonal skills. Ability to function with the Multidisciplinary team. Compliance with the educational qualification, statutory requirements, and competencies for the job level. Ability to work independently under pressure. Knowledge of key priority health Programs. Knowledge and understanding of the National core Standard and Ideal clinic realization program. Strong Management and Leadership skills. Computer Literacy.

DUTIES : To ensure that a comprehensive nursing treatment and care services is delivered to patients in a cost effective, efficient, and equitable manner by the unit. Ensure compliance to professional and ethical practice. Demonstrate an in-depth understanding of nursing legislation, legal and ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practices by the nursing team (unit) in accordance with the scope of practice and nursing standard as determined by the relevant health facility. Promote quality of nursing care as directive by the professional scope of practice and standard as determined by the relevant facility. Demonstrate a basic understanding of HR and financial policies and practices.

ENQUIRIES : Mr. Tsoho T Tel No: (057) 916 8000
APPLICATIONS : To The Assistant Director HR, Bongani Regional Hospital, Private Bag X 29, Welkom 9460 or Hand Delivery.

FOR ATTENTION : Mr. T Tsoho

POST 33/165 : **CLINICAL PROGRAM COORDINATOR: PNA5 REF NO: H/C/25 (X1 POST)**

SALARY : R450 939 per annum, plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Bongani Regional Hospital: Welkom
REQUIREMENTS : 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. Current registration with SANC (2022/2023). Offer will be based on proven. Years of experience. Knowledge And Skills: Ability to work independently under pressure. Knowledge of National Insurance (NHI) Processes. Knowledge of National Core Standard (NCS) Knowledge of Adverse Events processes and reporting.

DUTIES : Provide Strategic Support and Operational Coordination for Quality Assurance at FSPC. Ensure the monitoring and evaluation for the implementation of the Regulated Norms and Standard for Health Establishment and co-ordination and implementation of the Quality improvement plans (QIP). Facilitate the conducting of the Patients Experience of Care Survey and analysis of data. Co-ordination of the clinical audit system which includes clinical audits. Ensure the implementation and monitoring of the patients Safety Incidents and Complaints Management programs. Facilitate the conducting of Annual Self Assessments, development and monitoring of Quality Assurance Improvement plans. Maintain standards and norms of nursing practices to promote the healthcare status of healthcare user. Reengineering mental health services to create access to quality health service relating to monitoring of Batho Pele Principle, Patients' Rights and Waiting time. Coordination of Risk Management, Health and Safety and other compliance standards at FSPC. Manage and utilize resources in accordance with relevant directives and legislations. Utilize Information Technology (IT) and other management information system to manage information for the enhancement of service delivery.

ENQUIRIES : Mr. Tsoho T Tel No: (057 916 8000)
APPLICATIONS : To: The Assistant Director HR, Bongani Regional Hospital, Private Bag X 29, Welkom, 9460 or Hand Delivery.

FOR ATTENTION : Mr. T Tsoho

POST 33/166 : **CLINICAL TECHNOLOGIST GRADE 1-3 REF NO: H/C/32 (X2 POSTS)**
 Re-Advertisement those who previously apply are encouraged to apply

SALARY : Grade 1: R322 746 per annum
 Grade 2: R378 402 per annum
 Grade 3: R445 752 per annum

**CENTRE
REQUIREMENTS**

Plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
: Cardiothoracic Surgery Department, Universitas Academic Hospital
: B-Tech Degree in Cardiovascular Perfusion Clinical Technology. Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Cardiovascular, Perfusion, category: Private/independent Practice. Offer will be based on proven years of experience. Proof of registration for 2022/2023. Experience in ECMO, adult and Pediatric cardiopulmonary bypass Experience **Grade 1**: None after registration with the HPCSA in the relevant profession as a Cardiovascular Perfusion Clinical Technology in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the as Cardiovascular Perfusion Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Minimum of 10 years relevant experience after registration with the HPCSA as a Cardiovascular Perfusion Clinical Technology in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the as a Clinical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3**: Minimum of 20 years relevant experience after registration with the HPCSA as a Cardiovascular Perfusion Clinical Technology in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as a Cardiovascular Perfusion Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Capable in handling of intra-aortic balloon pumps, cell-saving, RVAD's, LVAD's and ECMO devices in pediatric and adult patients and cardioblade for patients with severe arrhythmia. Experience in simulation will be advantageous.

DUTIES

: Assist with training (theoretical and practical skills) in Stimulation Theater and main theater, research on new techniques, administration and stock keeping, ordering of stock, as needed. Operate the heart lung machine to maintain the artificial circulation of patients during open heart surgery, neonatal to adult patients. Assist with cell-saving at cardiothoracic surgery but also at the Dept of Surgery, Neurosurgery, Gyneacology and Orthopaedic Surgery, other theaters as needed. The Perfusionist must be able to assist the surgeon with the Cardiac Ablation, RVAD's, LVAD's, IABP's and ECMO. Research component, complying with Dept Research standards, assisting in projects.

**ENQUIRIES
APPLICATIONS**

: Mrs Marilee Jansen van Vuuren Tel No: 051 405 3878
: To: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein. or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein

FOR ATTENTION

: Me PM January

OFFICE OF THE PREMIER

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

APPLICATIONS

: Posted to Ms. Petro Norval, Office of the Premier, Human Resources Advice, Co-ordination and Management Directorate, P.O Box 517, Bloemfontein, 9300 or Hand delivered to: Petro Norval, Room 5, Ground floor, O.R Tambo House, Bloemfontein or e-mail to recruitment@fspremier.gov.za

**CLOSING DATE
NOTE**

: 16 September 2022 @ 16:00
: Applications must be submitted on the prescribed Z83 form, obtainable from any Public Service Department. All applications must be accompanied by a comprehensive CV only. Communication from the HR of the department regarding the submission of certifies copies of qualifications and other relevant documents will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be

subjected to personnel suitability checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

OTHER POST

- POST 33/167** : **DEPUTY DIRECTOR: INSTITUTIONAL PERFORMANCE MONITORING (IPM) REF NO: 15/2022**
- SALARY** : R744 255 per annum (Level 11), (an all-inclusive salary package). The remuneration package includes a basic salary, Annual Service Bonus, the Employer's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include Medical Aid contribution, 13th cheque, motor car allowance, housing allowance and non-pensionable cash allowance.
- CENTRE REQUIREMENTS** : Bloemfontein
: Degree (NQF Level 7), preferable in Public Administration 3 years or more relevant experience. Practical application and knowledge of the assessment and monitoring of the Institutional Performance within Organizations. Knowledge and understanding of the Government-Wide Monitoring and Evaluation System. Inter-personal, Facilitation, Presentation, Problem Solving and monitoring skills. Valid Driver's License.
- DUTIES** : Management of resources of the Sub-directorate to ensure the effective and efficient attainment of the objectives of the Component. This entails inter alia the following: Overall management of the Component; Prepare and submit quarterly reports to the Director; Management of all personnel within the component; Assessment of performance of personnel within the unit; Facilitation of training interventions for personnel; and Provide direction & advice to personnel within the Unit. Execute research and develop provincial institutional capability monitoring tools and mechanisms as needed. This entails inter alia the following: Conduct desk top research on the development and implementation of Provincial Institutional Capability Monitoring Tools; Consult with National counterparts/Policy Departments (e.g. Department of Planning, Monitoring and Evaluation [DPME], Department of Public Service and Administration [DPSA], etc.), Institutions of Higher Learning and other appropriate Communities of Practice on the development and implementation of methodologies and tools to measure the capability of the state to deliver on its mandate; Coordinate and provide inputs into national tools being utilized for the assessment and monitoring of Institutional Capability; Develop in collaboration with key stakeholders Provincial Institutional Capability Methodologies and Tools; and Maintain the Provincial Institutional Capability Monitoring Tools and make amendments as needed to stay relevant in terms of the changing public service environment Monitor the institutional capabilities of Provincial Departments within Free State Provincial Government (FSPG). This entails inter alia the following: Facilitate, co-ordinate and oversee the implementation of government-wide (i.e. national and provincial) institutional capability monitoring tools within the FSPG in collaboration with the National DPME; Collect data through various sources to determine the state of Provincial and Individual Provincial Departments based on national and provincial capability monitoring tools within the FSPG; and analyse monitoring results and develop capability profiles for the Province and individual Provincial Departments. Develop and present reports on the capability of the FSPG to deliver on its mandates. This entails inter alia the following: Develop Provincial and individual Provincial Departmental Reports based on the capability profiles and triangulate (use other sources) information on the outcome of institutional capability monitoring exercises; Conduct detailed discussions with different units within Provincial Departments to obtain qualitative data sets on the quantitative departmental profiles as developed; Based on the quantitative and qualitative data sets develop high level reports on the capability of the State to implement its mandates based on the monitoring results for presentation to Political and Administrative Leadership within the Province; Conduct verifications where applicable based on the departmental capability profiles to ensure the validity and reliability of collected information; Develop Reports on the verifications findings, highlight and engage with departmental Management

on the identified discrepancies between the capability profiles and verification findings; Advice on corrective measures and support initiatives where institutional capabilities is not complying with the Public Service Regulations and other Good Governance Frameworks of Government; Present the institutional capability monitoring results at identified inter departmental and other platforms to create awareness of gaps in institutional capability and sharing of best practices; Manage and coordinate the development of Departmental Improvement Plans based on the outcome of institutional capability monitoring exercises; Ensure that progress with the implementation of departmental improvement plans are provided; and Work with a number of stakeholders including the National DPME to facilitate improvement in the institutional capabilities of the Province and Individual Provincial Departments to deliver on their mandates and improve service delivery. Provide assistance to the Director: IPM with support to the Department of Cooperative Governance and Traditional Affairs (COGTA) with the monitoring of the institutional performance of Municipalities within the Free State Province. This entails inter alia the following: Support the Director: IPM in consultations with COGTA on the assistance needed with the implementation of the Local Government Management Improvement Model (LGMIM) Tool within Municipalities; Attend meetings arranged by DPME and COGTA on the implementation of LGMIM as directed by the Director: IPM; Support the Director: IPM in participating on LGMIM awareness initiatives through COGTA where needed; Support the Director: IPM in consultation with COGTA with the implementation of the LGMIM Tool within Municipalities where needed; and Support the Director: IPM with the writing of reports on the outcome of the monitoring results in terms of LGMIM where needed.

ENQUIRIES : Ms. Irene Griffiths, Chief Director Monitoring and Evaluation Programmes Tel No: 051 405 5054

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

APPLICATIONS : For The Department of Public Works and Infrastructure to be submitted to: Head: Public Works and Infrastructure, Human Resources Management Directorate. P.O Box 7551, Bloemfontein, 9300 Or Applications that are hand delivered must be brought at the Foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein. No applications will be accepted by staff in offices in the building.

CLOSING DATE : 16 September 2022 at 16:00

NOTE : Directions to applicants Applications must be submitted on the new prescribed Z83 application form obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information provided on the form. 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. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Non-RSA citizens/permanent resident permit holders must attach a copy of their permanent residence permits to their applications. Should an applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their applications. Should an applicant wish to apply for more than one post, separate applications must be submitted i.e. all the documentation must be submitted for each post applied for. Applications received after the closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their enquiries to the relevant person as indicated in the advertisement. Note: Short-listed candidates will on the day of interview undergo a security assessment. Suitable candidates will be subjected to personnel suitability checks as deemed appropriate and inclusive inter alia of criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification. If you have not been contacted within 4 months of the

closing date of this advertisement, please accept that your application was unsuccessful. Faxed or late applications will NOT be accepted.

OTHER POST

- POST 33/168** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: PWI 22/08**
Chief Directorate: Finance Management
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : Applicants must be in possession of an appropriate Financial Management Degree at NQF level 7. 3 years relevant supervisory experience. Recommendations: Knowledge of Public Service Policies and Regulations, knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of Basic Accounting System (BAS), Standard chart of Accounts (SCoA). Computer literacy (Advanced Excel & PowerPoint skills), Organizing, Supervisory and Liaison skills. A valid driver's license.
- DUTIES** : Comply to budget Guidelines and due dates set by Provincial Treasury. Facilitate compilation of Medium-Term Expenditure Framework (MTEF) process, Estimates of Provincial Revenue and Expenditure (EPRE), Adjusted Estimates for Provincial Revenue and Expenditure (AEPRE), rollovers, and budget allocations. Facilitate and submit annual (SECT40 (4)) and monthly cash flow projections. Confirmed budgeting are effectively managed according to PFMA, Treasury Regulation and applicable policies and prescribes. Ensure budget and expenditure are recorded in line with the standard Chart of accounts (SCoA) on BAS. Review commitments on the systems. Ensure year-end/month-end closures occur effectively in accordance with policy and procedures. Analyze and report on expenditure trends of the Departmental budget in line with the Demand Management Plan, Conduct meetings with relevant managers and provide monthly reports. Prevent unwanted expenditure.
- ENQUIRIES** : Mr A. Pretorius Tel No: 051 492 3724

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY**

Gauteng DCS is an equal opportunity employer and gender sensitive employer, and it is its intention to promote retrospectivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. 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 Directives will be taken into consideration. People with disabilities are encouraged to apply.



APPLICATIONS : Applicants must apply online at: www.gautengonline.gov.za
CLOSING DATE : 16 September 2022
NOTE : Applicants must apply online at: www.gautengonline.gov.za / <http://professionaljobcentre.gpg.gov.za>. Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The fully completed and signed new Z83 form should be accompanied by a recently updated comprehensive CV only (only shortlisted candidates will be required to submit certified copies of qualifications). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. The Department of Community Safety reserves the right not to make an appointment and to use other recruitment processes. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> suitably qualified, dynamic, passionate, and experienced qualifying persons are invited to apply for the vacant position. The Department will not accept posted, emailed or hand delivered applications.

MANAGEMENT ECHELON

POST 33/169 : **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: REFS/014696**
 Directorate: Management Accounting

SALARY : R1 073 187 per annum, (an all-inclusive remuneration package)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : Matric plus a bachelor's degree (NQF Level 7) as recognised by SAQA, in Financial Management or equivalent qualification related to finance. 6-10 years working experience in financial environment, which include minimum 5 years in middle management. A valid driver's license. No criminal record or cases pending against you. Knowledge and Skills: Departmental policies and procedures. Department priorities. Gauteng Safety Strategy. Reporting procedures. Information system. SAPS Act, Regulations and Amendments. PFMA, Treasury Regulation, GRAP, GAAP, PSA, PSR, etc. Employment Equity Act, 1998. Financial Systems. Interpreting and evaluating information. Verbal and written communication. Organising/ maintaining information.

- Communicating information. Computer literacy. Problem solving and conflict management. Listening and negotiation. Tact and diplomacy. Teamwork. Discipline. Financial management. Strategic management.
- DUTIES** : Manage the budgeting process. Ensure and manage provision of effective budgeting governance and compliance. Oversee and manage the compliance of the financial management accounting. Manage and ensure the provision of financial reporting. Manage financial reconciliation, budgeting and reporting work as required. Manage resources: Human, Financial, Equipment/Assets.
- ENQUIRIES** : Ms Makgopa Evelyn Tel No: 011 689 3845/073 464 0234/066 156 6669 (during working hours 8h00am to 16:30pm)

DEPARTMENT OF HEALTH

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

DEPARTMENT OF HEALTH: Thelle Mogoerane Regional Hospital. Kindly note that the following advert was advertised in Public Service Vacancy Circular 32 dated 26 August 2022, The Requirements have been amended as follows Operational Manager Nursing (General) PNA-6 with Ref No: OMN/2022. Basic R425 qualification accredited with the SANC in terms of Government Notice 425 (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 minimum of 7 years appropriate / recognizable experience in Nursing after registration as Professional Nurse and Midwife with the SANC in general nursing competencies. The candidate must have good communication and professional skills and must be able to maintain respect of patients, staff, and relatives. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, The closing date has been extended to 23 September 2022.

OTHER POSTS

- POST 33/170** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/014800 (X2 POSTS)**
Directorate: Anaesthetics
- SALARY CENTRE REQUIREMENTS** : R1 122 630 per annum, (all inclusive)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty. Proof of current registration with HPCSA (2022/2023). The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. No experience required.
- DUTIES** : Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of registrars, medical officers, interns, and nurses. An ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes; to participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development; to maintain quality assurance standards and other departmental policies. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development system (contracting, quarterly reviews, and final assessment).
- ENQUIRIES APPLICATIONS** : Dr. P Mogane Tel No: (011) 933 9335
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

: Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE

: 16 September 2022

POST 33/171

: **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/014801 (X3 POSTS)**
Directorate: Internal Medicine

**SALARY
CENTRE
REQUIREMENTS**

: R1 122 630 per annum, (all-inclusive package)
: Chris Hani Baragwanath Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty. Proof of current registration with HPCSA (2022/2023). The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. No experience required.

DUTIES

: The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.

ENQUIRIES

: Dr N N Mqhayi-Mbambo Tel No: (011) 933 9154/8154

- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 16 September 2022
- POST 33/172** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/014713(X1 POST)**
Directorate: Orthopaedic surgery
- SALARY CENTRE REQUIREMENTS** : R1 122 630 per annum, (all inclusive)
Chris Hani Baragwanath Academic Hospital (CHBAH)
Appropriate qualification that allow registration with HPCSA as Medical Specialist in Orthopaedic. Registration with HPCSA as Medical Specialist in Orthopaedic. Current registration with HPCSA (2022/2023). Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. No experience required. Post qualification in FC Ortho (SA). And Orthopaedic experience in spine surgery will be added advantage.
- DUTIES** : Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of registrars, medical officers, interns, and nurses. Manage patients and provide administrative in the Orthopaedic Spinal Unit at CHBAH, including deputizing for the head of the spine unit during his absent. Provide after – hours consultant duties and other general orthopaedic duties as required. Ensure the proper and economical use of equipment and other resources an ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing

outreach programmes; to participate in all divisional, departmental and faculty meetings to facilitate effective teaching and research as well as to enhance continuing professional development; to maintain quality assurance standards and other departmental policies. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment). Undertake appropriate clinical research and provide MMed supervision.

- ENQUIRIES** : Prof Ramokgopa /Ms. PK. Mofokeng Tel No: (011) 933 8914
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 16 September 2022
- POST 33/173** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/014735 (X1 POST)**
Directorate: Paediatric Surgery
- SALARY** : R833 523 per annum (inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner. Proof of current registration with HPCSA (2022/2023). Must be post community service. No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns, and community service doctors). 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 116 providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and

record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients.

**ENQUIRIES
APPLICATIONS**

: Dr DS Harrison Tel No: (011) 933 8138
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE

: 16 September 2022

POST 33/174

: **MEDICAL OFFICER GRADE 1 REF NO: REFS/014802 (X5 POSTS)**
Directorate: Anaesthetics

**SALARY
CENTRE
REQUIREMENTS**

: R833 523 per annum, (inclusive package)
: Chris Hani Baragwanath Academic Hospital
: 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 HPCSA registration for April 2022/March 2023. No experience required.

DUTIES

: Clinical assessment, history taking, mental state examination and physical examination of all patients. Assessment and management of emergencies. Counselling and education of patients and families. Proper clinical record keeping. Preparation of referral letters and discharge summaries for all patients. Recording of all lab results. Participation in ward/department administration and academic program. Commitment to providing emergency care. Highest level of ethics, professionalism, and punctuality. Ability to work in a team and to report all potential conflict of interests and corruption.

**ENQUIRIES
APPLICATIONS**

: Dr Mogane Tel No: (011) 933 9335
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or

NOTE

<http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE

16 September 2022

POST 33/175

MEDICAL OFFICER GRADE 1 REF NO: REFS/014804 (X17 POSTS)

Directorate: Intensive Care Unit (ICU)

SALARY CENTRE REQUIREMENTS

R833 523 per annum, (inclusive package)
Chris Hani Baragwanath Academic Hospital (CHBAH)
Appropriate qualifications that allow registration with 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.

DUTIES

The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in departmental audit activities, preparing, and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (Undergraduate student's interns and community service doctors). Willing to do community overtime. Attendance of relevant administrative meeting like 73 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. Participating 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-hours (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, registrars will be rotating through related departments at various hospital, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of Witwatersrand (WITS)

- ENQUIRIES APPLICATIONS** : Ms Mutsila or Dr Brown Tel No: 011 933 0270
 : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 16 September 2022
- POST 33/176** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/014805 (X2 POSTS)**
 Directorate: Paediatric Surgery
- SALARY CENTRE REQUIREMENTS** : R833 523 per annum, (inclusive package)
 Chris Hani Baragwanath Academic Hospital (CHBAH)
 Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and must be post Community Service. Proof of current registration with HPCSA (2022/2023). No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns, and community service doctors). 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 116 providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients.
- ENQUIRIES** : Dr DS Harrison Tel No: (011) 933 8138

- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 16 September 2022
- POST 33/177** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/014807 (X10 POSTS)**
Directorate: Paediatrics
- SALARY** : R833 523 per annum, (all inclusive)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- 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.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns, and community service doctors). 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). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients.
- ENQUIRIES** : Prof SC Velaphi Tel No: (011) 933 8400/ 8416

- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 16 September 2022
- POST 33/178** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/014808 (X4 POSTS)**
Directorate: Internal Medicine
- SALARY CENTRE REQUIREMENTS** : R833 523 per annum, (all-inclusive package)
Chris Hani Baragwanath Academic Hospital
Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and must be post Community Service. Proof of current registration with HPCSA (2022/2023). No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns, and community service doctors). 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). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients.
- ENQUIRIES** : Dr N Mqhayi-Mbambo Tel No: (011) 933 9154/8154

- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 16 September 2022
- POST 33/179** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/014809 (X5 POSTS)**
Directorate: Orthopedic Surgery
- SALARY CENTRE REQUIREMENTS** : R833 523 per annum, (all-inclusive package)
: Chris Hani Baragwanath Academic Hospital
: 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 HPCSA registration for April 2022/March 2023. No experience required.
- DUTIES** : Fulfilment of all assigned clinical service and academic related duties as expected or as directed by the Clinical Head of Department or proxies. The Medical Officers shall work in support of the Registrars and Interns and participate in commuted overtime. Participation in identified outreach programmes and adherence to regular performance and development management processes will be mandatory. Clinical assessment, history taking, mental state examination and physical examination of all patients. Assessment and management of emergencies. Counselling and education of patients and families. Proper clinical record keeping. Preparation of referral letters and discharge summaries for all patients. Recording of all lab results. Participation in ward/department admin and academic program. Commitment to providing emergency care. Highest level of ethics, professionalism, and punctuality. Ability to work in a team and to report all potential conflict of interests and corruption.
- ENQUIRIES** : Prof Ramokgopa Tel No: (011) 933 8914

- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 16 September 2022
- POST 33/180** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/014810 (X1 POST)**
Directorate: Accident and Emergency Department
- SALARY CENTRE REQUIREMENTS** : R833 523.per annum, (all-inclusive package)
: Chris Hani Baragwanath Academic Hospital
: 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 HPCSA registration for April 2022/March 2023. No experience required.
- DUTIES** : Clinical assessment, history taking, mental state examination and physical examination of all patients. Assessment and management of emergencies. Counselling and education of patients and families. Proper clinical record keeping. Preparation of referral letters and discharge summaries for all patients. Recording of all lab results. Participation in ward/department admin and academic program. Commitment to providing emergency care. Highest level of ethics, professionalism, and punctuality. Ability to work in a team and to report all potential conflict of interests and corruption.
- ENQUIRIES APPLICATIONS** : Mrs L Sithole at 084 084 6632
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE 16 September 2022

POST 33/181 : **MEDICAL OFFICER GRADE 1 REF NO: REFS/014811 (X3 POSTS)**
Directorate: Neurosurgery

SALARY : R833 523 per annum, (all-inclusive package)
CENTRE : Chris Hani Baragwanath Academic 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 HPCSA registration for April 2022/March 2023. No experience required.

DUTIES : The incumbent will be responsible for Neurosurgery assessments, including risk assessments, clinical management plans, managing patients using safe; evidence based and compassionate patient care plans, and the application of cost containment measures in service delivery. Academically, Medical officers will attend the teaching programme as per the department of Neurosurgery at the University of the Witwatersrand. Teach and supervise undergraduate students as well as medical interns. A high level of ethics and professionalism governs the training and service delivery aspects of trainee specialists.

ENQUIRIES : Prof J Ouma Tel No: (011) 933 8103
APPLICATIONS : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 16 September 2022
- POST 33/182** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/014812 (X4 POSTS)**
Directorate: Otolaryngology Surgery (ENT)
- SALARY** : R833 523 per annum, (inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and must be post Community Service. Proof of current registration with HPCSA (2022/2023). No experience required.
- DUTIES** : The incumbent will be responsible or seeing patients daily in the ward and management thereof in liaison with the registrar and the consultant. The incumbent will admit patients to the ward, take bloods, do all the necessary investigations, and help to prepare patients for theatre. The incumbent will be the first point of contact/call when patients in other departments in the hospital require assistance with ENT conditions. The incumbent will review patient files, charts daily and ensure that latest investigations are available in the files. The incumbent will attend to patients in the outpatient department and attend to their admissions to the ward. The incumbent will be required to attend to all administrative departmental duties, attend meetings in the department and participate in academic activities. The incumbent will liaise with X-Ray department in preparation for weekly X-Ray ENT combined meetings.
- ENQUIRIES** : Prof MRI Ahmed and Miss Faith Mokoena Tel No: (011) 933 8052 or 082 739 2785
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 16 September 2022
- POST 33/183** : **MEDICAL REGISTRAR REF NO: REFS/014813 (X5 POSTS)**
Directorate: Anaesthetics
- SALARY** : R833 523 per annum, (inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner. Proof of current registration with HPCSA (2022/2023). Must be a South African citizen or permanent resident.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching, research, participating in departmental audit activities and preparing. Writing of reports, liaison, 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 73 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. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).
- ENQUIRIES** : Dr. P Mogane Tel No: (011) 933 9335
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE

: 16 September 2022

POST 33/184

: **MEDICAL REGISTRAR REF NO: REFS/014814 (X2 POSTS)**
Directorate: Paediatrics

SALARY
CENTRE
REQUIREMENTS

: R833 523 per annum, (inclusive package)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner. Proof of current registration with HPCSA (2022/2023. Must be a South African citizen or permanent resident. Part 1, Experience as Medical Officer in a training institution in a relevant department or outside the training institutions in a relevant department will be added as advantage.

DUTIES

: 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 73 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. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly

		between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).
<u>ENQUIRIES</u>	:	Prof SC Velaphi Tel No: (011) 933 8400/ 8416
<u>APPLICATIONS</u>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or http://professionaljobcentre.gpg.gov.za . No faxed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	16 September 2022
<u>POST 33/185</u>	:	<u>MEDICAL REGISTRAR REF NO: REFS/014815 (X8 POSTS)</u> Directorate: Internal Medicine
<u>SALARY</u>	:	R833 523 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as independent Medical Practitioner. Proof of current registration with HPCSA (2022/2023). Must be a South African citizen or permanent resident. Candidates with FCP Part 1, ACLS, AMLS, Diploma in HIV Management and experience in Internal Medicine as Medical Officer will be added as advantage. As a Medical Registrar in Internal Medicine, the candidate will be expected to rotate between working both in General Internal Medicine and Medical subspecialties. In General, Internal medicine, the candidate will be responsible for the clinical management of general medical patients within any of the Wits affiliated training hospitals. They will supervise medical officers and interns and liaise with their consultants daily regarding this. They will be required to perform and teach diagnostic and therapeutic procedures concordant with a registrar's training in this regard. Other clinical duties will include managing patients at MOPD, managing patients attending the Subspecialty OPD or Specialty Ward Consultations within a relevant sub-specialty. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner
<u>DUTIES</u>	:	

		and serve as a role model and clinical mentor to junior doctors and associated clinical staff
<u>ENQUIRIES</u>	:	Dr N Mqhayi-Mbambo Tel No: (011) 933 9154/8154
<u>APPLICATIONS</u>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or http://professionaljobcentre.gpg.gov.za . No faxed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	16 September 2022
<u>POST 33/186</u>	:	<u>MEDICAL REGISTRAR REF NO: REFS/014816 (X3 POSTS)</u> Directorate: Obstetrics and Gynaecology
<u>SALARY</u>	:	R833 523 per annum, (inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner. Part 1, experience as Medical Officer in a training institution in a relevant department (Obstetrics and Gynaecology) or outside the training institutions in a relevant department will be added as advantage. Proof of current registration with HPCSA (2022/2023).
<u>DUTIES</u>	:	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 73 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. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

ENQUIRIES
APPLICATIONS

: Prof Y Adams Tel No: (011) 933 8400/ 8416
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE

: 16 September 2022

POST 33/187

: **MEDICAL REGISTRAR REF NO: REFS/014817 (X6 POSTS)**
Directorate: Orthopaedic Surgery

SALARY
CENTRE
REQUIREMENTS

: R833 523 per annum, (all-inclusive package)
: Chris Hani Baragwanath Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent Medical Practitioner. Proof of current registration with HPCSA (2022/2023). Having completed Primaries and Intermediate CMSA exams and Orthopaedics surgery work experience will be an advantage. Experience as Medical Officer in relevant department will be an advantage. Must be a South African citizen or permanent resident.

- DUTIES** : The incumbent will be responsible for Fulfilment of all assigned clinical service and academic related duties as per Gauteng Department of Health and the University of Witwatersrand prescripts. A four-year contract will be signed with the relevant hospital authority, which will run concurrently with the university (MMed Orthopaedic Surgery) and HPCSA annual registrations in an accredited training post as a full-time postgraduate student. All trainees are expected to rotate through all the three Wits University affiliated central and satellite hospitals. Participation in identified outreach programmes and commuted overtime as well as adherence to regular performance and development management processes will be mandatory. An orthopaedic surgery specialist qualification will be conferred upon completion and submission of the university MMed dissertation and passing the CMSA-run HPCSA Board exit examination. Prof Ramokgopa and Ms K Mofokeng Tel No: (011) 933 8914
- ENQUIRIES APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 16 September 2022
- POST 33/188** : **MEDICAL REGISTRAR REF NO: REFS/014818 (X2 POSTS)**
Directorate: Otolaryngology- Surgery (ENT)
- SALARY CENTRE REQUIREMENTS** : R833 523 per annum, (inclusive package)
Chris Hani Baragwanath academic hospital (CHBAH)
Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner. Proof of current HPCSA registration for April 2022/March 2023. Must be a South African citizens or permanent residents. Candidate with Primaries and intermediate exams in ENT, ATLS and BSS in relevant department will be added as advantages.

DUTIES

: The incumbent will be responsible for seeing patients on daily basis in the ward and management thereof in liaison with consultant. The incumbent will be expected to manage patients and do all the necessary investigations and help prepare patients for theatre. The incumbent will review patient files, charts daily and ensure that the latest investigations are available in the files. The incumbent will attend to patients in the outpatient department and attend to their admissions to the ward, where need be. The incumbent is required to attend all administrative departmental duties, attend meetings in the department and participate in academic activities. The incumbent will liaise with X-Ray department in preparation for weekly X-Ray ENT combined meetings. The incumbent will be always expected to adhere to professional standards and uphold same when dealing with patients. The incumbent will be expected to execute their duties in the professional manner to reduce medical litigation by exercising good clinical practice. The candidate will have rotated through the relevant departments of ICU and other surgical disciplines the incumbent should be willing to do commuted overtime and rendering of afterhours services and continuous uninterrupted care of patients on weekends, public holidays and after hours. The incumbent will be expected to interview, investigate, diagnose, and initiate treatment of patients in the department. The incumbent will be involved in teaching undergraduate students, supervise medical officers, and will be required to participate in academic activities, including but not limited to, preparation of academic talks in the department, prepare talks for intervarsity meetings prepare talks/presentation for congress (national/international). Ensure that that there is good record keeping in the department and collect data for research purposes. Registrars will be rotated through the different hospitals affiliated to the university of Witwatersrand and will be jointly appointed between the university of the Witwatersrand and Gauteng Provincial Health department.

ENQUIRIES

: Prof MRI Ahmed and Miss Faith Mokoena Tel No: (011) 933 8052 or 082 7392 785

APPLICATIONS

: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the

post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 16 September 2022
- POST 33/189** : **MEDICAL REGISTRAR REF NO: REFS/014819 (X3 POSTS)**
Directorate: Neurosurgery
- SALARY** : R833 523 per annum, (all-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner. Part 1B Intermediate exams and experience as Medical Officer in relevant department will be added as advantage. Must be a South African citizen or permanent resident. Proof of current HPCSA registration for April 2022/March 2023.
- DUTIES** : The incumbent will be responsible for neurosurgery assessments, including risk assessments, clinical management plans, managing patients using safe; evidence based and compassionate patient care plans, and the application of cost containment measures in service delivery. Academically, registrars will attend the Neurosurgery teaching programme as per the department of Neurosurgery at the University of the Witwatersrand. To conduct research under supervision - with respect to the attainment of the MMED; train in the various Neurosurgery modalities; teach and supervise medical and other undergraduate students as well as medical interns. A high level of ethics and professionalism governs the training and service delivery aspects of trainee specialists.
- ENQUIRIES** : Dr J Ouma Tel No: (011) 933 8103
APPLICATIONS : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng

- Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 16 September 2022
- POST 33/190** : **MEDICAL REGISTRAR REF NO: REFS/014858 (X2 POSTS)**
Directorate: Neurology
- SALARY** : R833 523 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital Neurology Registrar
- REQUIREMENTS** : Appropriate medical qualification that allows registration with the HPCSA with Independent HPCSA registration as an independent medical practitioner Practice. Proof of current HPCSA registration for April 2022/March 2023. FCN Part 1 in relevant department will be added as advantage. Candidate with work experience in Internal Medicine or Neurology will be added advantage.
- DUTIES** : As a Registrar in Neurology, the candidate will rotate on a six-monthly basis between the Neurology Units of all three academic teaching hospitals, CHBAH, CMJAH and HJH. Duties will include the full complement of rendering Neurology inpatient and outpatient services, neurophysiology services including EEG, EMG, NCS and others. Attendance and service at all departmental commitments is required daily including after hours. The candidate will be responsible for the clinical management of neurology patients within any of the WITS affiliated training hospitals. Registrars will liaise with their consultants daily regarding this. They will be required to perform and teach diagnostic and therapeutic procedures concordant with a registrar's training in this regard. Registrar duties include the participation in all academic and teaching activities of the department and encompass the completion of a Mmed degree during the set time of appointment. Desired candidates will be required to set an appropriate example of an outstanding medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff.
- ENQUIRIES** : Dr N N Mqhayi-Mbambo Tel No: (011) 933 9154/8154
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions

during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 16 September 2022
- POST 33/191** : **MEDICAL OFFICER OBSTETRICS AND GYNAECOLOGY REF NO: HRM/2022/26**
Directorate: Medical
- SALARY** : R833 523 – R1 382 802 per annum, (salary will be determined as per OSD grading)
- CENTRE** : Mamelodi Regional Hospital
- REQUIREMENTS** : National Senior Certificate or equivalent, MBCHB /MBBCH Degree, current proof of registration with HPCSA as an independent Medical Practitioner. Ability to function independently and be part of a multidisciplinary team. Applicant must be solution-oriented and have good decision-making skills.
- DUTIES** : Render inpatient and outpatient services in the disciplines. A keen interest. Experience and courses attended in the relevant clinical fields will be an added advantage. Commuted Overtime Is Compulsory.
- ENQUIRIES** : DR. LB Mapeshoane Tel No: (012) 841 8302
- APPLICATIONS** : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION** : Mr H Hlophe
- NOTE** : Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV only. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
- CLOSING DATE** : 16 September 2022
- POST 33/192** : **DENTIST GRADE 1 REF NO: RFS/014731 (X1 POST)**
Directorate: Maxillo-Facial and Oral Surgery (MFSO)
- SALARY** : R809 067 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as a Dentist. Registration with HPCSA as Independent Practice and proof of current registration. Knowledge of Conditions of the Mouth and Teeth. The ability to interpret and implement policies. Teambuilding, people, and interpersonal relations skills. Communication skills (verbal and written) Organizational, problem-solving, and interventional skills. Highly motivated and enthusiastic to contribute patient care and services. The ability to work under pressure. Exposure in MFSO will be an added advantage.
- DUTIES** : Dentist will be responsible for rendering of clinical services, assessment, and treatment of patients. Related administrative duties. Participating in all activities of the discipline in relation to teaching and research. Participating in Departmental audit activities, preparing and writing reports. Instruct patients on how to care for their mouths and teeth on their own. Increase clients through marketing services and creative practice options. Examine and diagnose patients via routine check-ups and tools such as x-ray machines. Consult with patients about dental options to discuss treatment of the mouth and teeth. Keep accurate records of patient visits, diagnosis, and treatment. Implement clinical treatment of mouth and teeth conditions such as gum disease and tooth decay. Managing and training other dental staff or dental practice managers. Plan and manage budgets of dental practice. Purchase equipment and maintain equipment inventory as needed. Recommend both prescription and non-prescription products, such as toothpaste, mouthwash, etc., for optimal care of

patients' mouth and teeth. Stay updated on patient care, new technology and new products that can improve or treat patient conditions or improve overall health. Keep all certifications, registrations, and insurance current in accordance with national laws and regulations. Maintain sanitary environment for patient care and examination. Rotate through Maxillo-Facial and Oral Surgery (MFOS) Departments at various hospitals as well as hospitals served in their specific outreach programmes. Coordinate and monitor the provision of Oral Health Services. Ensure the promotion of oral Health Services. Ensure quality assurance on Oral Health Services.

ENQUIRIES
APPLICATIONS

: Prof E Rikhotso Tel No: 011 717 2130
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE

: 16 September 2022

POST 33/193

: **ASSISTANT MANAGER NURSING SPECIALTY AREA PN-B4 (THEATRE/ICU) REF NO: REFS/TMH/2022/08/01 (X1 POST)**
Directorate: Nursing Services

SALARY
CENTRE
REQUIREMENTS

: R624 216 – R702 549 per annum, plus benefits
: Tambo Memorial Hospital
: Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of ten (10) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Atleast six (6) years of the period referred to above must be appropriate/ recognizable experience in the specialty after obtaining the one-year post-basic qualification in either ICU/ Theatre. Atleast three (3) years of the period referred to above must be appropriate/ recognizable experience at a Management level. Diploma/ Degree in Nursing Administration, Computer literacy, knowledge and insight of Nursing processes, procedures, statutes and other relevant public service acts. Decision and problem-solving skills, interpersonal and conflict management

skills. Knowledge of Ideal hospital framework, norms and standards, Batho-Pele principles. Good communication skills, supervisory and analytical skills. Basic understanding of Human Resources and Financial management policies and practices.

DUTIES : Manage and co-ordinate the implementation of holistic, comprehensive, specialized Nursing care in the intensive care unit, theatre and CSSD in conjunction with team members within a professional and legal framework. Ensure the maintenance of quality care standards in the ICU, Theatre and CSSD services. Ensure adequate supervision of staff and personal quality cost effective and efficient patient care. Ensure effective utilization of all infection control and prevention practices by all staff including support services and cleaning staff. Supervise the implementation of health care delivery policies procedures, clinical guidelines and protocols, operational and strategic plans aimed at improving service delivery. Execute disciplinary code and grievance procedure up to the required level and then refer to the Deputy Manager Nursing. Facilitate implementation of departmental priorities and National Core Standards. Monitor and evaluate the care, ensure effective data management. Ensure that ethics and professionalism is maintained, demonstrate effective communication with staff, patients and multidisciplinary and other stakeholders.

ENQUIRIES : Mrs. C.M Malekane Tel No: (011) 898 8311
APPLICATIONS : Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.

NOTE : 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 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 license 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. 16 September 2022 Time: 12H00

CLOSING DATE :

POST 33/194 : **OPERATIONAL MANAGER SPECIALTY REF NO: CHBAH 563 (X1 POST)**
Directorate: Nursing Services (Obstetrics and Gynaecology)

SALARY : R571 242 per annum
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Basic R425 qualification (i.e., Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/Recognizable experience in Midwifery after obtaining the 1-year post-basic qualification in the relevant specialty. Midwifery and Neonatal Science (Advanced Midwifery) also Childcare Nursing. A post basic qualification in Nursing Administration will be an added advantage. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination, and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research, and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication

		with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework norms and standards.
<u>ENQUIRIES</u>	:	Mr B Mulaudzi Tel No: (011) 933 0134/9779
<u>APPLICATIONS</u>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<u>NOTE</u>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	16 September 2022
<u>POST 33/195</u>	:	<u>OPERATIONAL MANAGER SPECIALTY PSYCHIATRIC NURSING REF NO: HRM/2022/32</u> Directorate: Nursing
<u>SALARY</u>	:	R571 242 – R642 933 per annum, (Salary will be determined as per OSD grading)
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate, A basic qualification accredited with the SANC in terms of government notice (i.e., Diploma/Degree in Nursing) or equivalent that allows registration with SANC as a professional nurse. A recent proof of SANC annual registration. A minimum of nine (9) years recognizable experience in nursing after registration as a Professional Nurse in general nursing, at least five (5) of which should be relevant experience after obtaining the post basic qualification in Psychiatric Nursing. Basic computer literacy. Demonstrate basic understanding of HR and financial policies & practices. Sound knowledge of public service policies, code of conduct and team building, leadership, decision making and problem-solving skills. Sound interpersonal and good communication skills.
<u>DUTIES</u>	:	The incumbent will be responsible for supervision and management of mental health unit in the hospital. Manage human resource and non-human resources. Supervision of the provision of quality nursing care within the legal framework. The implementation of quality assurance programmes and other mandatory priorities. Will be part of the hospital management teams. Demonstrate in a depth understanding of nursing legislation & related legal & ethical nursing practice and how it impacts on service delivery. Ensure clinical nursing practice

by the nursing team in the unit. Display a concern for patients, promoting, advocating, facilitating proper treatment & care. Ensuring that the unit adhere to ministerial priorities; the principles of Batho Pele & Patients Right Charter. Formulation and implementation of nursing guidelines, practice, standards and procedures.

**ENQUIRIES
APPLICATIONS**

: Ms S Mahlangu Tel No: (012) 841 8363
: must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

**FOR ATTENTION
NOTE**

: MR H Hlophe
: Applications must be submitted only on the New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full and a CV. Only shortlisted candidates will be requested to bring certified copies of qualifications. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE

: 16 September 2022

POST 33/196

: **ASSISTANT MANAGER NURSING AREA: GENERAL STREAM REF NO:
PWH/AMN/O2/01**
(Monitoring and Evaluation - Quality assurance, IPC, Wellness, Risk, Facility information, Communications).
Directorate: Hospital Management

**SALARY
CENTRE
REQUIREMENTS**

: R571 242 - R662 223 per annum, plus benefits
: Pretoria West District Hospital
: Grade 12 with basic R425 (diploma/degree in nursing) or equivalent qualification that allows Registration with SANC as a professional Nurse. A minimum of 10 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general nursing. At least 3 years of the period Referred to above must be appropriate recognizable experience at management level. Proof of current registration with SANC 2022. Computer certificate. 1. Recommendations: proven experience in past programs, clinical Programs. 2. Experience in PHC programs. Added advantage: One-year post graduate certificate in Primary health Care or advanced Midwifery registered with South African Nursing Council. Competencies: Knowledge of the Application of Health and Public Service Related Acts and Ethical Nursing Practices. Ability to conduct, lead and Monitor clinical audits, nursing norms, standards, practices and indicators for district hospital programs. Good Communication and interpersonal skills. Understanding of performance management development system & Strategic planning. Knowledge of PFMA, Quality Assurance and management of workplace discipline. Understanding of Nursing Legislation and Health Act and related legal and ethical nursing practice. Able to manage Own work and that of units reporting to the post and ensure appropriate interventions to enhance nursing services. Ensuring that Batho Pele Principles are adhered to. Manage information according to the requirements of the Facility. Ability to manage people ideas and inclusive management.

DUTIES

: Monitor, supervise the performance of all district hospital indicators. Analyze, interpret and narrate all Hospital indicators performance. Develop/establish and maintain constructive working relationships with internal Hospital components and district health primary health care services, Facilitate and align the development of Operational plans to be in line with District operational plans. Participate in the analysis, formulation and Implementation of hospital guidelines, practices, standards and procedures. Effective Management of Human Resource. Provision of effective support to the hospital goals and targets. Represent your component at hospital Executive committee. Monitor and ensure proper utilization of financial and physical resources. Maintain Professional/ethical standards and self-development, promoting the image the hospital by meeting targets and Compliance. Ensure implementation and

promotion of Quality Assurance, Infection Prevention and Control and Health and Safety Principles. Monitor the evidence-based compliance of all hospital committees.

ENQUIRIES : Mr. M.T.K. Zondi Tel No: (012) 380 1205
APPLICATIONS : Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West NB: Please Sign The Delivery Register or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117: The employer reserves the right to fill or not fill the post.

NOTE : People with disabilities are encouraged to apply. Applications must be submitted on a new Z83 form and attach a Copy of CV (only). Only Shortlisted candidate will be required to submit certified copies of documents. Failure to do so will lead into disqualification. General information: Short-listed candidates must be available for interviews at a Date and time determine by the Pretoria west Hospital.

CLOSING DATE : 23 September 2022

POST 33/197 : **OPERATIONAL MANAGER SPECIALTY GRADE I: THEATRE (X1 POST)**
Directorate: Nursing
Re-Advertisement

SALARY : R571 242 per annum, (plus benefits)
CENTRE : Heidelberg Hospital
REQUIREMENTS : Basic Qualification accredited with the SANC 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 in Operating Theatre Nursing Science with the duration of at least 1 year accredited with the SANC in terms of Government notice No R 212 in the relevant specialty. A minimum of 9 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1- year post basic qualification in the relevant specialty Competent to lead, manage, perform, and supervise clinical nursing practices in accordance with the scope of practice and required nursing standards in an operating theater diploma in Operating Theatre Nursing Science and Computer Literacy.

DUTIES : Coordination of optimal, holistic specialized nursing care in theatre provided within set nursing standards and professional/legal framework. Manage effectively the utilization and supervision of both human and Material resources. Co-ordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth / ethical standards and self-development.

ENQUIRIES : Ms L. Msiza Tel No: 016 341 1203
APPLICATIONS : can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441.

NOTE : Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. 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. The institution reserves the right not to fill the post.

CLOSING DATE : 16 September 2022

POST 33/198 : **ASSISTANT MANAGER NURSING SERVICES (DAY AND NIGHT SUPER) (X2 POSTS)**
Directorate: Health
Re-Advertisement

SALARY : R571 242 - R662 223 per annum

- CENTRE REQUIREMENTS** :
- Heidelberg Hospital
- Basic qualification accredited with the South African Nursing Council (SANC) in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing) and basic midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse. A registration with SANC as a Professional Nurse. Diploma or Degree in Nursing and administration or management. A minimum of eight (8) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/ recognizable experience at management level. Computer literacy is essential. A management Qualification will be an added advantage. Skills: Presentation and report writing skills, Strong Leadership skills, Good Communication and Problem-solving skills, Planning and Organizing skills and Financial Management skills. Problem solving, conflict resolution skills, able to work under pressure. Sound interrelationship is necessary in understanding of National Core Standards. Nursing strategy. PFMA, Labour Relations and other related legislative framework. Ability to work under pressure.
- DUTIES** :
- Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistence communication of relevant accurate and comprehensive information on health care. Develop/ establish and maintain constructive working relationship with nursing and other stakeholders (i.e inter-sectoral and multi-disciplinary teamwork). Participate in the analysis. Formation and implementation of Nursing guideline, practices, policies and procedures. Manage effective utilization and supervision of human, financial and material resources. Coordination of provision effective training and research. Maintain professional growth/ ethical standards and development of self and subordinates.
- ENQUIRIES APPLICATIONS** :
- Ms LLP Msiza Tel No: (016) 341 1100
- can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441.
- NOTE** :
- Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. 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. The institution reserves the right not to fill the post.
- CLOSING DATE** :
- 16 September 2022
- POST 33/199** :
- CHIEF MEDICAL ORTHOTIST & PROSTHETIST REF NO: SBAH 081/2022**
Directorate: Orthotics and Prosthetics
- SALARY** :
- R473 112 per annum
- CENTRE REQUIREMENTS** :
- Steve Biko Academic Hospital
- National Diploma/ Degree / or equivalent in Medical Orthotics and Prosthetics. Three-year experience as a Medical Orthotist and Prosthetist. Computer literate. Supervisory experience and metal work background and advantage. Basic knowledge in finance experience in Public Sector will be an added advantage. Proof of HPCSA registration certificate for MOP's. Basic knowledge in Orthotics and prosthetics material will be an added advantage. Basic knowledge of OHS regulations. Quality assurance skills. Sound knowledge of basic equipment, machinery, tools and various materials use. Ability to work with multi-disciplinary team. Ability to use initiative and work under pressure in a busy hospital service delivery innovation. Written and verbal communication skills, good interpersonal relationship. Good ethical conduct.
- DUTIES** :
- Oversee and supervise the Production section. Accountable for mentoring and clinical training of students and Interns. Providing HR, Administration and Clerical, Financial and Clinical support service. Ability to lead by an example.

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

**ENQUIRIES
APPLICATIONS**

: Mr. H.A Du Toit Tel No: 012 354 6016
 : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE

: The application must only include a complete and signed new Z83 Form, 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 to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE

: 23 September 2022

POST 33/200

: **OPERATIONAL MANAGER REF NO: CHBAH 564 (X1 POST)**
 Directorate: Nursing Services (Palliative Care)

**SALARY
CENTRE
REQUIREMENTS**

: R450 939 per annum
 : Chris Hani Baragwanath Academic Hospital
 : Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination, and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES

: Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research, and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework norms and standards.

**ENQUIRIES
APPLICATIONS**

: Mr B Mulaudzi Tel No: (011) 933 0134/9779
 : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE

: 16 September 2022

POST 33/201

: **OPERATIONAL MANAGER REF NO: CHBAH 565 (X1 POST)**
Directorate: Nursing Services (Obstetrics and Gynaecology)

SALARY

: R450 939 per annum

CENTRE

: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

: Basic R425 qualification (i.e, Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing with Midwifery. A post basic qualification in Nursing Administration will be an added advantage. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination, and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES

: Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research, and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework norms and standards.

ENQUIRIES

: Mr B Mulaudzi Tel No: (011) 933 0134/9779

APPLICATIONS

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

- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 16 September 2022
- POST 33/202** : **OPERATIONAL MANAGER GENERAL PN-A5 (SURGICAL) REF NO: REFS/TMH/2022/08/02 (X1 POST)**
Directorate: Nursing Services
- SALARY** : R450 939 – R 507 531 per annum, plus benefits
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : A Minimum of Diploma/ Degree in General Nursing Science, registration with SANC as a Professional Nurse. Current SANC receipt as a General Nurse and Midwife. A minimum of Seven (7) years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse. Have a good communication skills, leadership and conflict management skills. Manage own performance, be able to work as part of a Multidisciplinary team. Be able to supervise staff and patient care in the unit, be available at all times in case of an emergencies and shortage of staff.
- DUTIES** : Overall supervision and control of quality patient care in the unit. Ensure the formulation and availability of clinical patient care protocols and policies in her department. Efficient implementation and evaluation of patient care programmes in the unit according to department's strategic goals. Ensure adequate and appropriate staffing according to patient's needs. Effective monitoring and management of absenteeism. Accountable for overall and effective management of nursing duties. Establish efficient communication with the multidisciplinary team. Responsible for the implementation of disciplinary measures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve team work. Ensure performance, evaluation, management and development of staff. Ensuring the adherence to National Core Standards.
- ENQUIRIES** : Mrs. N.R Prince Tel No: (011) 898 8314
APPLICATIONS : can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.
- NOTES** : Applications must be filled on a new Z83 form (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 driver's license 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.

- CLOSING DATE** : 16 September 2022, Time: 12H00
- POST 33/203** : **OPERATIONAL MANAGER GENERAL (GATEWAY CLINIC) PNA5 REF NO: REFS/TMH/2022/08/03 (X1 POST)**
Directorate: Nursing Services
- SALARY** : R450 939 – R507 531 per annum, plus benefits
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : A Minimum of Diploma/ Degree in General Nursing Science, registration with SANC as a Professional Nurse. Current SANC receipt as a General Nurse and Midwife. A minimum of Seven (7) years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse. Have a good communication skills, leadership and conflict management skills. Manage own performance, be able to work as part of a Multidisciplinary team. Be able to supervise staff and patient care in the unit, be available at all times in case of an emergencies and shortage of staff.
- DUTIES** : Overall supervision and control of quality patient care in the unit. Ensure the formulation and availability of clinical patient care protocols and policies in her department. Efficient implementation and evaluation of patient care programmes in the unit according to department's strategic goals. Ensure adequate and appropriate staffing according to patient's needs. Effective monitoring and management of absenteeism. Accountable for overall and effective management of nursing duties. Establish efficient communication with the multidisciplinary team. Responsible for the implementation of disciplinary measures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve team work. Ensure performance, evaluation, management and development of staff. Ensuring the adherence to National Core Standards.
- ENQUIRIES** : Mrs. J.S Phaswana Tel No (011) 898 8314
APPLICATIONS : can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.
- NOTES** : Applications must be filled on a new Z83 form (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 driver's license where necessary on or before the interviews. 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.
- CLOSING DATE** : 16 September 2022 Time: 12H00
- POST 33/204** : **PROFESSIONAL NURSE SPECIALTY REF NO: CHBAH 566 (X11 POSTS)**
Directorate: Nursing Services
(Operating Theatre, Criticare, Oncology, Midwifery and Neonatal Nursing Sciences)
- SALARY** : R388 974 per annum
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Basic R425 qualification (i.e., Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African

Nursing Council. A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. A post basic 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. Competencies/Knowledge/Skills: 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.

DUTIES : Provide optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Act as shift leader in the unit (where necessary) Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework.

ENQUIRIES : Mr B Mulaudzi Tel No: (011) 933 0134/9779

APPLICATIONS : can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications must be submitted on the new Z83 form.

NOTE : The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE : 16 September 2022

POST 33/205 : **PROFESSIONAL NURSE (SPECIALTY ICU) REF NO: HRM/2022/24**
Directorate: Nursing

SALARY : R388 974 – R450 939 per annum, plus benefits, (Salary will be determined as per OSD grading)

CENTRE : Mamelodi Regional Hospital

REQUIREMENTS : National Senior certificate basic R425 qualification (i.e. Diploma/Degree in Nursing or equivalent qualifications that allows registration as a professional nurse) and the current proof of registration with SANC. A post basic

qualification with duration of at least 1 year accredited with the SANC in ICU nursing speciality. A minimum of four (4) years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in general nursing. Experience in Paeds ICU and High care. Competencies: Skills required good communication skills/verbal and written. Report writing skills. Sound interpersonal skills are necessary. Have knowledge of ideal hospital realization and maintenance framework. Computer literacy.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Demonstrate and understanding of nursing legislation and related legal and ethical nursing practices. Promote specialised quality of nursing care as directed by professional scope of practice and standards as determined by relevant health facility. Able to plan and organise own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stake holders including report writing required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively-operatively amicably with person of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho- Pele) principles.

ENQUIRIES : Ms S Mahlangu Tel No: (012) 841 8363
APPLICATIONS : must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION : Mr H Hlophe
NOTE : Applications must be submitted only on the New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full and a CV only. Only shortlisted candidates will be requested to bring certified copies of qualifications. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs Are Not For Sale At Mamelodi Regional Hospital.

CLOSING DATE : 16 September 2022

POST 33/206 : **PROFESSIONAL NURSE (CHILD NURSING SPECIALTY) REF NO: HRM/2022/25**
 Directorate: Nursing

SALARY : R388 974 – R450 939 per annum, plus benefits, (Salary will be determined as per OSD grading)

CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : National Senior certificate, basic R425 qualification Diploma/Degree in nursing that allows registration as a professional nurse and the current proof of registration with SANC. A post basic qualification of at least 1 year accredited with the SANC in Child nursing. A minimum of four (4) years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in general nursing. Competencies: Skills required good communication skills/verbal and written. Report writing skills. Sound interpersonal skills are necessary. Have knowledge of ideal hospital realization and maintenance framework. Computer literacy.

DUTIES : Perform both clinical and administrative duties as required by SANC. Provide effective and professional leadership in clinical governance to ensure clinical accountability and patient care, provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the nursing act, occupational health and safety act and all other applicable prescripts. Demonstrate effective communication with patients, supervisors and other health professional and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of (Batho-Pele) principles. Develop and implement quality assurance program, policies, operational plan, standard operating procedures and guidelines for

the unit. Improve quality care through reduction of patients complains and waiting time. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies.

- ENQUIRIES APPLICATIONS** : Ms Mahlangu Tel No: (012) 841 8363
: Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi
- FOR ATTENTION NOTE** : Mr H Hlophe
: Applications must be submitted only on the New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full and a CV only. Only shortlisted candidates will be requested to bring certified copies of qualifications. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Regional Hospital. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
- CLOSING DATE** : 16 September 2022
- POST 33/207** : **PROFESSIONAL NURSE (SPECIALTY NURSING) – OBSTETRICS AND GYNAECOLOGY REF NO: SEBO/PNS/2022 (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : Grade 1: R388 974 per annum, (plus benefits)
: Sebokeng Hospital
: Basic qualification accredited with the SANC 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 the relevant specialty. A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- DUTIES** : Provision of quality clinical nursing care in area of Specialty within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.
- ENQUIRIES APPLICATIONS** : Deputy Director S.J.K. Sejeng Tel No: 016 930 3302
: Applications should be posted to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng. Online applications cannot be accommodated due to system challenges.
- NOTE** : Applications must be submitted on a recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV only. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. 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. NB People with disability are encouraged to apply. Recommended candidates will undergo medical surveillance.
- CLOSING DATE** : 16 September 2022

POST 33/208 : **MIDDLE MANAGER: RISK AND CONTROL**
 Directorate: Health
 Re-Advertisement

SALARY : R382 245 - R460 255 per annum (Level 09)
CENTRE : Heidelberg Hospital
REQUIREMENTS : A relevant bachelor's Degree in 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 frame work. Public Service Anti-corruption strategy and departmental Anti-corruption measures. Principles of enterprise risk management Governance and accountability. Internal control and assurance 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 programme, 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.

DUTIES : manage security guard services, liaise regularly with nia, saps and risk management of the department of health (DOH). Implement the department security policy and minimum information. Implement the ERM implementation plan. Implement risk management methodologies, models and systems. Facilitate the assessment of identified risk. Facilitate the compilation of operational risk register. Facilitate the development of risk response strategies (mitigate plans). Report all relevant matters including, findings risk positions and recommendations to relevant stakeholders. Establish and maintain a risk management philosophy and culture within the organization. Manage and coordinate of risk management with all assurance providers. Coordinate the activities of risk management and perform the secretariat function. Implementation of Security Policies Standards. Assess and improve the effectiveness of security measures and procedures. Conduct threats and risk assessment and implement recommendations. Create security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Develop and implement procedures for the movement of movable assets and information documents. Maintain records of information security breaches/ incidents. Recommend interventions/ Improvements/ disciplinary measures where appropriate. Compile and provide management reports. Hold meetings with security service providers. Investigate all reported security breaches, incidents and write reports. Report's security breaches to the SSA or SAPS. Develop, implement, evaluate and monitor the performance agreements with security personnel. Assess performance of security staff.

ENQUIRIES : Dr I Molatlhegi Tel No: (016) 341 1100
APPLICATIONS : can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441.

NOTE : Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. 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.

CLOSING DATE : 16 September 2022

<u>POST 33/209</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICS AND ADMIN SUPPORT REF NO: REFS/ 014867 (X1 POST)</u> Directorate: Logistics and Admin Support
<u>SALARY</u>	:	R382 245 – R450 255 per annum, (plus benefits)
<u>CENTRE</u>	:	Dr. George Mukhari Academic Hospital
<u>REQUIREMENTS</u>	:	An appropriate three (3) years National Diploma/Degree (NQF level 6/7) in Public Administration/Management or equivalent qualification with at least three (3) to five (5) years of relevant experience in Admin and Logistics at supervisory level. Knowledge of Computer literacy. Good report writing Skills, be prepared to work under-pressure and be on stand- by. Have appropriate knowledge of infection control and safety procedures in a Health environment. Have a good interpersonal relation, be honest and reliable. Have good Communication Skills. Have a good Organizational Planning, Conflict Management Skills. A good understanding of the Public Service Legislation and prescripts including PFMA, Fleet Management, Labour Relations, BCEA, OHS Act.
<u>DUTIES</u>	:	Plan, Organize, Lead, and Control all activities of the Sub-Directorate. Manage and provide overall support to the Sub-Directorate, Cleaning, Laundry, Accommodation and Fleet Management. Facilitate the compilation of Operational Plan and improve the systems that are in place. Manage Staff Performance, enforce discipline of staff. Ensure compilation of monthly, quarterly and annual reports and suggest turn around strategies. Develop service level agreement for laundry services with outsource service provider and monitor it thereof. Do spot checks/unannounced visits to the sub-directorate's sections. Have regular meetings with subordinates. Responsible for all quality and safety programs of the sub-directorate. Report performance of the sub-directorate to immediate supervisor/senior management. Identify training needs and gaps. Ensure staff development. Manage all resources allocated to sub-directorate. Ensure that demand plans for various section within the span of control are developed and consolidated. Ensure that procurement processes are facilitated accordingly. Manage budget for the sub-directorate versa demand plan. Have response programs in place to respond to emergencies/disaster.
<u>ENQUIRIES</u>	:	Mr. M Madonsela Tel: 012 529 3620
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	16 September 2022, closing time will be 12h00 on the closing date.
<u>POST 33/210</u>	:	<u>SENIOR ADMIN OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: TDHS/A/2022/58 (X3 POSTS)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Tshwane District Health Services
<u>REQUIREMENTS</u>	:	Qualifications: Grade 12 certificate, Post matric qualification either a BCOM or National Diploma in Supply Chain Management / Logistics/ Business

- Mangement and/or relevant qualification, Experience: 5 – 8 years working experience in Supply Chain Management/Procurement/Acquisition Management as a Procurement and/or Acquisition Clerk post. Knowledge and working experience on the CSD, SAP and SRM systems. Other Skills / Requirements: Problem solving skills, creativity and analytical skills. Good communication skills both verbal and written. Teamwork, Organizing, Coordination and time management. Driver's license (Code B). Computer literate, ability to work under pressure and good interpersonal skills.
- DUTIES** : Provide supply chain management administrative supervision and support to Tshwane District Health Services as follows: Demand & Acquisition Management: Supervise of the registration of end user requirements, confirmation of demand and procurement plans, Support the RFQ administration process for goods and/or services, generate shopping carts for purchase orders, follow-up on deliveries and payments. Contract Administration and Management Warehouse Management: Receiving, checking, recording and storing of incoming stock. Picking, packing and filling of orders. Collecting and dispersing of stock. General Warehouse duties. Asset Management: Keep and update of all records on the asset register. Bar-code all newly acquired assets. Conduct quarterly/annual verification of assets and ensure that assets condition in the register matches the condition of its existence. Administration of disposal management. Other: Maintaining & updating of registers. Compile daily, weekly and monthly statistics. Handle external and internal enquiries. Assist with supervision and general office duties within the SCM environment including PMDS.
- ENQUIRIES** : Mr TD Makgari/Ms T Mashawo Tel No: 012 451 9276
- APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 16 September 2022
- POST 33/211** : **HUMAN RESOURCE OFFICER REF NO: HRM/2022/22**
Directorate: Human Resource Management
- SALARY** : R261 372 - R303 339 per annum, plus benefits
- CENTRE** : Mamelodi Regional Hospital
- REQUIREMENTS** : National Senior Certificate and at least a three-year National Diploma or Degree in Human Resources/Public Management or equivalent qualification with three years functional experience in Human Resources or National Senior Certificate with 5 years functional experience in Human Resources. Experience in a hospital environment will be an added advantage. PERSAL Certificate a prerequisite. Knowledge of PSA, PSR, EEA, BCEA, LRA, SDA, PFMA and other Human Resource related prescripts and policies. Ability to work under pressure. Attention to detail. Ability to interact at a strategic level and implement turn around strategies. Planning and organisational skills, time management, communication skills and leadership skills. Analytical and solution orientated. Knowledge of recruitment process, leave, PILIR and service benefits.
- DUTIES** : Generalist HR functions i.e. recruitment and selection, leave management, PILIR, service benefits. Supervision of juniors. Implementing OSD and non-OSD grade progression, salary, proper control of records. Responsible PMDS contracting and leading juniors. Give advice to on procedural policy matters to supervisors, line managers and other stakeholders.

ENQUIRIES APPLICATIONS : Mr M.H. Hlophe Tel No: (012) 841 8329
 : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION NOTE : Ms NJT Mahlangu
 : Applications must be submitted only on the New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full and a CV. Only shortlisted candidates will be requested to bring certified copies of qualifications. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE : 16 September 2022

POST 33/212 : **HUMAN RESOURCE OFFICER (TRAINING & PMDS) REF NO: PWH/HRD01/2022**
 Directorate: Directorate: Human Resource

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07)
 : Pretoria West District Hospital
 : Grade 12 plus three year Diploma/Degree in Human Resource Management or Public Administration or equivalent. Introduction to PERSAL certificate. 3-5 years' experience in Human Resource of which 1-2 years should be in Training, PMDS and Employment Equity. Computer literacy in MS Office (Word, Excel and PowerPoint) Interpersonal, planning and communication skills (written and verbal). Knowledge of relevant Legislation. Knowledge of PMDS processes. Ability to work independently and under pressure. Driver's license.

DUTIES : Facilitate training and Performance management in the institution. Liaise with service providers and Training beneficiaries regarding training logistics or other related matters. Compile monthly and annual training Reports. Conduct skills audits in the institution. Conduct training needs analysis. Assist in the development of and Implementation of Workplace Skills Plan. Develop the training plan and facilitate the implementation thereof. Develop and maintain the training database. Ensure management and implementation of PMDS Policy in the Institution. Compile monthly and annual PMDS reports. Coordinate EPWP, internship and learnership program. Facilitate employment equity matters in the institution. Serve as a secretary during Skills and Employment equity Committee meetings.

ENQUIRIES APPLICATIONS : Ms KH Mokwana Tel No: (012) 380 1213
 : 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, and 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 : 23 September 2022

POST 33/213 : **FINANCIAL CONTROLLER REF NO: 082/2022**
 Directorate: Finance

SALARY CENTRE REQUIREMENTS : R261 372 per annum
 : Steve Biko Academic Hospital
 : Grade 12 certificate and National Diploma/Degree in Financial Management / Accounting or equivalent qualifications. A minimum of 5 years' experience in revenue. Must be computer literate (Microsoft Word, Excel, Powerpoint and outlook) and knowledge of prescripts and regulations of Debt Management, Treasury Regulations, PFMA, DORA, BAS and MEDICOM and Revenue policies. Customer Service skills, experience in client liaisoning and telephone etiquette as well as excellent communication skills verbally and in writing.

- DUTIES** : Supervision of revenue section. Ensuring the optimal generation of revenue, to manage and organize the activities of tracing clerks, to ensure writing-off of untraceable debt are done on time. Reconciliation of accounts and handling of queries. Ensure effective Debt Management at all times. Compilation of Annexure F on monthly basis as well as reconciliation of Medicom/BAS IRE, number 2 account. Experience in the flow of the main cashier. Experience in the correct billing of patients on the Medicom System with special emphasis to the Road Accident Fund patients as well as Workman`s Compensation and other government entities.
- ENQUIRIES** : Ms. N Mampane Tel No: 012 354 4737
- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, 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 to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 23 September 2022
- POST 33/214** : **PROFESSIONAL NURSE REF NO: CHBAH 567 (X25 POSTS)**
Directorate: Nursing Services
- SALARY** : R260 760 per annum
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. No experience required after registration with the SANC as Professional Nurse. Competencies/Knowledge/Skills: 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.
- DUTIES** : Provide optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Act as shift leader in the unit (where necessary) Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework.
- ENQUIRIES** : Mr B Mulaudzi Tel No: (011) 933 0134/9779
- APPLICATIONS** : can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 16 September 2022
- POST 33/215** : **ASSISTANT MEDICAL ORTHOTIST AND PROSTHETIST REF NO: SBAH 083/2022**
Directorate: Orthotics and Prosthetics
- SALARY CENTRE REQUIREMENTS** : R170 955 per annum, plus benefits
Steve Biko Academic Hospital
- DUTIES** : Registered with HPCSA as ASST/O+P/ Grade 12. Hand skills, good interpersonal relations and team work.
Consult and assist the Medical Orthotist and Prosthetist regarding type of orthosis/Prosthesis required. Manufacture part of Orthosis/Prosthesis which requires either leatherwork, laminating, shoe alterations or plastic molding.
- ENQUIRIES APPLICATIONS** : Mr. H.A Du Toit Tel No: 012 354 6016
Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, 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 to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 23 September 2022
- POST 33/216** : **OCCUPATIONAL MEDICAL PRACTITIONER (SESSIONAL APPOINTMENT) REF NO: TRH 15/2022**
- SALARY CENTRE REQUIREMENTS** : R618.00 – 772.00 per hour
Tshwane Rehabilitation Hospital
Registered Occupational Medical Practitioner (MBChB and Occupation Health and Medicine Diploma/Degree. Specialist Occupational Medical Qualification will be an added advantage. A minimum of 5 years working experience as an Occupational Medical Practitioner. Registration with HPCSA Registration with relevant professional association will be an added advantage. Extensive knowledge in relevant OHS Legislation. COIDA processes DoL and Compensation Fund. GDOH Major Transformative Purpose (vision, mission) and performance requirements. Management of costed OHS and wellness operational plans and projects knowledge of employment law OHS Act and Regulations. Public service Act and Regulations COID act. Basic conditions of Employment Act. Service delivery frameworks Batho Pele Principles. National Core Standards ISO 45 000, and the PFMA and National Treasury Regulations. Computer literacy. Change Management. Strategic management and leadership. Financial Management. Interpersonal. Problem solving and strong analysis. Strong report writing. Coaching and Resilience and Management.

- DUTIES** : Draw structures Medical surveillance as prescribed by OHSA and related regulations, Manage and conduct Medical Surveillance inclusive of Biological Monitoring, Initial, periodic and exit medical examinations and return to work. Certification of fitness for work. Develop Risk Based Medical Surveillance Plans. Management and reporting of occupational injuries and disease incidents. Development of incident management protocols. Provide Occupational Health and Medicine Services, Develop Risk Based Medical Surveillance Plans, Acute management of minor ailments. Collaborate and participate in disaster management, collaborate participation of Health and safety inspections, Develop and review occupational health policies, SHERQ, and wellness management programmes as part of the Employee Health and Wellness in TRH. Monitor and manage absenteeism with HR and supervisors. Develop and monitor a Legal Compliance Register for the hospital. Establish and maintain good relations with OHS stakeholders and other disciplines within the hospital. Lead the development/review and implementation of all OHS/wellness initiatives including training. Assist with PILIR and reasonable accommodation cases. Attend provincial OHS meeting when the need arises. Ms Ml Mfupa, Tel No: 012 354 - 6019
- ENQUIRIES APPLICATIONS** : Applications must be hand deliver to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Pretoria, 0001. No faxed or emailed applications will be considered.
- NOTE** : Fully completed new Z83 and detailed Curriculum Vitae only. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. 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- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability 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.
- CLOSING DATE** : 16 September 2022

OFFICE OF THE PREMIER

It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, females of all races are encouraged to apply.

- APPLICATIONS** : Applications must be submitted on the GPG Professional Job Centre website, (www.gautengonline.gov.za)
- CLOSING DATE** : 16 September 2022
- NOTE** : The completed signed new Z83 must be accompanied by a detailed Curriculum Vitae (CV) only and at least three (3) contactable referees quoting the relevant reference number. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier (OoP) reserves the right to cancel the filling / not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. NB. Requirement for all SMS posts, Nyukela Programme: Pre-entry Certificate to Senior

Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

OTHER POST

- POST 33/217** : **DEPUTY DIRECTOR: FRAUD PREVENTION REF NO: REFS/014871**
Directorate: Provincial Forensic Audits
- SALARY** : R882 042 – R1 038 999 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 and a recognized 3-year National Diploma/BCom degree (NQF Level 6/7) in Internal Auditing/Accounting/ Law/ forensic. Minimum of 5 to 8 years' experience in fraud prevention and detection in the public sector; of which 3-4 years must be in Junior Management position; Certified Fraud Examiner / CIA would be an added advantage; Knowledge and understanding of Public Sector Regulations, Ethical and Disciplinary Codes of the Public Service; Conflict management, Project management, Communication, Planning and Coordinating, Analytical thinking, Problem solving, Report writing and Computer skills; Knowledge and understanding of the Anti-Corruption Strategy and Public Sector Acts and Regulations (PFMA, Enterprise Risk Management framework, Protected Disclosure Act, PRECCA etc), financial systems and practices. The candidate should have valid driver's license.
- DUTIES** : Manage the implementation of the fraud prevention and detection annual operational plan. Prepare engagement letters and Project Plans for all Fraud Detection Reviews assigned. Supervise team to ensure timeous execution and reporting of assigned projects. Work effectively within time frame to ensure that projects concluded in line with agreed terms of engagement with the client. Review fraud detection review reports to ensure factual and substantiated evidence covering all the objectives of the FDRs. Develop action list for all recommendations made on the FDR reports. Track and monitor the implementation of the FDR action plans on a quarterly basis. Update the FDR tracking tool on a quarterly basis. Facilitate the Fraud Risk Assessment and compile fraud risk assessment reports. Update fraud prevention plans with action plans. Track and monitor the implementation of the FPP action plans on a quarterly basis. Update the FPP tracking tool on a quarterly basis. Assist in the recruitment of staff and provide on job training to the team members to ensure an effective fraud prevention unit. Provide leadership and support to team (guidance and mentoring). Prepare monthly and quarterly reports on fraud prevention activities.
- ENQUIRIES** : Mr Banele Magubane Tel No: (011) 355 6145

PROVINCIAL TREASURY

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



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. To access the SMS pre-entry certificate course and for further details, please click on the Following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website:www.thensg.gov.za
- CLOSING DATE** : 19 September 2022 @12H00
- NOTE** : Applications must be submitted on a duly new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will

be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. Application forms must be placed in a box on the ground floor, clearly marked Gauteng Provincial Treasury. Treasury will not be held responsible for application placed in the wrong box. All applicants are required to fill the register as confirmation that they submitted their applications

OTHER POSTS

- POST 33/218** : **DEPUTY DIRECTOR: MARKET & INDUSTRY RESEARCH REF NO: GPT/2022/9/1**
 Directorate: Research & Industry Analysis (PSCM)
 Re-advertisement - Candidates who applied previously need not re-apply as their application will be considered.
- SALARY** : R744 255 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that maybe structured in terms of the applicable rule
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three-year tertiary qualification (NQF level 07) as recognised by SAQA. A degree in Market and Business Analysis. An MBA would be an added advantage. At least 3 – 5 years' experience in Market Research or Business Analysis. The candidate must have experience in junior management position, experience and understanding of the South African marketplace including the SMME vendors. The candidate must have problem solving and communication skills, problem solving and analysis, technical proficiency, planning and organising skills, computer literacy, client orientated and customer focus.
- DUTIES** : Managing the design of research objectives based on research problems communicated by the commodity teams and GPG Supply Chain and Business Intelligence objectives based on business needs identified. Managing the budget for market research project and business intelligence project. Analysing the research information and of business intelligence information drawing of conclusions and making recommendation thereof. Providing leadership and guidance to employees and commodity team, performing managerial duties effectively to ensure smooth operations. Managing the provision of business/market intelligence to Procurement Services and GPG supply chain.
- ENQUIRIES** : Ms. T. Phillys Tel No: 011 227 9000
- POST 33/219** : **DEPUTY DIRECTOR: SYSTEM SUPPORT (BAS/PERSAL SYSTEM/ SAP ERP) REF NO: GPT/2022/9/2**
 Directorate: Financial Governance
- SALARY** : R744 255 per annum, (all-inclusive package) consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg
- REQUIREMENTS** : National Diploma in Information Technology or Financial Information Systems or B.Sc. (Computer Science in Informatics) or B.Sc. (Information Systems) or Finance or Business Management at NQF level 6 as recognised by SAQA. 3 – 5 years' experience at a Junior Management Level (ASD). 3 years' experience

- system support and project implementation. Extensive knowledge of (BAS/SAP/PERSAL) systems. Added advantage: People and Diversity Management. Client Orientation and Customer Focus. Communication skills. Accountability and Ethical Conduct.
- DUTIES** : Oversee the monitoring of compliance and enforcement of prescribed legislation, policies and guidelines relating to transversal systems. Manage and oversee the functional support of the BAS/PERSAL/SAP ERP System. Perform risk assessments. Identify gaps and develop internal standard operational procedures to mitigate risks. Oversee and provide leadership to business analysis managers and system support team and managers. Manage the process of new systems implementation and post implementation support. Oversee the preparation of the operational plan and risk registers. Apply legislation, departmental policies and procedures and develop internal standard operational procedures. Oversee the implementation and post implementation support of new systems and solutions. Manage and oversee change management for all new projects and solutions.
- ENQUIRIES** : Tshiamo Sokupha Tel No: (011) 227-9000
- POST 33/220** : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: GPT/2022/09/3 (X2 POSTS)**
Directorate: Gauteng Audit Services
- SALARY** : R744 255 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
An undergraduate qualification (NQF level 7) as recognised by SAQA in Auditing/ Accounting. CIA will be an added advantage. 3 – 5 years' experience at supervisory level in Internal Quality Assurance in the internal audit environment. Knowledge of PFMA and generic legislation, GRAP statements Corporate Governance, Risk Management IIA standards, best practise internal controls.
- DUTIES** : To assist the Quality Assurance Director in quality assurance management and reviews, software administration and methodology maintenance. Planning of the quality assurance and software projects in the cluster. Preparation of budgets and resource plane to meet the requirements, planned and ad hoc reviews. Develop, implement, integrate and maintain methodologies. Implementation of the relevant sections of the operational plan for the cluster. Prepare and maintain adequate working papers and of good standard. Interviews/meetings with the client as and when required. Compliance with GAS administrative requirements. Review of time records to monitor time spent against work done. Control of the day-to day running of the projects. Provision of input to the Quality Director for the overall management of the cluster. Preparation of weekly progress reports for submission to senior management. Interviews for recruitments of staff for the cluster. Chair and administer monthly technical committee meetings. Initiate and ensure action pertaining to TC meeting is performed. Perform regular quality assurance reviews for each GAS supervisor and sub-unit. Report on findings and recommendation per quality assurance reviews. Develop and implement methodologies for quality control and review of the project. Quality control review of all updates and changes to audit software, programmes and methodology. Effect changes to all software templates and methodologies. Overall responsibility for audit software and methodology. Work with the training manager to develop and implement a training programme for audit software and methodologies. Participate in the GAS induction programme or other training sessions as required. Maintain adequate and up to date database of all training aspects, methodologies and software. Collate all GAS methodologies and ensure all aspects of software utilised.
- ENQUIRIES** : Ms. Baleseng Sedibe Tel No: 011 227 9000
- POST 33/221** : **DEPUTY DIRECTOR: FINANCIAL AUTOMATION MANAGEMENT SYSTEMS (FAMS) REF NO: GPT/2022/9/4**
Directorate: Financial Governance
- SALARY** : R733 257 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg

<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Accounting/Finance. 3 – 5 years' experience at a Junior Management Level (ASD) in Accounting/Finance. Experience in Project implementation and support. 3 years' experience in Accounts Payable/Accounting. Intermediate financial knowledge (BAS/SAP) will be an added advantage. Knowledge of the Supply Chain cycle within GPG.
<u>DUTIES</u>	:	To manage the Financial Automation Management Systems (FAMS) Section: Manage the processing team; Manage the projects support and implementation (E-invoicing and P Card) team; Manage the technical support team for projects (E-invoicing and P-card); Monitor Provincial Departments 15/30 Day Payment SLA; Management and Implementation of Ad-Hoc Projects: Management of Staff.
<u>ENQUIRIES</u>	:	Ms. T Sokupha Tel No: 011 227 9000
<u>POST 33/222</u>	:	<u>ASSISTANT DIRECTOR: QUALITY CONTROL SPECIALIST REF NO: GPT/2022/9/5</u> Directorate: Supplier Management and Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum, (plus benefits) Johannesburg
<u>DUTIES</u>	:	A three-year tertiary qualification (NQF level 6) accredited by SAQA in Supply Chain Management, Business Management, Public Administration, Financial Management and Internal Auditing. Bachelor of Commerce in SCM will be added advantage. 3 – 5 years' experience within Supply Chain Management. Understanding Treasury Regulations and Acts. Understanding of current best practice and other developments in the field (ISO). Strong ethics, Efficient, Quality oriented, Confidentiality, Decisive, Attention to detail, Analytical, Innovative and Outcome oriented.
<u>DUTIES</u>	:	Develop/Review and control specification/terms of reference requirements with end users and commodity teams. Ensuring that a specification or terms of reference will be in place for the required period. Ensuring that the evaluation criteria is developed and accepted by the Bid Evaluation Committee members. Allocation of points for evaluation criteria. Conducting research on the product or service required. Bidders Site Visits and Report. Compile the site visit evaluation form. Reporting on the consolidated results as per evaluation criteria stipulated in the specification requirements. Maintain site visit record. Attend to and Close off Quality related customer complaints. Long term preventive measures. Visiting the Institution with the complaint. Attend meeting with the supplier and the Institution. Assist with evaluation of and report on product complaints and or returns when requested. Internal/External customer support / satisfaction. The customer evaluates results indicating response of Quality regarding commodity support. Part of the Bid Evaluation Committee (BEC). Organise supplier development workshops. Gather spend statistics and prepare spend reports and presentations.
<u>ENQUIRIES</u>	:	Mr. Teneko. Bangelo Tel No: 011 227 9000
<u>POST 33/223</u>	:	<u>HUMAN RESOURCE DEVELOPMENT: PRACTITIONER REF NO: 2022/09/6</u> Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum, (plus benefits) Johannesburg
<u>DUTIES</u>	:	A relevant 3-year tertiary qualification, e.g. National Diploma or Degree in Human Resource Management, Management of Training or Public Administration. 1-2 years' experience in HRD experience. Understanding HR legislations. Knowledge of research, Project Management and sound writing and facilitation skills.
<u>DUTIES</u>	:	To provide administrative and co-ordination support of the training and development function within the department. Plan, organise and monitor course conducted for staff in Gauteng Treasury. Advises directorates managers regarding training opportunities including AET programme. Evaluate and co-ordinates the purchase and delivery of training programmes. Oversees training records and draw up training reports. Assist in bursary administration and administer stays. Assist quarterly and monthly HRD report. Co-ordinates training facilities communicates training to all relevant parties using different mediums. Act as a liaison person between the business units and other stakeholders. Facilitate the appointment of interns, learnership and related youth development programmes.

- ENQUIRIES** : Ms. Tshiamo Sokupha Tel No: 011 227 9000
- POST 33/224** : **CONTRACT ADMINISTRATOR: DEMAND & CONTRACT REF NO: 2022/09/7**
 Directorate: Office of the CFO
 This is a re-advertisement of the post of Contract Administrator: Demand & Contract Ref no: GPT/2021/11/12. All candidates who have applied previously are encouraged to reapply.
- SALARY CENTRE REQUIREMENTS** : R261 375 per annum, (plus benefits)
 : Johannesburg
 : A three-year tertiary qualification (NQF Level 6) as recognised by SAQA in Supply Chain Management/ Purchasing/ procurement Management/ Logistics/ LLB. 1-2 years functional experience in Supply Chain Management environment. Knowledge of Public Finance Management Act (PFMA), Public Services Act and Public Services Regulations and relevant prescripts, Treasury Regulations, Preferential Procurement Policy Framework Act. Departmental policies and procedures. Skills in Administration and Financial Management, Verbal and written communication, Problem-solving, Self-management, Compliance, Customer Focus and Responsiveness, Computer Literacy.
- DUTIES** : Administer contracts and variations to the contracts. Evaluate applications for price adjustments and escalate invoking of penalty clauses for breach of contract. Evaluate applications for variations, amendments and cancellations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of good/ services. Coordination of Bid Committee meetings and provision of secretariat services. Implementation of a functional records management system.
- ENQUIRIES** : Mr. Sihle B Hlomuka Tel No: (011 227 9000

**PROVINCILA 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

<u>POST 33/225</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 34/2022</u> Department: Anaesthetic and Intensive Care
<u>SALARY</u>	:	R1 754 739 – R1 862 412 per annum. 13 th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 18% In-hospitable area allowance. All-inclusive salary package per annum (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules). Commuted overtime which is determined by service delivery needs of the department.
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Tertiary Hospital Senior Certificate/Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthetic. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthetic. A minimum of 3 years appropriate experience as a Medical Specialist in Anaesthetic after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Knowledge, Skills, Attributes and Abilities Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences. Valid driver's license.
<u>DUTIES</u>	:	Participate in the coordination of anesthetic unit services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the planning of staff including registrars, medical officers, community services officers, interns and undergraduate medical students and also support relevant clinical research, clinical trials and CPD activities. Render efficient and cost-effective critical care services to patients managed by Ngwelezana Hospital. Strengthen clinical governance. Participate in the formulation and management of protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance of allocated human resources. Ensure that the environment complies with Health and Safety Act, staff adhere to the safety precautions and make sure that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render affective administrative support. Provide after hour courage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescripts, acts, legislative, policies, circulars, procedures, guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. S Sewpersad Tel No: 035 901 7260 Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
<u>FOR ATTENTION</u>	:	Mr MP Zungu

- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants **must include only** completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date.
- CLOSING DATE** : 16 September 2022
- POST 33/226** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 35/2022**
Department: Radiology
- SALARY** : Grade 1: R1 754 739 – R1 862 412 per annum. 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 18% In-hospitable area allowance. All-inclusive salary package per annum (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules). Commuted overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. A minimum of 3 years appropriate experience as a Medical Specialist in Radiology after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Knowledge, Skills, Attributes and Abilities Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences. Valid driver's license.
- DUTIES** : Co-ordinate specialist services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude Districts) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Render specialist services to out-patient and in-patient and provide expert opinion where required and participate in provisioning of a 24 hour service. Provide vision, strategic direction and inspire employees to deliver excellent quality health services.

Strengthen clinical governance. Manage the performance of allocated human resources. Develop and coordinate the on-going delivery of under and post graduate teaching in specialized fields. Ensure that the environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware of it. Compile medium and long term expenditure framework and implement fiscal measures on an ongoing basis. Provide measures and guidance on quality assurance to comply with set quality standards. Comply with National Core Standards.

**ENQUIRIES
APPLICATIONS**

: Dr. RS Moeketsi Tel No: 035 901 7260
 : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni 3880

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 16 September 2022

POST 33/227

: **HEAD CLINICAL UNIT GRADE 1 REF NO: HCUTRANSURG/02/2022 (X1 POST)**
 Department: Transplant Surgery
 Re-advertisement. Candidates who applied previously should re apply.

SALARY

: R1 754 739 per annum, an all-inclusive flexible remuneration package is payable to the successful candidate who will be required to enter into a permanent employment contract, as well as complete a Performance Agreement with the Manager of the post (excluding Commuted Overtime).

**CENTRE
REQUIREMENTS**

: IALCH
 : Tertiary Qualification equivalent to MBCHB. The appointment to Grade1 requires appropriate qualification, registration certificate plus five (5) years' experience after registration with HPCSA as a Medical Specialist in Surgery. Recommendation: 5 Years' experience in an accredited transplant unit with at least 3 years being as a registered specialist. Management experience will be an added advantage. Knowledge, Skills, Training and Competence Required: An in-depth knowledge of the functioning of the Transplant Unit. The applicant will be expected to manage donor and recipient surgery as well as oversee the surgical access for dialysis patients on the transplant programme. Ability to

perform appropriate specialised procedures, particularly kidney transplants and access surgery. Proven academic capabilities and training experience. Sound knowledge of management and human resources. Sound knowledge of current health and Public Service legislation and 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.

DUTIES

: Management of Renal transplant programme for the province. Provide access to surgical services to patients on the transplant programme. Conducting of clinics, operating theatre lists and consultations with other disciplines. Drawing up of protocols for patient perioperative patient management. Supervision of participation in post and undergraduate. Participation in the academic programs of the department of General Surgery as well as the transplant unit. Conducting and supervising relevant research. Performing regular audits of the departmental activities. Liaising with the hospital management and other agencies to ensure the efficient provision of clinical services at IALCH. Providing consultative/support services to peripheral institutions as part of the department's outreach program.

ENQUIRIES APPLICATIONS

: Prof Assounga Tel No: 031 2401325
All applications must be addressed to the Human Resources Manager, and should be placed in Applications: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 (Current) and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the It is the shortlisted candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the date of the interview. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be No payment of S&T claims.

CLOSING DATE

: 16 September 2022

POST 33/228

: **MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 36/2022**
Department: Radiology

SALARY

: Grade 1: R1 122 630 – R1 191 510 per annum
Grade 2: R1 283 592 – R1 362 363 per annum
Grade 3: R1 489 665 – R1 862 412 per annum
13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 18% In-hospitable area allowance. All-inclusive salary package per annum (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules). Commuted overtime which is determined by service delivery needs of the department.

CENTRE REQUIREMENTS

: Ngwelezana Tertiary Hospital
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Appropriate tertiary qualification in the Health Science (MBCbB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. **Grade 1: No**

experience required. **Grade 2:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Radiology. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Knowledge, Skills, Attributes and Abilities Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences. Valid driver's license.

DUITES : The candidate will, under the direction of the Head of Department: Conduct specialist ward rounds; provide after hour coverage in Radiology Department and clinical support to junior staff; provide advice to district / regional level hospitals; Manage / supervise allocated human resources; ensure equipment is appropriately maintained. Training of undergraduate and post graduate medical students. Active participation in quality improvement programmes including clinical audits and CME activities. Attend to administrative matters within the unit. Assist with administration of the Radiology Department and have an input into the unit's administration at Ngwelezana Hospital. Assist protocol development and review for patient's management. Development and implement clinical audit and quality assurance programmes. Provide outreach services to surrounding district hospitals which refer to Ngwelezana Hospital. Attend to meetings and workshops directed. Comply with all legal prescripts acts, legislative, policies, circulars procedures, guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

ENQUIRIES : Dr. N Shabalala Tel No: 035 901 7260
APPLICATIONS : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni 3880

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

CLOSING DATE : 16 September 2022

- POST 33/229** : **MEDICAL OFFICER: RADIOLOGY REF NO: MO RADIOLOGY/3/2022 (X2 POSTS)**
 Department: Radiology
 Re advertisement. Candidates who applied previously should re apply.
- SALARY** : Grade 1: R833 523 per annum, (all-inclusive salary package), excluding Commuted Overtime.
 Grade 2: R953 049 per annum, (all-inclusive salary package), excluding Commuted overtime.
 Grade 3: R1 106 037 per annum, (all-inclusive salary package), excluding commuted Overtime.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
 : Senior Certificate. MBChB Degree, Registration Certificate with the HPCSA as a medical Practitioner. Current registration with the Health Professions Council of South Africa as an Independent Medical Practitioner. Completion of Community Service. Experience: **Grade 1:** No experience required after completion of Community Service. Appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of 11 years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Skills, Knowledge, Training and Competency Required: Knowledge of Radiological Anatomy and Radiation physics and safety. Radiology related diploma, courses, certificates or seminars will be an advantage. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Completion of Community Service or one year as a Medical Officer in the case of Foreign Nationals. Should the successful applicant be a post-registrar time medical officer, they will be employed on a 12 month contract basis. Recommendation Work experience in a Diagnostic Radiology Department will be an advantage.
- DUTIES** : Provide an efficient, effective general radiological medical officer service to facilitate imaging of IALCH patients. Ensure optimal health care consistent with the guidelines of practice of Radiology as outlined by the South African Society of Radiologists. Take an active academic role and an active role in radiology training and research. Participation in commuted overtime is compulsory.
- ENQUIRIES APPLICATIONS** : Dr N. Dlamini Tel No: (031) 240 2294/5
 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 (Current) and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APPO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the It is the shortlisted candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such

evaluation on or before the date of the interview. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be No payment of S&T claims.

- CLOSING DATE** : 16 September 2022
- POST 33/230** : **MEDICAL OFFICER REF NO: MO ONCO/2/2022 X (X1 POST)**
Department: Oncology
- SALARY** : Grade 1: R833 523 per annum, (all-inclusive salary package), excluding Commuted Overtime.
Grade 2: R953 049 per annum, (all-inclusive salary package), excluding Commuted overtime.
Grade 3: R1 106 037 per annum, (all-inclusive salary package), excluding commuted Overtime.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: MBCHB degree. Registration Certificate with the HPCSA as a Medical Practitioner. Senior Certificate Current registration with HPCSA as a Medical Practitioner. Experience: **Grade 1:** No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Recommendation: At Least 6 Months Experience In Radiotherapy & Oncology Would Be Advantageous. Knowledge Skills And Experience_Required: Basic understanding of treatment principles and options in oncology. Good interpersonal skills. Ability to diagnose and manage common medical problems including oncological emergencies. Sound moral values based on integrity, trust and judgment. Sound communication skills. Prior experience in oncology is advantageous.
- DUTIES** : Work within a multidisciplinary framework in the management of oncology patients. Adhere to departmental treatment guidelines and policies. Undertake ongoing care of individual patients. Deal with emotional, social and physical aspects of disease for patients and their relatives. Maintain medical records, including morbidity and mortality statistics. Attend and participate in departmental academic meetings and outreach services. Rotate through other hospitals in the DFR area. The successful applicant will be required to perform after hour's duties at IALCH and Addington Oncology departments.
- ENQUIRIES APPLICATIONS** : Dr Shona Bhadree Tel No: 031 240 1920
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 (Current) and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated

in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that it is the shortlisted candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the date of the interview. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

<u>CLOSING DATE</u>	:	16 September 2022
<u>POST 33/231</u>	:	<u>OPERATIONAL MANAGER (PHC SUPERVISOR) REF NO: NGWE 37/2022</u> Department: Primary Health Care
<u>SALARY</u>	:	R571 242 – R642 933 per annum. 13 th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance.
<u>CENTRE</u>	:	Ngwelezana Tertiary Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. Registration with the SANC as a Professional Nurse A post basic qualification with a duration of at least one year in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care). Current SANC receipt. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the one year post basic qualification in the relevant field. Code 10 driver's license. Knowledge, Skills, Attributes and Abilities In depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery; Nursing Act, Health Act; Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedure, Grievance Procedure; Performance Management and Development policy. Basic understanding of human resources and financial policies and practices. Effective communication skills with stakeholders. Teamwork and report writing skills; Leadership, organizational, decision making and problem solving abilities. Diversity Management and change management. Good interpersonal relations and basic computer skills.
<u>DUTIES</u>	:	Provide primary health care supervision, monitoring and evaluation of systems for all clinics under Ngwelezana Hospital. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards as determined by Ngwelezana Hospital. Promote quality of nursing care as directed by the professional scope of practice and standards in line with facility operational plan. Ensure effective performance management of staff in line with Performance Management and Development system policy of the department. Effective management of complaints, ideal clinic, and norms and standards initiatives prioritization. Ensure effective utilization of resources allocated to the clinic in line with allocated budget including training and development of staff. Effective implementation of disciplinary code and procedures fairly and equally. Ensures effective records management and submission of monthly reports /stats accordingly. Ensure that risks and hazards are identified and dealt with accordingly in line with departmental imperatives. Facilitate implementation of community based model. Provide leadership and governance to ensure a PHC approach of the system delivering services in the defined area to address health needs, including social determinants of health. Facilitate and monitor the essential PHC components of community participation and inter-sectorial collaboration. Ensure appropriate capacity development and supervision for the PHC facilities, units and teams operating in a service area. Facilitate and ensure an integrated approach in planning, and implementing services at all facilities and teams to provide a comprehensive PHC service from household level to the PHC services, including the referral system and ensuring full community participation. Analyze the operational imperatives set in the National PHC package of services, National Health Norms and standards,

Provincial Strategic and Annual Plans, policies and guidelines to ensure translation into interventions and services to reach clearly defined targets and objectives in the service area. Monitor PHC outputs and services on a monthly basis to review performance, provide feedback to the PHC Units and facilities and their managers, as well as Sub District Management. As part of Clinical Governance monitor and audit compliance with norms and standards, clinical protocols and good practice elements to identify risks to communities, individuals and the Department. Ensure adverse event reporting as per protocol. Ensure effective, efficient and economical use of allocated resources.

**ENQUIRIES
APPLICATIONS**

: Mrs. BJ Kubheka Tel No: 035 901 7224/ 7298
 : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 16 September 2022

POST 33/232

: **OPERATIONAL MANAGER (NURSING) REF NO: NGWE 38/2022**
 Department: Primary Health Care

SALARY

: R571 242 – R642 933 per annum. 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance

**CENTRE
REQUIREMENTS**

: Ngwelezana Tertiary Hospital
 : Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. Registration with the SANC as a Professional Nurse. A post basic qualification with a duration of at least one year in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care). Current SANC receipt. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the one year post basic qualification in the relevant field. Code 10 driver's license. Knowledge, Skills, Attributes And Abilities In depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery; Nursing Act, Health Act; Occupational Health and Safety Act, Patient Rights Charter, Batho Pele

Principles, Public Service Regulations, Disciplinary Code and Procedure, Grievance Procedure; Performance Management and Development policy. Basic understanding of human resources and financial policies and practices. Effective communication skills with stakeholders. Teamwork and report writing skills; Leadership, organizational, decision making and problem solving abilities. Diversity Management and change management. Good interpersonal relations and basic computer skills.

DUTIES

: Ensure effective clinical governance through quality improvement processes-clinical auditing, process mapping and management of health risks. Provide clinical leadership. Improve quality of clinical services. Provide clinical training monitoring and evaluation. Teaching and research activities. Provide primary health care supervision, monitoring and evaluation of systems for all clinics under Ngwelezana Hospital. Facilitate development of SOP. Provide trainings and regular skills audit. Recommend changes based on the evidence based practice. Clinical investigation compile report after investigation and monitor. Attend perinatal and mortality review meetings. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards as determined Ngwelezana Hospital. Promote quality of nursing care as directed by the professional scope of practice and standards in line with facility operational plan. Provide strategic leadership in the delivery of integrated sub-district health system based on relevant policies. Conduct sub-district clinic analysis on status of MNCWH. Ensure effective performance management of staff in line with Performance Management and Development system policy of the department. Accelerate implementation of Phc re-engineering. Effective management of complaints, ideal clinic, and national core standards initiatives prioritization. Effective implementation of disciplinary code and procedures fairly and equally. Ensures effective records management and submission of monthly reports /stats accordingly. Ensure that clinical risks and hazards are identified and dealt with accordingly in line with departmental imperatives. Reduce the burden of diseases. Ensures effective, efficient and economical use of resources. Support facilities in accreditation to ICRM and Norms and standards. Conduct sub-district maternal and perinatal review meetings. Implement key CARMMA Components. Work in collaboration with internal and external stakeholders within uMhlathuze sub-district

**ENQUIRIES
APPLICATIONS**

: Mrs. BJ Kubheka Tel No: 035 901 7224/7298
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

**FOR ATTENTION
NOTE**

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

letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date.

- CLOSING DATE** : 16 September 2022
- POST 33/233** : **CHIEF RADIOGRAPHER DIAGNOSTIC REF NO: NGWE 39/2022**
Radiology
- SALARY** : R473 112 – R459 231 per annum. 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements). 12% In-hospitable area allowance
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Radiographer Diagnostic. Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer Diagnostic. A minimum of three (3) years appropriate experience in the relevant profession after registration with the HPCSA as a Radiographer Diagnostic. Knowledge, Skills, Attributes and Abilities Expert knowledge of specialized equipment and radiography/Ultrasound practice and prescripts. Knowledge of Public Service Policies, Acts & Regulations including the PFMA, HRM Policies etc. Knowledge of Legislation pertaining to Radiography (Radiation Control & Safety). Knowledge of Quality Assurance procedures and methods. Good leadership, negotiation, problem solving, communication and interpersonal skills.
- DUTIES** : Ensure provision of effective & efficient Radiography service through adequate supervision. Participate in shifts and standby duties including nights, weekends and Public Holidays. Provide high quality radiography service while observing safe radiation protection standards. Working knowledge and experience on EPMDS and be responsible for the EPMDS of allocated staff members. Provide support, supervision and training of junior staff. Perform reception and administrative duties as required. Participate in Quality Assurance and Quality Improvement projects. Participate in institutional radiographic policy analysis, formulation and planning for service delivery to ensure that the service complies with radiation control legislation. Deal with grievances and labor relations issues in terms of laid down policies. Give factual information to patients and clients on Diagnostic Radiography. Utilize and maintain equipment professionally to ensure patient safety while adhering to Professional Radiographic Prescripts.
- ENQUIRIES APPLICATIONS** : Mrs. NP Ntengenyane Tel No: 035 901 7115
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
- FOR ATTENTION NOTE** : Mr MP Zungu
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and

signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date.

- CLOSING DATE** : 16 September 2022
- POST 33/234** : **OPERATIONAL MANAGER– (GENERAL STREAM OPD) REF NO: MURCH-01/2022 (X1 POST)**
- SALARY** : R450 939 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE REQUIREMENTS** : Murchison Hospital
 : Senior Certificate. Diploma / Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwife. A minimum of 7 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application Africa. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa Knowledge, Skills And Competencies Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Interpersonal skills including public relations, negotiating, conflict handling and counseling skills Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care Computer skills in basic programmes.
- DUTIES** : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care Coordinate and monitor the implementation of nursing plan and evaluation thereof Manage and monitor proper utilization of human, financial and physical resources Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork) Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Implementation and management of infection control and prevention protocols, safety and risk management Maintain accurate and complete patient records according to legal requirements Implement standards, practices, criteria and indicators for quality Nursing (Quality of Practice) Ensure quality data management and utilization Practice nursing and Health Care in accordance with the laws and regulations relevant to Nursing and Health Care.
- ENQUIRIES APPLICATIONS** : Mrs C Mkhwanazi Tel No: 039-6877311 ext. 127
 : All applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV). The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 01/2022 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational

qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution)If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

- CLOSING DATE** : 16 September 2022
- POST 33/235** : **OPERATIONAL MANAGER– (GENERAL STREAM MALE MEDICAL WARD) REF NO: MURCH- 02/2022 (X1 POST)**
- SALARY** : R450 939 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE REQUIREMENTS** : Murchison Hospital
 Senior Certificate. Diploma / Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwife. A minimum of 7 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application Africa. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Interpersonal skills including public relations, negotiating, conflict handling and counseling skills Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care Computer skills in basic programmes.
- DUTIES** : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care Coordinate and monitor the implementation of nursing plan and evaluation thereof Manage and monitor proper utilization of human, financial and physical resources Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork) Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Implementation and management of infection control and prevention protocols, safety and risk management. Maintain accurate and complete patient records according to legal requirements Implement standards, practices, criteria and indicators for quality Nursing (Quality of Practice) Ensure quality data management and utilization Practice nursing and Health Care in accordance with the laws and regulations relevant to Nursing and Health Care.
- ENQUIRIES APPLICATIONS** : Mrs C Mkhwanazi Tel No: 039-6877311 ext. 127
 All applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za.The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 01/2022 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome

obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution)If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

- CLOSING DATE** : 16 September 2022
- POST 33/236** : **CLINICAL PROGRAMME COORDINATOR: TRAINING AND DEVELOPMENT REF NO: UTHUK 05/2022 (X1 POST)**
- SALARY** : R450 939 – R507 531 per annum. Other Benefits: 13th Cheque, Home Owner's Allowance (Conditional), Medical Aid (Optional)
- CENTRE** : Uthukela District Office
- REQUIREMENTS** : Matric (National Senior Certificate).Bachelor's Degree/National Diploma in General Nursing. Current registration with the South African Nursing Council (SANC 2022 Receipt). A minimum of 7 years appropriate / recognizable nursing experience as a General Nurse. Recommendation: Proof of computer literacy. Valid Driver's License. The ideal candidate must have Report writing abilities. Financial management skills. Empathy and counselling skills. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy with a proficiency in MS Office Software applications.
- DUTIES** : Develop curricula based on monitoring and evaluation activities within the District in conjunction with health care specialist. Ensure alignment of all district training plans to the National development plan. Monitor the training health budget and ensure timeous procurement of all required resources. Monitor that all facilities are well covered in terms of training, for comprehensive and quality service delivery. Ensure programme integration into Operation Sukuma Sakhe objectives, both at hospital and PHC levels. Ensure sustainable training plan for all personnel during and beyond the Covid19 pandemic and ensure prompt and proper referral to next level of care. Participate in quality improvement programmes and clinical audits. Ensure the effective, efficient and economical management of allocated resources of the division.
- ENQUIRIES** : Ms. L.S Phungula Tel No: 036 631 2202
- APPLICATIONS** : 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.
- FOR ATTENTION** : Mrs. C.G.K Hadebe
- NOTE** : 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.
- CLOSING DATE** : 16 September 2022

POST 33/237 : **CLINICAL PROGRAMME COORDINATOR: HIV/AIDS-HCT, STI AND HTA (HAST) REF NO: UTHUK 06/2022 (X1 POST)**

SALARY : R450 939 – R507 531 per annum. Other Benefits: 13th Cheque, Home Owner's Allowance (Conditional), Medical Aid (Optional)

CENTRE : Uthukela District Office
REQUIREMENTS : Matric (National Senior Certificate). Bachelor's Degree/National Diploma in General Nursing. Current registration with the South African Nursing Council (SANC 2022 Receipt). A minimum of 7 years appropriate / recognizable nursing experience as a General Nurse. Recommendation: Proof of computer literacy. Valid Driver's License. The ideal candidate must have: Demonstrate in depth knowledge and understand of HR policies and procedures, PFMA and the legislative framework governing the Public Service. Good communication, leadership, interpersonal and problem solving skills. Ability to function well within a team. Conflict management and negotiation skills. Knowledge of SANC Rules and Regulations. Decision making skills. Computer literacy.

DUTIES : Plan, organise and conduct community dialogues and events that convey health messages and practices which support health programme strategies. Ensure that clinical strategies to manage health conditions contained under the health programs are implemented in all institution. Monitor indicators which measure health practice in institutions, provide support and report on findings to District Health Management. Network with other provincial departments and NGO's to maintain a referral service for community members inclusive of identity documents, home based. Coordinate human resource management under HTA Program.

ENQUIRIES : Ms. L.S Phungula Tel No: 036 631 2202
APPLICATIONS : 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.

FOR ATTENTION : Mrs. C.G.K Hadebe
NOTE : 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.

CLOSING DATE : 16 September 2022

POST 33/238 : **ULTRASOUND RADIOGRAPHER GRADE 1, 2, 3 REF NO: NGWE 40/2022**
Department: Radiology

SALARY : Grade 1: R401 640 – R459 231 per annum
Grade 2: R473 112 – R540 954 per annum
Grade 3: R557 301 – R600 384 per annum
13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 12% In-hospitable area allowance

CENTRE : Ngwelezana Tertiary Hospital
REQUIREMENTS : Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Ultrasound Radiographer. Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer Ultrasound. **Grade 1:** No experience required after registration with the Health Professional Council of South Africa (HPCSA) as Radiographer Ultrasound in respect of RSA qualified employees who performed Community Service, as required in South Africa. One-year experience after registration with the Health Professional Council of South Africa as a Radiographer Ultrasound in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of ten (10) years relevant

experience after registration with the Health Professional Council (HPCSA) as a Radiographer Ultrasound in respect of RSA qualified employees who performed Community Service as required in South Africa. A minimum of eleven (11) years relevant experience after registration with the Health Professional Council (HPCSA) as a Radiographer Ultrasound in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of twenty (20) years relevant experience after registration with the Health Professional Council (HPCSA) as a Radiographer Ultrasound in respect of RSA qualified employees who performed Community Service, as required in South Africa. A minimum of twenty one (21) years relevant experience after registration with the Health Professional Council (HPCSA) as a Radiographer Ultrasound in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, skills, attributes and abilities Sound knowledge of diagnostic sonography practice and ethos. Ability to perform quality assurance tests. Knowledge of relevant Health and Safety Acts. Knowledge of current health and public service, legislation, regulations and policy. Good communication and interpersonal skills, decision making and problem solving skills. Planning and organizing skills. Knowledge of cleaning equipment. Knowledge of infection control. Good communication skills. Computer skills. Supervisory skills.

DUTIES

: Provide high quality ultrasound services consistent with scope of practice and clinical standards. Execute all clinical procedures and examinations competently to prevent patient safety incidences and miscommunication. Inspect and use equipment to ensure compliance with safety standards. Assist in compiling reports and statistics for work area. Provide health education on patient's conditions whilst upholding patients' rights and keeping to scope of practice. Participate in quality assurance programs. Participate in EPMDS. Promote Batho Pele Principles in the execution of duties for effective and efficient service delivery. Assist with ultrasound patient bookings by ensuring request forms are filled properly with adequate medical and clinical information to carry out examination. Promote good health practices and ensure optimal patient care. Provide training, guidance and supervision to junior staff. Perform other duties as per delegation by radiography management.

**ENQUIRIES
APPLICATIONS**

: Mrs Np Ntengenyane Tel No: 035 901 7115
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni 3880

**FOR ATTENTION
NOTE**

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

letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date.

- CLOSING DATE** : 16 September 2022
- POST 33/239** : **CLINICAL NURSE PRACTITIONER GRADE 1, 2 REF NO: NGWE 41/2022**
Department: Various Clinics
- SALARY** : Grade 1: R388 974 – R450 939 per annum
Grade 2: R478 404 – R588 390 per annum
13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance
- CENTRE** : Ngwelezana Tertiary Hospital various clinics
- REQUIREMENTS** : **Grade 1:** Diploma / Degree in General Nursing that allow registration with South African Nursing Council (SANC) as a Professional Nurse and Midwifery. A post basic nurse qualification, with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, Assessment, Diagnostic, Treatment and Care. Current SANC Receipt (2022). A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Diploma / Degree in General Nursing. A 1 year post basic qualification in Primary Health Care Nursing. A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care after obtaining post basic qualification in Primary Health Care. Current SANC Receipt. Knowledge, Skills, Attributes and Abilities: Appropriate Specialist procedures and protocols within field of expertise. Understanding of basic HR matters including Labour Relations. Control of budget, monitoring expenditure and project management. Knowledge of legislative prescripts governing the public service. Assessment, diagnosis and management of patient within the field of expertise. Managerial and financial management skills. Computer skills. Problem solving and project management Concerns of excellence, Courtesy and Interpersonal skills. Stress tolerance skills and innovation and drive. Awareness of cross-cultural differences.
- DUTIES** : Co-ordinate optimal holistic specialized primary health nursing care to patients as member of the Multidisciplinary team. Maintain accreditation standards by ensuring compliance with National Norms and Standards. Planning and organizing own work and that of support personnel to ensure proper nursing care. Participate in the formulation, analysis, implementation and monitoring of clinic objectives, policies, and procedures. Ensure that the clinic complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles. Provide safe and therapeutic environment for patients, staff and public. Supervise other junior employees Participate in staff development using EPMDS System and other work related programmes and training. Work extended hours or on call system when required.
- ENQUIRIES** : Mrs BJ Kubheka Tel No: 035 901 7224 / 7298
- APPLICATIONS** : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
- FOR ATTENTION** : Mr MP Zungu
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of

Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date.

CLOSING DATE : 16 September 2022

POST 33/240 : **CLINICAL NURSE PRACTITIONER GRADE 1, 2 REF NO: NGWE 42/2022**
Department: Primary Health Care

SALARY : Grade 1: R388 974 – R450 939 per annum
Grade 2: R478 404 – R588 390 per annum
13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance

CENTRE : Ngwelezana Tertiary Hospital

REQUIREMENTS : **Grade 1:** Diploma / Degree in General Nursing that allow registration with South African Nursing Council (SANC) as a Professional Nurse and Midwifery. A post basic nurse qualification, with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, Assessment, Diagnostic, Treatment and Care. Current SANC Receipt (2022). A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Diploma / Degree in General Nursing. A 1 year post basic qualification in Primary Health Care Nursing. A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care after obtaining post basic qualification in Primary Health Care. Current SANC Receipt. Drivers License. Knowledge, Skills, Attributes and Abilities Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by primary Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain high levels of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices, Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving disciplinary and co-ordination skills. An understanding of the challenges facing the public health sector. Ability to make independent decisions. Report writing skills. Strong interpersonal, communication and presentation skills. Ability to prioritize issues and other work related matters and to comply with the frame. Proven initiative, decisiveness and to acquire new knowledge swiftly. Provide training and update on –clinical governance programme. Computer literacy in Ms Word packages. Appropriate Specialist procedures and protocols within field of expertise. Understanding of basic HR matters including Labour Relations. Control of budget, monitoring expenditure and project management. Knowledge of legislative prescripts governing the public service. Assessment, diagnosis and management of patient within the field of expertise. Managerial

and financial management skills. Computer skills. Problem solving and project management. Concerns of excellence, Courtesy and Interpersonal skills. Stress tolerance skills and innovation and drive. Awareness of cross-cultural differences.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Provide quality comprehensive community health care. Provide educational services. Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient's clinical conditions. Promote scientific quality nurse care. Administrate and control medication, responsible for individual consultation sections and identification of community needs. Render ANC services and conduct deliveries. Work with facility to develop Quality Improvement Plans and submit monthly quarterly and annual reports. Ensure clinical and nursing audits are conducted to evaluate patient care. Support OMN to implement Batho-Pele principles, patient's right and responsibilities and clinical governance programme. Supervise and strengthen the IPC services for patient, staff and patients. Prevent communicable disease including EPI diseases. To support clinics to conduct ideal audit assessment and National Core Standard Audit Assessment and to maintain status. Support OMN to implement quality projects e.g. waiting times, waiting times etc.

ENQUIRIES : Mrs BJ Kubheka Tel No: 035 901 7224 / 7298
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FOR ATTENTION : Mr MP Zungu
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date.

CLOSING DATE : 16 September 2022

POST 33/241 : **PROFESSIONAL NURSE-SPECIALTY STREAM REF NO: MURCH 03/2022 (X1 POST)**

SALARY : Grade 1: R388 974 per annum
Grade 2: R478 404 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

CENTRE : Murchison Hospital (Maternity)

- REQUIREMENTS** : Professional Nurse **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Midwifery Professional Nurse **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Midwifery, of which at least 10 years must be appropriate / recognizable experience Maternity services, after obtaining the one year post basic qualification in the relevant specialty. Senior Certificate, Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science, Current Registration with SANC as General Nurse and Midwife Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department. Knowledge, Skills and Competencies Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients' rights charter.
- DUTIES** : Must be able to handle obstetric and emergencies and high risk conditions To execute duties and functions with proficiency within prescript of applicable legislation Provision of quality patient care through setting of standards, policies and procedures including PMTCT To participate in quality improvement programmes and clinical audits Uphold Batho Pele and patients' rights principles Provide a safe, therapeutic environment as laid down by the Nursing act Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labor relations issues Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols Assist with performance reviews i.e. EPMS as well as student progress reports Show understanding of Perinatal Problem Identification programme Analyze reports and utilize the information to improve the health status of women Ensure the implementation of saving mothers, saving babies recommendation.
- ENQUIRIES** : Mrs. CN Mkhwanazi Tel No: 039-6877311 ext. 127
- APPLICATIONS** : All applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 Or Hand Delivered To: Human Resources Department, Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 01/2022 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution)If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.
- CLOSING DATE** : 16 September 2022

<u>POST 33/242</u>	:	<u>PROFESSIONAL NURSE-SPECIALTY STREAM- CHILD NURSING SCIENCE REF NO: MURCH 04/2022 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R388 974 per annum Grade 2: R478 404 per annum Other Benefits: 13 th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	Murchison Hospital (PAEDS) Professional Nurse Grade 1: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Midwifery Professional Nurse Grade 2: Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Midwifery, of which at least 10 years must be appropriate / recognizable experience Maternity services, after obtaining the one year post basic qualification in the relevant specialty. Senior Certificate, Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Child Nursing Science, Current Registration with SANC as General Nurse and Midwife. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department Knowledge, Skills And Competencies Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients' rights charter.
<u>DUTIES</u>	:	To execute duties and functions with proficiency within prescript of applicable legislation Provision of quality patient care through setting of standards, policies and procedures To participate in quality improvement programmes and clinical audits Uphold Batho Pele and patients' rights principles Provide a safe, therapeutic environment as laid down by the Nursing act Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labor relations issues Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols Assist with performance reviews i.e. EPMDS as well as student progress reports Show understanding of Perinatal Problem Identification programme Implement all MCWH Programmes which will contribute to a reduction in mortality and Morbidity rates. Implement child health care programmes Implement standards, Practices and indication of Child Health Care Participate in Child PIP Meetings Knowledge and Management of Patients Safety Incidents
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. CN Mkhwanazi Tel No: 039-6877311 ext. 127 All Applications Should Be Forwarded To: Chief Exective Officer P/Bag X701 Portshepstone 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital
<u>NOTE</u>	:	The following documents must be submitted Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za .The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV)The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 01/2022NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity

in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

- CLOSING DATE** : 16 September 2022
- POST 33/243** : **PROFESSIONAL NURSE-SPECIALTY STREAM-THEATRE REF NO: MURCH 05/2022 (X1 POST)**
- SALARY** : Grade 1: R388 974 per annum
Grade 2: R478 404 per annum
Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE REQUIREMENTS** : Murchison Hospital
Professional Nurse **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Operating Theatre Technique Professional Nurse **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Operating Theatre Technique, of which at least 10 years must be appropriate / recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. Senior Certificate, Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Operating Theatre Technique Current Registration with SANC as General Nurse and Operating Theatre. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department Knowledge, Skills and Competencies Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients' rights charter.
- DUTIES** : Must be able to handle operating and emergencies and high risk conditions To execute duties and functions with proficiency within prescript of applicable legislation Provision of quality patient care through setting of standards, policies and procedures To participate in quality improvement programmes and clinical audits Uphold Batho Pele and patients' rights principles Provide a safe, therapeutic environment as laid down by the Nursing act Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labour relations issues Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols Assist with performance reviews i.e. EPMDS as well as student progress reports Maintain a plan to improve the quality of Nursing and health care in operating theatre Formulation of theatre policies to ensure good practice Ensuring the availability of the necessary basic equipment.
- ENQUIRIES APPLICATIONS** : Mrs CN Mkhwanazi Tel No: 039-6877311 ext 127
All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 01/2022 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC)

Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

- CLOSING DATE** : 16 September 2022
- POST 33/244** : **OCCUPATIONAL HEALTH NURSE REF NO: MONT 05/2022 (X1 POST)**
- SALARY** : Grade 1: R388 974 per annum, (OSD)
Grade 2: R478 404 per annum, (OSD)
- CENTRE** : Montebello Hospital
- REQUIREMENTS** : Senior Certificate or Equivalent qualification, Degree/Diploma in General Nursing and Midwifery. A Post Basic qualification with a duration of at least one year accredited with SANC in Occupational Health Nursing. Current registration with SANC as a General Nurse and Occupational Health Nurse. 2022 SANC Annual practicing certificate (2022 receipt or proof thereof). Experience: **Grade 1:** A minimum of 04 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in the Occupational Health after obtaining the 1-year post basic qualification in Occupational Health Nursing.
- DUTIES** : To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/functions within the prescripts of all applicable legislation. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the principles of Batho Pele and the standards set by the accreditation process. Undertake baseline and periodic disease profile among employees. Ensure occupational health functions are carried out timeously and correctly in order for occupational health to be fully functional in the institution. Roll out occupational health training programmes, orientation and induction for programme at the hospital. Undertake occupational disease research for the purpose of investigation and preventing all types of occupational diseases. Conduct occupational health Audit functions in compliance with the occupational health and safety act 85 of 1993. Ensure environmental conditions meet and maintain compliance as regulated by the occupational health and safety Act 85 of 1993. Assist with the occupational health and safety accreditation baseline/audits improvement. Implement the occupational health and safety manual and protocol. Uphold section 8(employers duties) and section 14(employees duties) of the occupational health and safety 85 of 1993 as amended. Assist with developing of occupational health strategic plan in line with district plan. Establish a multi-disciplinary committee to co-ordinate occupational health and safety programme including HIV/Aids in the workplace. Develop occupational health guidelines/policies.
- ENQUIRIES** : Mr ST Vilakazi Tel No: 033- 506 7007
- APPLICATIONS** : All Applications Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must

be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

- CLOSING DATE** : 23 September 2022
- POST 33/245** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: OSI HRM 05/2022 (X1 POST)**
- SALARY** : R382 245 per annum. Other Benefits: 13th Cheque. Medical Aid (optional). Housing allowance (candidate must meet prescribed requirements)
- CENTRE** : Osindisweni District Hospital
- REQUIREMENTS** : Senior Certificate Std 10/Grade 12. Degree / National Diploma in Human Resource Management / Public Management or Equivalent Qualification. 3 To 5 Years' Experience in Human Resource Component, of which Three (03) years must be supervisory level. A Valid Driver's License Code B (08). Proof of current and previous work experience endorsed and stamped by HR. Knowledge Skills, Competencies Required: Good Knowledge of Human Resource Management. Good Sound Knowledge of Departmental Legislation, Prescripts and Policies. Good Listening, Writing and Communication Skills. Computer Literacy. Good Decision Making.
- DUTIES** : Manage Human Resource Planning, Development and EPMDS in support of service delivery imperatives. Ensure the development and implementation of Human Resource Employment Equity and Workplace Skills plan for the Institution in consultation with all stakeholders. Participate in and provide inputs in Institutional strategic and operational planning and reporting sessions. Coordinate all HRD programmes and activities. Manage Human Resource Provisioning and Practices in line with prevailing legislation prescripts and policies. Monitor Human Resource records and document management system. Ensure effective leave management system. Manage Labour Relations matters to ensure effective employment relations. Ensure the coordination of Institutional Management Labour Committee meetings. Ensure training of staff on Labour Relations. Create awareness of Labour relations within the Institution. Ensure compliance with grievance, mediation and arbitration proceedings. Manage the employee Health and Wellness Programme in order to enhance employee productivity, safety and morale. Ensure coordination of Institutional Employee Health and Wellness Committee Meeting (IEHWCM). Ensure training of staff on Employee Health and Wellness Programme within the institution. Supervise staff and manage Human Resource Risk areas and assets. Manage EPMDS and staff development. Management of staff leaves utilization. Ensure the effective utilization of resources including assets allocated to Human Resource Component. Provide advice and guidance to all officials in the institution. Ascertain / substantiate possible discipline.
- ENQUIRIES APPLICATIONS** : Mr J.N. Shabane Tel No: 032 541 9201
Applications to be forwarded to: Mr J.N. Shabane, Chief Executive Officer, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.
- CLOSING DATE** : 16 September 2022
- POST 33/246** : **FINANCE CLERK SUPERVISOR REF NO: MONT 03/2022 (X1 POST)**
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : Montebello Hospital
- REQUIREMENTS** : Senior Certificate or Equivalent qualification. 3-5 years clerical/administrative experience in Finance Management. Recommendations: Valid driver's License code 8/10, Proof of Computer literacy in MS office application.
- DUTIES** : Supervise and render financial accounting transactions. Responsible for authorization of all BAS transactions. Supervise and perform salary administration support services. Supervise and perform bookkeeping support services. Render a budget support service. Supervise and maintain human resources/staff. Ensure that payments are processed within 30 days of receipt of invoice. Draw expenditure reports and analyze expenditure trends within the

hospital responsibility. Implement sound financial management controls to ensure that the hospital remains within its cash flow budget. Update Cash Flow monitoring tool and finance reporting tool on a monthly basis. Prepare and submit outstanding payments scheduled monthly. Participate and make inputs in budget meetings. Prepare and submit the monthly payment vouchers to Head Office Voucher control. Clearing and reconciling of suspense account on a monthly basis. Correction of incorrect expenditure. Carry-out all responsibilities delegated by AD: Finance.

ENQUIRIES : Mr V.A. Mavela Tel No: 033- 506 7113
APPLICATIONS : All Applications Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236

FOR ATTENTION : Human Resource Manager
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE : 23 September 2022

POST 33/247 : **ADMINISTRATION CLERK SUPERVISOR REF NO: MONT 06/2022 (X1 POST)**

SALARY : R261 372 per annum (Level 07)
CENTRE : Montebello Hospital
REQUIREMENTS : Senior Certificate or Equivalent qualification. 3 - 5 years' experience in Patient Administration Services. Recommendations: Advanced computer knowledge. Unendorsed valid Code B driver's license (Code 8). Experience on Patient Administration preferable in a Public Health environment.

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 complies 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 resources by ensuring staff supervision, conduct employee's performance reviews, labour relations and compile reports.

ENQUIRIES Mr A. Govender Tel No: 033- 506 7072

APPLICATIONS : All Applications Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236

FOR ATTENTION : Human Resource Manager

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE : 23 September 2022

POST 33/248 : **HUMAN RESOURCE PRACTITIONER REF NO: NGWE 43/2022**
Department: HR Planning and Development

SALARY : R261 372 – R307 890 per annum. 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements).

CENTRE : Ngwelezana Tertiary Hospital

REQUIREMENTS : Standard 10/Grade 12. An appropriate three (3) years National Diploma/Bachelor's Degree in Human Resource Management/Public Administration/ Public Management. 3-5 years' experience in Human Resource Planning & Development. Knowledge, Skills, Attributes and Abilities Broad knowledge and understanding of HR Management with emphasis on skills development and planning. In depth knowledge of all relevant legislation and white papers in HR Management. Good verbal and written communication skills. Computer literacy, including knowledge of computerized Personnel and Salary Systems (PERSAL). Extensive Knowledge in HRD & Planning. Valid Driver's License. Computer Literacy (MS Word, MS Excel, MS Power-Point, MS Outlook) (Computer Certificate will be an added advantage)

DUTIES : Manage and plan skills development and planning. Coordinate and monitor the implementation of the Human Resource Development Strategies (HRD) and projects in the Hospital: Internship, Bursaries, Workplace integrated learning, Learner ship. Conduct training and manage training needs analysis. Manage the functioning of HRD and planning component in the institution in order to ensure the provisions of high quality services. Develop and maintain a database for HRD training programmes. Compile In-service Training Plan for the entire hospital and monitor implementation. Control and monitor the utilization of budget allocated to HR development/planning. Facilitate the development, implementation, monitoring and reviewing of skills development and leadership programmes. Manage and monitor the implementation of EPMS for all staff in the institution. Coordinate & Facilitate in the orientation and Induction of employees. Coordinate and Monitor the development Employment Equity Plan & HR Plan. Coordinate and implement grade progression.

ENQUIRIES : Mr. SN Mkhwanazi Tel No: 035 901 7216

APPLICATIONS : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

FOR ATTENTION : Mr MP Zungu

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

CLOSING DATE : 16 September 2022

POST 33/249 : **SECURITY OFFICER SUPERVISOR REF NO: MONT 04/2022 (X1 POST)**

SALARY : R176 310 per annum (Level 05)
CENTRE : Montebello Hospital
REQUIREMENTS : Senior Certificate or Equivalent qualification. Three (3) years security experience. Proof of current registration with PSIRA (Grade B). Valid Code 8 (EB) driver's license.

DUTIES : To execute all security management duties and responsibilities within all applicable legislation. Give guidance and supervision to Security Officers and Guards. Formulate policies and procedures and ensure adherence thereof. Supervise, allocate and organize duties to security personnel. Manage allocated budget and ensure cost effectiveness through efficient monitoring and control. Train and develop security personnel and ensure continuous implementation of EPMDS. Maintain discipline in the security services. Implement security measures in order to protect and safeguard premises, people and equipment. Plan, implement and evaluate emergency reactionary services. Identify and report safety hazards such as defects and breaches. Ensure compliance to Hospital rules, regulations and procedures. Conduct security investigations and write reports. Carry-out all responsibilities delegated by AD: Facilities Management.

ENQUIRIES : Mr A. Govender Tel No: 033- 506 7072
APPLICATIONS : All Applications Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236
Human Resource Manager

FOR ATTENTION :
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company

Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

- CLOSING DATE** : 23 September 2022
- POST 33/250** : **MEDICAL SPECIALIST NEPHROLOGY/TRANSPLANT SURGERY 20 SESSIONS REF NO: MEDSPEC NEPHROLOGY/TRANSPLANT SURGERY SESSION/1/2022 (X1 POST)**
Department: Nephrology/ Transplant Surgery
- SALARY** : Grade 1: R532.00
Grade 2: R608.00
Grade 3: R706.00
Medical Specialist Grade 1/2/3 No of Sessions per Week: 20 sessions (Each Session is equivalent to 1 hour)
Nature of Appointment: Sessional – Not exceeding 12 months; subject to annual review Hourly Rate Per Session
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
Experience: Medical Specialist **Grade 1:** Requires appropriate qualification plus registration with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Medical Specialist **Grade 2:** Requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Surgery. Medical Specialist Grade 3: Requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Surgery Tertiary Qualification equivalent to MBCHB registered with the HPCSA. Senior Certificate (Matric). Current Registration with the Health Professions Council of South Africa as a Medical Specialist in Surgery. Candidates who have completed their period of registrar training as registrars may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Recommendation: 5 Years' experience in an accredited transplant unit with at least 3 years being as a registered specialist Management experience will be an added advantage. Knowledge, Skills, Training and Competence Required: An in-depth knowledge of the functioning of the Transplant Unit. The applicant will be expected to manage donor and recipient surgery as well as oversee the surgical access for dialysis patients on the transplant programme. Ability to perform appropriate specialised procedures, particularly kidney transplants and access surgery. Proven academic capabilities and training experience. Sound knowledge of management and human resources. Sound knowledge of current health and Public Service legislation and 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.
- DUTIES** : Management of Renal transplant programme for the province. Provide access to surgical services to patients on the transplant programme. Conducting of clinics, operating theatre lists and consultations with other disciplines. Drawing up of protocols for patient perioperative patient management. Supervision of participation in post and undergraduate. Participation in the academic programs of the department of General Surgery as well as the transplant unit. Conducting and supervising relevant research. Performing regular audits of the departmental activities. Liaising with the hospital management and other agencies to ensure the efficient provision of clinical services at IALCH.

ENQUIRIES
APPLICATIONS

Providing consultative/support services to peripheral institutions as part of the department's outreach program.

: Prof A. Assounga Tel No: 031 2401325

: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 (Current) and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that it is the shortlisted candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the date of the interview. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE

: 16 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** : 16 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 Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications) N.B. Applicants are advised to apply as early as possible to avoid disappointments.
- ERRATUM:** Kindly note that the following posts was advertised in Public Service Vacancy Circular 27 dated 22 July 2022, the post of an Administrative Officer: HAST (Provincial Office, Mbombela) with Ref No: MPDoH/July/22/36 its closing date of 05 August 2022, posted in Public Service Vacancy Circular 29 dated 05 August 2022, Professional Nurse Grade 1 (PN-B1): Operating Theatre (Matikwana Hospital, Ehlanzeni District) with Ref No: MPDoH/Aug/22/03 and Assistant Director: Performance Management and Development (Nkangala District Office, Emalahleni) with Ref No: MPDoH/Aug/22/05 its closing date of 23 August 2022 have been withdrawn.

OTHER POSTS

- POST 33/251** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1: EMERGENCY MEDICINE**
REF NO: MPDOH/SEP/22/01
(Replacement)
- SALARY** : R1 754 739 - R1 862 412 per annum, (Depending of years of experience in terms of OSD).

<u>CENTRE REQUIREMENTS</u>	: Mapulaneng Hospital (Ehlanzeni District) : Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a Specialist in Emergency Medicine 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 Emergency Medicine 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.
<u>DUTIES</u>	: Clinical management of the emergency department, Supervising and training of clinical staff, teaching of clinical staff, Assessment and immediate care of all emergency 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.
<u>ENQUIRIES</u>	: Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (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.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 33/252</u>	: <u>CLINICAL MANAGER (MEDICAL): GRADE 1 REF NO: MPDOH/SEP/22/02</u> (Re-Advertisement)
<u>SALARY</u>	: R1 191 510 - R1 322 391 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	: Embhuleni Hospital (Ehlanzeni District) : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2022). A minimum of ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner will serve as recommendation and be an added advantage. Postgraduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's license. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound clinical knowledge of and experience in the respective discipline. Knowledge of current Health and Public Service regulations and policies. Experience as a health service manager or significant experience in management in a health service environment. Valid driver's license. Knowledge: Knowledge of relevant legislations such as National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. Core-competencies: strategic capabilities and leadership, programme and project management, financial management, change management, people management and empowerment. Process Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
<u>DUTIES</u>	: Provide services as the Clinical Manager-cum-Chief Executive Officer in the hospital. Manage all resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly. Overall control over the organising and inspection of health care services, identification of the needs for health care, the formulation of health care programs and the implementation thereof. Advise various committees at local and national level on medical/ health issues Ensure co-ordination of

various clinical and support services. Evaluate needs for medical equipment, taking into account budget and benefits to patients. In training institutions, significant involvement in organising of examinations and teaching programmes. Community involvement and development. Development of clinical protocols and guidelines for management. To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums. To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (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
- POST 33/253** : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/SEP/22/03 (X2 POSTS)**
(Replacements)
- SALARY** : R833 523 - R897 939 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Barberton Hospital (Ehlanzeni District)
- REQUIREMENTS** : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2022) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and

DUTIES

priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

Provide clinical care to patients in the wards. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervise junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal documents timeously. 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). Provide clinical care to patients in the wards, OPD/Casualty and clinics. Assist in clinical audit. Participate in after-hour calls. Participate in continuing medical education. Perform medical procedures and perform duties related to maternity, casualty, wards, theatre and clinics. Render an essential health service to the community. Support and manage patients. Assess and monitor patients. Ensure provision of comprehensive care. Participation in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

ENQUIRIES

Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (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

POST 33/254

DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: MPDOH/SEP/22/04
(Replacement)

SALARY CENTRE REQUIREMENTS

R744 255 per annum, (all-inclusive remuneration package)

Gert Sibande District Office, Ermelo

Senior Certificate / Grade 12 plus undergraduate qualification (NQF Level 7) in Human Resource Management / Public Administration / Management with 3 to 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (ASD) in Human Resource Management and Development. 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. PFMA and experience in staff supervision and discipline. A good understanding and knowledge of the PFMA, Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Performance Management Development System and Treasury Regulations. Computer literacy. Ability to work independently and under pressure. Computer literacy. Good verbal and written communication skills. Logical and innovative thinking abilities and leadership skills. Valid driver's license.

DUTIES

Manage the administration of Recruitment and Selection. Manage Service Condition and Employee Benefits in the district. Ensure Records Management and Auxiliary Services. Manage the implementation in PMDS. Ensure the management of Human Resource Management Development in the district. Manage Skills Development and Learnerships in the district. Manage the functional operation of the Sub-directorate: Human Resource Management and Development. Design and develop risk and performance management policies, process and procedures, perform strategic and annual risk and performance management planning in the district. Manage the Sub-directorate: Human Resource Management and Development and undertake all administrative functions required with regard to financial and HR administration. Effective management of the recruitment and selection process as well as maintenance and utilization thereof. Ensure effective implementation of HRM strategies, policies, practices and systems regarding recruitment and selection and monitoring the effectiveness of such implementation.

Establishment and maintain a recruitment and selection information system. Render expert advice and guidance to both subordinates and line managers on the interpretation and application of HRM policies and directives regarding Human Resource Management and Development. Effective management of registry services in the human resource section. Manage and support line managers with the implementation of PILIR. Identify and manage risk factors and indicators pertaining to the achievement of the District strategic objectives. Develop the District Operational Plan in support of the Department's Strategic Plan Document and ensure that the assigned projects are delivered on time, within costs and required quality.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (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

POST 33/255 : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT (PMDS) REF NO: MPDOH/SEP/22/05**
(Re-Advertisement)

SALARY : R477 090 per annum, (plus service benefits)
CENTRE : Nkangala District Office, Emalahleni
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree in Human Resource Management / Public Administration / Management plus 3 - 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 8) in Performance Management and Development (PMDS). Knowledge of the Performance Management system. Extensive knowledge of PERSAL system and at least must have four PERSAL courses. Valid driver's license. Microsoft Excel, Word and PowerPoint. Knowledge of Public Service prescripts and legislations relating to PMDS. Must have analytical skills. Good, organising, interpersonal, presentation and communication skills. Ability to work in a team as well as independently. Ability to deal with confidential matters. Ability to plan and implement a project according to project management principles.

DUTIES : The successful candidate will be responsible for the following functions: Facilitate the implementation of the performance management system in the Department. Monitor compliance on the performance management and development system and generate reports on the PMDS. Conduct training sessions on PMDS. Provide PMDS support to the employees. Implement payment of performance bonus awards, notch Progression for Non-OSD and OSD Employees. Maintain the PMDS data base systems and PERSAL reporting function on PMDS. Coordinate and facilitate the implementation of moderation processes for Non SMS members at all levels.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (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

POST 33/256 : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): TB REF NO: MPDOH/SEP/22/06**
(Replacement)

SALARY : R450 939 – R507 531 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Govan Mbeki Sub-District (Gert Sibande District)
REQUIREMENTS : 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). A 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. Extensive Knowledge and understanding of Primary Health Systems, Key policies and National Health Programmes including HIV and AIDS STIs, DS-TB, DR-TB and relevant government policies and prescripts. Experience in TB and Ototoxicity management will be an added advantage. Professional competence and knowledge of the TB data collecting tools, EDR web and Tier.Net (TB module in Tier). Excellent written and verbal

		communication. Presentation, Facilitation, problem solving, conflict management and time management skills. Willingness to travel and work overtime, when required. Valid driver's license.
<u>DUTIES</u>	:	Coordinate the implementation of policies, National Guidelines and Treatment protocols for the prevention, identification and management of TB disease in Health care facilities and in the Community. Plan and coordinate all TB, TB and HIV management and TB Data management capacity building activities within the sub-district. Oversee implementation of the TB Control Programme in the sub-district in line with the National Guidelines and Protocols. Provide support to all facilities to implement TB Control Guidelines correctly. Monitoring and evaluation of programme performance and outcomes through data management and oversight electronic reporting systems i.e. TB Phase 6 in Tier .net and the Electronic DR-TB Register (EDRweb). Facilitate the implementation of the National strategy for finding the missing TB patients. Coordinate laboratory services and communication with the laboratories. Conduct supervisory support visits to health facilities, NGOs laboratory services, private health care facilities, mining industry to provide guidance and exercise oversight in TB management. Collate and validate TB performance data from facilities and private sector health care services (mines, DCS etc). Support health care facilities to obtain the necessary supplies for diagnosis and treatment of TB at all times. Support facilities to implement and sustain TB and HIV integration service. Facilitate collaboration with all Stakeholders within the district in the provision of quality TB management services.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 33/257</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): PAEDIATRIC REF NO: MPDOH/SEP/22/07</u> (Replacement)
<u>SALARY</u>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Amajuba Memorial Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	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 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (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: www.mpuhealth.gov.za
<u>APPLICATIONS</u>	:	
<u>POST 33/258</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): PHC REF NO: MPDOH/SEP/22/08</u> (Replacement)
<u>SALARY</u>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Lebohang CHC (Gert Sibande District) 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 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (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: www.mpuhealth.gov.za
<u>APPLICATIONS</u>	:	
<u>POST 33/259</u>	:	<u>ADMINISTRATIVE OFFICER: SECURITY MANAGEMENT REF NO: MPDOH/SEP/22/09</u> (Replacement)
<u>SALARY</u>	:	R261 372 per annum, (plus service benefits)
<u>CENTRE REQUIREMENTS</u>	:	Mapulaneng Hospital (Ehlanzeni District) Senior Certificate / Grade 12 qualification or equivalent plus three (3) years functional experience in the Security Services or Diploma / Degree in Safety Management or Risk & Security Management. Knowledge: Promotion of Access to Information Act, Access to Public Premises and Vehicle Act, Knowledge of Physical security, Personnel and Document security, Communication security, IT Security, Security investigation. Skills: Leadership Skills, Good written and verbal communication skills, Conflict management skills, Interpersonal relations skills, Investigative analysis skills.
<u>DUTIES</u>	:	To render security management services, To implement and monitor policies, System and processes pertaining to security management, Implement and monitor information technology policies based on MISS, Facilitate staff vetting process, To monitor contracts for security services delivered by external service providers, Facilitate the provision of security services to events, To manage security investigations and reporting, Monitor and implement audit plans and ensure quality response thereof, Provide reports to the accounting

		officer on monthly and quarterly basis, Respond to the audit findings and made follow-up from it.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 33/260</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2) REF NO: MPDOH/SEP/22/10 (X2 POSTS)</u> (Replacements)
<u>SALARY</u>	:	R260 760 – R492 756 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Tonga Hospital (Ehlanzeni District) Embhuleni Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the 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.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 33/261</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2) REF NO: MPDOH/SEP/22/11 (X54 POSTS)</u>
<u>SALARY</u>	:	R260 760 –R492 756 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Botleng Clinic (X8 Posts) Kwazamokuhle CHC (X10 Posts) Mhluzi CHC (X12 Posts) Phola Clinic (8 Posts) Rockdale CHC (X8 Posts) Vosman Clinic (X8 Posts) (Nkangala District)
<u>REQUIREMENTS</u>	:	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.

<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the 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.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 33/262</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/SEP/22/12 (X3 POSTS)</u> (Replacements)
<u>SALARY</u>	:	R211 509 – R238 260 per annum (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Embhuleni Hospital, Tjakastad Clinic and Badplaas CHC (Gert Sibande District 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 33/263</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/SEP/22/13 (X8 POSTS)</u>
<u>SALARY</u>	:	R211 509– R238 260 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Balfour CHC (2) (Gert Sibande District), Botleng Clinic, Kwazamokuhle CHC, Mhluzi CHC (2), Phola Clinic, and Vosman Clinic (Nkangala District) 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 33/264</u>	:	<u>ARTISAN (PRODUCTION) GRADE A: ELECTRICAL REF NO: MPDOH/SEP/22/14</u> (Replacement)
<u>SALARY</u>	:	R193 512 - R214 770 per annum, (Depending of years of experience in terms of OSD)
<u>CENTRE</u>	:	Bushbuckridge Sub-district, Hoxane
<u>REQUIREMENTS</u>	:	Minimum of Grade 10-12 or equivalent qualifications plus an appropriate completed apprenticeship and trade test certificate in Electrical / Electromechanically plus 1 – 3 years' experience in that field. Knowledge: Technical applications, technical report writing, team work and supervisory. Ability to communicate at all level and inter act with provincial departments. A valid driver's license. Willingness to work irregular hours and attend to emergencies when required.
<u>DUTIES</u>	:	Ensuring of proper maintenance of equipment. Day to day provision of maintenance services. Monitoring and inspection of equipment. Conduct preventive maintenance schedule. Handling spare parts inventory and ordering. Keep proper history documentation for machineries break down, repairs and preventive action. Repair any machine / equipment deficiencies.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 19 September 2022
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

OTHER POSTS

- POST 33/265** : **DEPUTY DIRECTOR: PROJECT COORDINATOR YOUTH AND AFTER SCHOOL PROGRAMME OFFICE REF NO: CAS 24/2022**
(3 Year Contract Position)

- SALARY** : R744 255 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (B-Degree or higher) in Social Sciences or related field; A minimum of 3 years relevant management level experience; A valid Code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: A post-graduate qualification (Honours degree or higher) in Social Sciences or related field; Working experience in: Project Management; The NGO and donor world. Partnership knowledge. Competencies: Knowledge of the following: Partnerships; Constitutional, legal and institutional arrangements governing the South African public sector; Provincial executive support systems and services; Provincial policy development processes; Public communications, public education, public engagement and discourse management processes; Corporate governance norms and standards; Policies of the government of the day; Strategy development and processes; Human resource management processes; Financial management processes. Skills needed: Project management; Partnership management; Networking and network formation; Strong conceptual and formulation; Leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal; Communication (verbal and written); Outstanding planning, organising and people management; Computer literacy; Report writing. Ability to interpret and present complex data.

- DUTIES** : Manage and coordinate projects and partnerships in the Youth Service and After School Programme Sector; Build and review policy in the Youth Service and After School Programme sector; Build the capacity of the Youth Service and After School Programme sector; People management; Financial Management.

- ENQUIRIES** : Ms J. Boule Tel No: (021) 483 6545

- POST 33/266** : **DATA ANALYST: YOUTH-SERVICE AND AFTER SCHOOL PROGRAMME SECTOR REF NO. CAS 22/2022**
(3-Year Contract)

- SALARY** : R261 372 per annum (Level 07), plus 37% in lieu of benefits
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Strategy development, Management, Data systems development or Data Analysis; A minimum of 1 year experience in the data field. Recommendation: Qualification in Economics, Mathematics, Statistics or Finance; Experience in

the after school sector, research and knowledge management. Competencies: Knowledge of the following: Social Science; Information Sciences; Quantitative and qualitative analytical capability; Data collection and data analysis; Ability to work with systems for gathering large amounts of high quality data at different levels; Ability to perform the following: Interpret and present complex data and statistics for non-technical audience (written, visually and verbally); Work with people from diverse backgrounds; Skills needed: Teamwork, organising and executing, coping with pressures and setbacks; Written and verbal communication.

DUTIES : Collecting after school and youth in service participant, attendance and survey data; Analysing data and identify problems and potential solutions; Managing the capturing of data, merging of multiple datasets, analysis of results, analysis and commentary on these to assist managers make evidence-based decisions; Adapting and refining systems and tools for data collection and management; Packaging data for presentations and decision making; Communications with stakeholders (internal and external) on data gathering, systems and analysis of data.

ENQUIRIES : Ms J. Boule Tel No: (021) 483 6545

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 33/267 : **SOCIAL WORK MANAGER GRADE 1**
Chief Directorate: Metro Health Services

SALARY : R806 811 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Valkenbeg Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate Bachelor's degree or diploma or equivalent qualification that allows registration with South African Council for Social Work Professions (SACSSP) as Social Worker. Registration with a professional body: Current registration with the South African Council for Social Work Professions (SACSSP) as a Social Worker. Experience: A minimum of 10 years of appropriate experience in social work after registration as a Social Worker with the SACSSP. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (Knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Computer literacy (Excel, Word and PowerPoint).

DUTIES : Develop social work services with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities. Establish processes and systems by building effective relationships with internal as well as external stakeholders, i.e., government as well as the private sector. Facilitate the development, implementation, evaluation and reporting of relevant projects, events and quality improvement plans for Social Work. Compile management reports, interpret and provide relevant data as required. Plan, coordinate and facilitate the continued professional development of self, staff and students. Effective and efficient management of Human Resources, Financial and Physical resources.

ENQUIRIES : Ms T Ellis Tel No: (021) 826-5808

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates may be required to undertake a practical test.

CLOSING DATE : 16 September 2022

<u>POST 33/268</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGER</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	:	R744 255 per annum, (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Khayelitsha District Hospital, Khayelitsha
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Commerce or Accounting or equivalent qualification. Experience: Extensive and proven experience in Financial Management/Accounting that focus on the key performance Area (KPA's) of the post. Appropriate Managerial /Supervisory experience pertaining to Finance. Inherent requirement of the job: Valid Code B/EB driver's license. Competencies (knowledge/skills): Knowledge of best practices in procurement in a health environment. Appropriate and proven managerial experience showing leadership, strategic and operational skills. Extensive knowledge of National and Provincial policies and legal frameworks regarding the management of public finances, including treasury regulations and Public Finance Management Act requirements. Excellent communications and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint). Ability to work in a Multidisciplinary team.
<u>DUTIES</u>	:	Engage with and live out the core values of the Western Cape department of Health. Pro-active management and maintenance of the expenditure and revenue budgets of the hospital. Implementation and support in respect of the cost centres' financial management and accounting responsibilities. Ensuring timely and accurate financial and management information required for strategic decision-making. Understanding and implementation of financial management best practices. Ensuring effective and efficient financial control measures and internal control systems including overtime and agency. Assistance with and development of revenue generation opportunities and overseeing effective revenue collection and debt control. Implement internal controls to ensure compliance with standing financial regulations and instructions. Manage the information management function Khayelitsha District Hospital. Ensure implementation of relevant policies. Ensure an integrated financial management budgeting and procurement system and render support to the PHC facilities as hub hospital. Effective management of the Supply Chain Management process including warehousing and financing as well as Asset Management and ensuring compliance with PFMA and applicable regulations. Effective and efficient management of Patient Administration (Information Management, Admissions, Hospital fees, Ward Administration Clerks, helpdesk and IT supporting. Responsible for HR Management of personnel in the divisions.
<u>ENQUIRIES</u>	:	Mr D Binza Tel No: (021) 360-4520
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	16 September 2022
<u>POST 33/269</u>	:	<u>ASSISTANT DIRECTOR: HEALTH SUPPORT (DISEASE OUTBREAK RESPONSE)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Directorate: Service Priorities Coordination, Communicable Disease Control (CDC)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate three-year health related Diploma or Degree. Inherent requirements of the job: Willingness to travel. Valid (Code B/EB) driver's license. Experience: Appropriate experience in disease outbreaks and response, epidemiology, infection control and data management. Appropriate Managerial and operational experience in health programmes. Competencies (knowledge/skills): Technical knowledge and expertise in disease surveillance and/or public health. Ability and willingness to work flexibly as part of a team. Project management skills. Computer literacy (MS Office: Word, Excel and PowerPoint). Knowledge of the Notifiable Medical Conditions, health legislation, disease surveillance and outbreak response policies. Sound verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Produce situational analysis reports, strategic plans, guidelines, and SOPs on Notifiable Medical Conditions (NMCs) and disease outbreaks. To investigation, document, and follow-up NMCs and coordinate responses to incidents/clusters/outbreaks. Assist in managing disease outbreak databases (collection, collation, analysis, interpretation, and reporting). Conduct training to improve the capacity of healthcare workers to detect notifiable medical conditions, priority vaccine preventable diseases and outbreak investigations. Conduct site visits at hospitals and record reviews. Maintain provincial outbreak response teams' database, incidents/cluster/ outbreak register. Fulfil secretariat functions for the provincial CDC stakeholders committee. Monitoring and Evaluation of the programme.

ENQUIRIES : Ms C Lawrence Tel No: (021) 483-9964/ (021) 830-3727
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 September 2022

POST 33/270 : **ASSISTANT DIRECTOR: HEALTH SUPPORT (EPI DISEASE SURVEILLANCE)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R382 245 per annum
CENTRE : Directorate: Service Priorities Coordination
REQUIREMENTS : Minimum educational qualification: An appropriate three-year health-related Diploma or Degree. Experience: Appropriate experience in disease surveillance, epidemiology and information management. Appropriate Managerial and operational experience in health programme. Inherent requirements of the job: Willingness to travel. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills). Technical expertise in surveillance or public health or epidemiology. Ability and willingness to work flexibly as part of a team. Project management skills. Computer literacy (MS Office: Word, Excel and PowerPoint). Knowledge of the Expanded Programme on Immunisation (EPI), health legislation, and disease surveillance and outbreak response policies. Sound verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Produce situational analysis reports, strategic plans, guidelines and SOPs on vaccine-preventable diseases. To investigate, document and follow up on the priority Vaccine Preventable diseases reported and coordinate responses to outbreaks. Manage vaccine-preventable disease databases (collection, collation, analysis, interpretation and reporting). Conduct training to improve the capacity of healthcare workers to detect notifiable medical conditions and priority vaccine-preventable diseases/conditions. Conduct site visits at hospitals and record reviews for vaccine-preventable diseases. Monitoring and Evaluation of the programme and EPI disease surveillance.

ENQUIRIES : Ms C Lawrence Tel No: (021) 483-9964 or 021 830-3727
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 September 2022

POST 33/271 : **ASSISTANT DIRECTOR: HEALTH SUPPORT (G2G PROVINCIAL SUPPORT TB (X3 POSTS))**
Chief Directorate: Emergency and Clinical Services Support
(12 Months Contract)

SALARY : R382 245 per annum, plus 37% in lieu of service benefits.
CENTRE : Directorate: Service Priorities Coordination (Government to Government, Rural Health Services George, Metro Health Services and Provincial Office)
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Health Science or Related Field. Experience: Appropriate experience in Health Sector TB, Primary Health Care Systems, local and National Health management. Appropriate experience in the Monitoring and Evaluation of Programmes. Inherent requirement of the job: Valid Driver's license. Willingness to travel to the districts and national office (DOH). Competencies (knowledge/skills). Knowledge and skills in designing tools, planning, implementing, monitoring and evaluation of prevention & treatment TB programmes and the 909090 Framework. Good written and communication

and presentation skills in at least two of the three official languages of the Western Cape. Be familiar with the legal, policy, managerial and clinical aspects of public health programmes/interventions and services. Advanced computer literacy in MS Office.

DUTIES : Responsible for the overall management and coordination of the TB component related to the Government-to-Government agreement milestones and activities. Responsible for the management of the Grant requirements by developing, monitoring and evaluation of activities to ensure effectiveness of the TB G2G project. Monthly meetings and regular engagement with donor funded NPO's conducting TB activities. Responsible for inter-sectoral collaboration and support to the NPO's and SPC Directorate regarding social capital planning and funding. Responsible for providing the analysed quarterly and annual M&E reports on TB data to evaluate the outcomes of the TB G2G project. Support and regular feedback to the Deputy Director: Professional Support to improve processes and mechanisms on the scalability of TB G2G objectives and activities.

ENQUIRIES : Ms A van Zyl Tel No: 021-815-8706
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 September 2022

POST 33/272 : **SENIOR STATE ACCOUNTANT: AUDITOR (BILLING SYSTEM SUPPORT)**
Directorate: Management Accounting

SALARY : R321 543 per annum
CENTRE : Head Office, Cape Town based at Stikland Hospital Office)
REQUIREMENTS : An appropriate 4-year Diploma / or 3 - year Degree in a health-related field (or equivalent), registerable with the Health Professionals Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate knowledge of clinical/ diagnostic procedures, clinical diagnoses and treatment plans and the application thereof. Appropriate working experience in a clinical environment. Appropriate working knowledge of the private or public sector Health Care environment. Inherent requirements of the job: A valid unendorsed (Code B/EB) driver's License. Willingness to travel on a regular basis away from workplace to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Working Knowledge of the Uniform Patient Fee Schedule, Hospital Fees Policies and Procedures and the application thereof. Ability to interpret and apply financial policies, procedures, and prescripts. Ability to work independently and within a team and able to liaise at a high level. Ability to critically analyse data. Excellent people, technical and conceptual skills, and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, PowerPoint, Outlook).

DUTIES : Prepare audit documentation and invoices for scheduled audit as well as to liaise with institutions to finalize audit requirements. Conduct evaluations with regard to the implementation, execution and application of the Hospital Fees Policies and Procedures (UPFS) in order to determine the risks and to minimize such risks at the Hospital Fees Components of institutions in accordance with a predetermined evaluation programme. Compile and complete Audit reports timeously. Provide support at institutions with queries relating to the Uniform Patient Fee Schedule.

ENQUIRIES : Ms K Maritz at 083 686-1923
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates must be prepared to complete a competency test as part of the evaluation process.

CLOSING DATE : 16 September 2022

POST 33/273 : **PERSONAL ASSISTANT**
Chief Directorate: Metro Health Services

SALARY : R261 372 per annum

- CENTRE REQUIREMENTS** : Khayelitsha/Eastern Sub-structure Office
 : Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Qualifications on a higher NQF level may also be accepted on condition that the subjects of the qualification align to the functions as per the attached job description. Experience: Appropriate experience in rendering a support service to senior management. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (Knowledge/skills): Computer skills – intermediate to advance (MS Office). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Excellent interpersonal, time management, office management and organisational skills.
- DUTIES** : Render a secretarial service to the Sub-structure Director. Provide a receptionist support service to the Sub-structure management. Render administrative support to the Sub-structure management. Manage the diary of the Sub-structure director. Responsible and co-ordinate the director's meetings i.e. logistics arrangements and venues. Support the manager with the administration of the manager's budget. Study the relevant Public Service and departmental prescripts.
- ENQUIRIES APPLICATIONS** : Mr JA Kruger Tel No: (021) 360-4623
 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 September 2022
- POST 33/274** : **PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL: INPATIENTS)**
 Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R260 760 per annum
 Grade 2: R320 703 per annum
 Grade 3: R388 974 per annum
- CENTRE REQUIREMENTS** : Southern Western Sub-structure
 : 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 Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: Appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (code B/EB) driver's license and a willingness to travel in the district as well as in the province. Competencies (knowledge/skills): Knowledge and experience in VMMC/HIV/AIDS/STI/TB. Chronic Conditions, Nurse related Surgical Competencies/Practices and Health Programme Policies. Specific knowledge and competency in Male Medical Circumcision would be advantageous. Good interpersonal, collaborative, leadership and communication skills. Solid data management, analysis and interpretation abilities, Computer literacy (MS Word, Excel and PowerPoint) and Good report writing skills. Good planning, organisational, project management and training skills.
- DUTIES** : Provision of clinical services related to HIV/AIDS/STI/TB/VMMC programmes in the Southern/Western Sub-structure area. Support the implementation of VMMC/HIV/STI/TB services, establish linkages with integrated management of chronic conditions, Youth and Men's Health and related departmental priority strategies. Support the internal and external strengthening of the District Health System, with the focus on the community orientated primary care through relevant policy and strategy implementation. Monitor and evaluate programme goals, targets and performance including the collection, validation and interpretation of data. Manage and support the implementation of quality improvement and quality assurance initiatives.
- ENQUIRIES APPLICATIONS** : Ms Y Cottee Tel No: (021) 202-0924
 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only

applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status”

- CLOSING DATE** : 16 September 2022
- POST 33/275** : **INDUSTRIAL TECHNICIAN - PRODUCTION**
Directorate: Health Technology Clinical Engineering, Goodwood
- SALARY** : R261 372 per annum
CENTRE : Directorate: Health Technology Clinical Engineering, Goodwood
REQUIREMENTS : Minimum educational qualification: National Diploma - Electronics / Electrical – Light Current or Mechanical or Mechatronics or Bio-medical or registered with the Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Experience: Appropriate experience in repair, maintenance and installation of Life Support and related equipment or demonstrate an aptitude for this type of work. Inherent requirements of the job: Valid driver’s license. Willing to work overtime, stay away and travel throughout the Western Cape Province. Competencies (Knowledge/skills): Excellent ability to fault find and repair down to component level. Practical hands-on experience with repair of Life Support equipment. Computer literate. Good written and verbal communication.
- DUTIES** : Support the Section Head by completing a task within time limits. Liaising with clients with regards to information and work progress. Ensuring compliance with Occupational Health and Safety Act. Ensuring continuity of service by assisting other Sections, prioritising work and consideration of operational requirements. Admin duties in the Section: Requesting of parts and service via LOGIS system. Maintaining Maintenance Management and internal records. Write reports and assist with specifications. Production: To carry out maintenance, repairs and installation of Life Support and related medical equipment. Visit institutions to maintain service routes and preventative maintenance schedules.
- ENQUIRIES** : Mr M Njamela Tel No: (021) 590-5013 / Mr L Ngubane Tel No: (021) 590-5010
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications)
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be required to undertake a practical test.
- CLOSING DATE** : 16 September 2022
- POST 33/276** : **ARTISAN ASSISTANT**
Chief Directorate: Rural Health Services
- SALARY** : R147 459 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Grade 10/Std 8 Certificate (or equivalent). Experience: Appropriate experience in a Workshop environment. Appropriate work experience with Artisan Assistant related tasks (i.e. painting, building, carpentry, air-con and refrigeration and mechanical, etc.). Inherent requirement of the job: Valid (Code B/EB) driver’s license. Perform standby duties and attend to emergency breakdowns. Ability to perform strenuous physical labour. Competencies (knowledge/skills): Conversant with the Machinery and Occupational Health and Safety Act. Proficiency in at least two of the three official languages of the Western Cape. Appropriate experience in Carpentry, Plumbing, Mechanical, Airconditioning and Refrigeration Systems and other related basic functions of an Artisan Assistant. Supervisory experience. Problem-solving skills.
- DUTIES** : Elementary maintenance, installation and repair works in the building service as well as exterior works on the premises at Artisan Assistant level. Effective support to Supervisor/Artisan. Training of staff. Manage and assist with the execution of maintenance projects/repairs within the health facility. Responsible for basic administration work as well as completing of job cards. Learn, comply and become knowledgeable with in-house systems and procedures.
- ENQUIRIES** : Mr G R Abrahams Tel No: (021) 860-2797
APPLICATIONS : The Chief Executive Officer, Paarl Hospital, Private Bag X3012, Paarl, 7620.
FOR ATTENTION : Ms C Appollis
NOTE : Shortlisted candidates may be requested to undergo a practical and competency test.

CLOSING DATE : 16 September 2022

POST 33/277 : **GROUNDSMAN**
Tygerberg Hospital, Parow Valley

SALARY : R104 073 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience. Inherent requirement of the job: Be able to operate garden machinery (lawn movers and brush cutters). Valid Code (B/EB) driving license, as well as the ability to operate and drive a tractor, would be advantageous. Competencies (knowledge/skills): Gardening skills including landscaping and irrigation systems. The ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for maintenance of facility (garden and terrain) as well as bondage of machinery. Ensure that grounds and gardens are maintained (horticultural aspects). Support to the supervisor.

ENQUIRIES : Mr JJ Roberts Tel No: 021) 938-4121
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms Z Mtshisazwe
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 September 2022

POST 33/278 : **MESSENGER (REGISTRY/ARCHIVES AND MESSENGER SERVICES)**
Tygerberg Hospital, Parow Valley

SALARY : R104 073 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Previous appropriate experience as a Messenger in an office environment. Extensive PERSAL experience. Inherent requirement of the job: Valid Code B/EB driver's License. Competencies (knowledge/skills): Good interpersonal relationships. Ability to communicate with people on all levels. Ability to handle information as confidential and function independently. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Sound knowledge and experience in the handling of mail.

DUTIES : Render general messenger service. Delivering and collecting of posts at the post office. Collecting, and distributing of documents and mail on different floors. Collect and deliver printing works.

ENQUIRIES : Ms D Mentor Tel No: (021) 938-4224
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms Z Mtshisazwe
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 September 2022

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 19 September 2022

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

OTHER POSTS

POST 33/279 : **DEPUTY DIRECTOR: METRO PERFORMANCE MONITORING (SPECIALISED SUPPORT- INTERVENTIONS) REF NO: LG 27/2022**
(3-Year Contract Position)

SALARY : R744 255 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : A recognised 4-year legal qualification or LLB; A minimum of 3 years management level experience in a legal support or related environment; A valid driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Admitted as an attorney or advocate of the High Court, who has duly completed the Law Society of South Africa board examinations or national bar examinations; Experience in local government law and administrative law. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards procedures and best practice in respect of local government (Constitution, Municipal Systems Act, Municipal Structures Act); The constitutional, institutional and developmental circumstances of municipalities in the Western Cape; Monitoring and Evaluation legislation and guiding manuals and frameworks; The Key Performance Areas as indicated in the M&E&R Framework; Municipal integrated development planning, people-centred development, community-based participation processes; Strategic management processes including strategic planning and performance management within government-including inter-sphere and cross sector planning; Public Service procedures; Human Resource Management; Basic knowledge of Labour relations legislation and regulations and Act; Skills Development Act; White Paper Employment Equity; Financial Management. Skills needed: Policy formulation; Presentation; Project management; Interpretation of legislation; Communication (verbal & written); Dispute resolutions facilitation in groups (within community) and conflict management; Basic Accounting; Budgeting; Implementation and monitoring; Problem solving; Computer literacy; Report writing. Ability to analyse, promote, facilitate and implement strategic planning.

DUTIES : Assess and analyse data from municipalities to conduct diagnostic evaluations and provide support and intervene in order to address issues identified within Municipalities; Provide input to national and provincial policy and legislative processes as well as structures regarding performance monitoring of municipalities and interventions initiated in terms of section 139 of the Constitution; Monitor institutional health and evaluate implementation of performance monitoring systems and executive obligations in terms of the Constitution and legislation; Develop and regulate a framework for monitoring all aspects of monitoring the performance of the Metro; Collect, collate and validate data and information relating to Metro monitoring and outcomes; Human Resource Management of Directorate; Financial Management of Directorate.

ENQUIRIES : Mr G Birch Tel No: (021) 483 3113 OR gary.birch@westerncape.gov.za

POST 33/280 : **DEPUTY DIRECTOR: SPECIALISED SUPPORT- INTERVENTIONS REF NO: LG 31/2022**

SALARY : R744 255 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : A recognised 4-year legal qualification or LLB; A minimum of 3 years management level experience in a legal support or related environment. Recommendation: Admitted as an attorney or advocate of the High Court, who has duly completed the Law Society of South Africa board examinations or national bar examinations; Experience in local government law and administrative law. Competencies: Knowledge of the following: Local government legislation and the application thereof; Public sector finance; Legislation in the public sector; Applicable management systems; Monitoring and reporting procedures; Municipal finances; Policy and SOP formulation; Project Management; Skills needed: Communication skills (written, verbal); Presentation; Computer; Management; Analytical; Conflict management and Interpersonal; Organising and planning; Ability to work independently and as part of team as well as to work under pressure; Strong work ethic.

DUTIES : Assessing the state of governance in dysfunctional municipalities or a particular area of governance; Managing formal interventions in municipalities in terms of section 139 of the Constitution, as well as informal interventions in municipalities; Render strategic support to the Director: Specialised Support; Provision of assistance with regard to functional and operational legal support and assistance in respect of formal provincial interventions justified or required in terms of Section 139 of the Constitution; Provision of specialised support provided on governance issues in response to municipalities' needs; Advocate and build capacity regarding anti-corruption, fraud and maladministration policies and guidelines in municipalities; Performance and information management and reporting; Manage the: Operation of the sub-directorate; Allocated financial and human resources; Render secretarial service to the Local Government Support Group and give effect to outcomes; Responsible for synthesizing regional monitoring reports and departmental information on municipalities into an integrated analysis for specific outputs for the Department.

ENQUIRIES : Mr G Birch Tel No: (021) 483 3113 OR gary.birch@westerncape.gov.za

POST 33/281 : **ASSISTANT DIRECTOR: INSTITUTIONAL SUPPORT (LEGISLATION DEVELOPMENT) REF NO: LG 25/2022**
(3-Year Contract Position)

SALARY : R382 245 per annum (Level 09), plus 37% in lieu of benefits
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-degree (or higher) qualification in Law; A minimum of 3 years relevant experience in Public Law. Recommendation: Legislation drafting skills. Competencies: Knowledge of the following: Local government legislation; The Constitution and local government dispensation legislation; Drafting of legislation; Programme and project management; Political environment; Financial management; Skills needed: Communication (written and verbal); Analytical thinking; Interpersonal; Conflict management; Leadership; Research.

DUTIES : Development, rationalisation and review of local government legislation; Research areas of potential legislation regarding local government; Assess applicability of existing legislation; Set legislation priorities; Prepare policy on which legislation is to be based; Draft legislation; Provide local authorities with pro-active advice, guidance and support in respect of the interpretation of legislation and compliance with legislative requirements; Manage allocated financial resources for legislation development.

ENQUIRIES : Ms T Mdledle Tel No: (021) 483 2564

POST 33/282 : **ASSISTANT DIRECTOR: TRAINING COORDINATION (SPECIALISED SUPPORT) REF NO: LG 26/2022**
(3-Year Contract Position)

SALARY : R382 245 per annum (Level 09), plus 37% in lieu of benefits
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-degree or higher) in Commerce, Law, Auditing, Forensics, Accounting or related field; A minimum of 3 years' experience supervising projects related to legal support or related environment. Recommendation: Admitted as an attorney or advocate of the High Court, who has duly completed the Law of Society of South Africa board examinations or national bar examinations; Experience in local government law, criminal law and administrative law; A valid code B driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Local government sphere; Local government legislation and the application thereof; Public sector legislation and finance; Monitoring and reporting procedures; Municipal finances; Policy and SOP formulation; Skills needed: Management and leadership; Decision making; Written and verbal communication; Analytical; Presentation; Facilitation; Conflict management; Time management; Interpersonal.

DUTIES : Plan and coordinate initiatives for the department and provide assistance with managing and providing specialised support to municipalities and managing and coordinating municipal interventions; Coordinate multi-stakeholder participation in Settlements interventions and the provision of specialised support; Provide functional and operational legal and governance support to

the Department and municipalities; Evaluate and build capacity regarding anti-corruption, fraud and maladministration policies and guidelines in municipalities; Evaluate training, governance, and policy interventions in municipalities; To liaise with relevant stakeholders on the implementation of specialised support, interventions, and training and development initiatives; Render administrative support for the operation of the sub-directorate including the management of allocated of financial resources.

ENQUIRIES : Mr G Caswell Tel No: (021) 483 3161

POST 33/283 : **ADMINISTRATIVE OFFICER: MUNICIPAL ICT SUPPORT AND CAPACITY BUILDING REF NO: LG 23/2022**

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07)
: Department of Local Government, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher). A minimum of 1 year relevant experience. Recommendation: Proven working knowledge and experience in drafting documentation and managing various activities. Competencies: Knowledge of the following: Modern systems of governance and administration; Latest advances in public management theory and practices; Relevant legislation, policies, prescripts and procedures; Skills in the following: Computer literacy; Verbal and written communication; Presentation; Planning and organising; Interpersonal and minute taking.

DUTIES : Provide a secretariat service to the various IGR structures (National, Provincial and Local, e.g. Municipal ICT Managers Forum); Manage meetings; Prepare and submit meeting reports; Tract and manage resolutions from meetings; Support and establishment of committees and assist in the execution of the committee mandate; Provide a directorate information and project administration service; Collate and capture management information; Ensure quality and completeness of all directorate project documentation on project system; Support senior manager re project tracking, project reporting and general project administration; Manage document flow; Liaise and support regarding all aspects of SCM and Asset Management; Support manager regarding the record keeping and work flow of HR matters; Provide support regarding all financial administrations aspects.

ENQUIRIES : Mr S Mngxe Tel No: (021) 483 3415

PROVINCIAL TREASURY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE NOTE : 19 September 2022
: Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

OTHER POST

POST 33/284 : **ECONOMIST: REVENUE ANALYSIS RESEARCH AND MODELLING REF NO: PT 16/2022**

SALARY CENTRE REQUIREMENTS : R744 255 per annum (Level 11), (all-inclusive salary package)
: Provincial Treasury, Western Cape Government
: Honours Degree (equivalent or higher qualification) in Economics, Finance, Business Administration or Public Policy; A minimum of 3 years relevant management level experience; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Master's degree (equivalent or higher qualification) in Economics, Finance, Business Administration or Public

Policy; Experience in economic modelling, taxation and or policy development; Keen interest in working in an applied economic policy environment. Competencies: Knowledge in the following: Conceptualization and implementation of research in intergovernmental fiscal system; Analysis and writing of concise research briefs; Extensive knowledge and understanding of policies and relevant legislation pertaining to the various aspects of the intergovernmental fiscal system; Project Management; Communication (written and verbal) skills.

DUTIES : Research and assessment of all revenue streams for provincial and local government in determining suitable fiscal frameworks; Advise and analyse the fiscal framework (own revenue, conditional grants and equitable share) to ensure credible and sustainable provincial and municipal budgets; Identify and oversee financial support to provincial and municipalities to support service delivery initiatives; Provide support to provincial departments on budget planning and performance related matters; Project, financial and people management of various processes in line with the scope of Fiscal Policy Directorate.

ENQUIRIES : Mr ML Booysen Tel No: (021) 483 3386

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 19 September 2022

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

OTHER POSTS

POST 33/285 : **SOCIAL WORKER: SOCIAL WORK SERVICES (ELSIES RIVER) REF NO: DSD 44/2022**

SALARY : Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving license. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and

exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (casework, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Mr C Engel Tel No: (021) 483 7675

POST 33/286 : **SOCIAL WORKER: SOCIAL WORK SERVICES (KHAYELITSHA) REF NO: DSD 45/2022**

SALARY : Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving license. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (casework, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Mr F Gezwind Tel No: (083) 633 6124

POST 33/287 : **SOCIAL WORKER: SOCIAL WORK SERVICES (RETREAT AND WYNBERG) REF NO: DSD 46/2022**

SALARY : Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving license. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (casework, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Mr K Brink Tel No: (021) 834 7000

POST 33/288 : **SOCIAL WORKER: SOCIAL WORK SERVICES (SALDAHNA) REF NO: DSD 47/2022**

SALARY : Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed).
Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed).
Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed).
Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed).

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social

Work after registration as a Social Worker with the South African Council for Social Service Professions.. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES

: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (casework, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES

: Ms C Nell Tel No: (027) 213 2096