



## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 04 OF 2023**  
**DATE ISSUED 03 FEBRUARY 2023**

### **1. Introduction**

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

### **2. Directions to candidates**

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

### **3. Directions to departments**

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

### **4 SMS pre-entry certificate**

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

### **AMENDMENTS**

**DEPARTMENT OF CORRECTIONAL SERVICES:** The FET Certificate in Corrections Services Learnership in DCS (NQF Level 4). The above learnership was advertised in the Public Service Vacancy Circular: Circular number 01 of 2023 on the 13 January 2023 with a closing date of 31 January 2023. Kindly be advised that the closing date of the Learnership advertisement has been extended to 15 February 2023. **PROVINCIAL ADMINISTRATION: EASTERN CAPE: DEPARTMENT OF EDUCATION:** Kindly note that the following two posts were advertised in Public Service Vacancy Circular 03 dated 27 January 2023, they are amended as follows (01) The post of Chief Director: Management Accounting (Centre: Provincial Office – Zwelitsha) with Ref No ECDOE CDMA01/01/2023; A correct Post Name is Chief Director Financial Accounting Services, (2) Farm Manager with Ref No ECDOE FM13/01/2023 (Alfred Nzo West – Osborn Senior

Senior Secondary School), the correct centre and EMIS Number is Chris Hani East: Arther Mfebe Agricultural School, EMIS No 200601046, (3) Farm Foreman with Ref No ECDOE FF17/01/2023 (Amathole West – Phandulwazi Agricultural High School), the correct Centre and EMIS number is Sarah Baartman – Patensie Agricultural School, EMIS No 200100917. Ms NP Sipahlanga Tel: 040 608 4245. The closing date will remain the same. **PROVINCIAL ADMINISTRATION: EASTERN CAPE: DEPARTMENT OF SOCIAL DEVELOPMENT:** Kindly note that the post of Receptionist (OR Tambo) with Ref No: DSD 25/11/2022 was advertised in Public Service Vacancy Circular 46 dated 19 December 2022 is withdrawn.

**INDEX  
NATIONAL DEPARTMENTS**

<b>NATIONAL DEPARTMENTS</b>	<b>ANNEXURE</b>	<b>PAGES</b>
<b>AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT</b>	<b>A</b>	<b>04 - 24</b>
<b>CENTRE FOR PUBLIC SERVICE AND INNOVATION</b>	<b>B</b>	<b>25 - 26</b>
<b>COOPERATIVE GOVERNANCE</b>	<b>C</b>	<b>27 - 28</b>
<b>DEFENCE</b>	<b>D</b>	<b>29 - 37</b>
<b>EMPLOYMENT AND LABOUR</b>	<b>E</b>	<b>38 - 43</b>
<b>FORESTRY, FISHERIES AND THE ENVIRONMENT</b>	<b>F</b>	<b>44 - 45</b>
<b>GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM</b>	<b>G</b>	<b>46 - 47</b>
<b>GOVERNMENT PENSIONS ADMINISTRATION AGENCY</b>	<b>H</b>	<b>48 - 51</b>
<b>GOVERNMENT TECHNICAL ADVISORY CENTRE</b>	<b>I</b>	<b>52 - 55</b>
<b>HIGHER EDUCATION AND TRAINING</b>	<b>J</b>	<b>56 - 72</b>
<b>JUSTICE AND CONSTITUTIONAL DEVELOPMENT</b>	<b>K</b>	<b>73 - 77</b>
<b>OFFICE OF THE CHIEF JUSTICE</b>	<b>L</b>	<b>78 - 89</b>
<b>OFFICE OF THE PUBLIC SERVICE COMMISSION</b>	<b>M</b>	<b>90 - 93</b>
<b>PUBLIC ENTERPRISES</b>	<b>N</b>	<b>94 - 96</b>
<b>PUBLIC SERVICE AND ADMINISTRATION</b>	<b>O</b>	<b>97 - 98</b>
<b>PUBLIC WORKS AND INFRASTRUCTURE</b>	<b>P</b>	<b>99 - 112</b>
<b>TOURISM</b>	<b>Q</b>	<b>113 - 114</b>

**PROVINCIAL ADMINISTRATIONS**

<b>PROVINCIAL ADMINISTRATION</b>	<b>ANNEXURE</b>	<b>PAGES</b>
<b>FREE STATE</b>	<b>R</b>	<b>115 - 118</b>
<b>EASTERN CAPE</b>	<b>S</b>	<b>119 - 126</b>
<b>GAUTENG</b>	<b>T</b>	<b>127 - 166</b>
<b>KWAZULU NATAL</b>	<b>U</b>	<b>167 - 217</b>
<b>LIMPOPO</b>	<b>V</b>	<b>218 - 220</b>
<b>MPUMALANGA</b>	<b>W</b>	<b>221 - 233</b>
<b>NORTH WEST</b>	<b>X</b>	<b>234 - 241</b>
<b>WESTERN CAPE</b>	<b>Y</b>	<b>242 - 282</b>

## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 17 February 2023 at 16:00
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

## MANAGEMENT ECHELON

<b><u>POST 04/01</u></b>	:	<b><u>DEPUTY REGISTRAR OF DEEDS: EXAMINATION AND SORTING AND DEEDS TRAINING REF NO: 3/2/1/2023/050</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R1 105 383 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Free State (Bloefontein) 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 B Proc (NQF Level 7) / LLB (NQF Level 7) / B Uris (NQF Level 7) / Advance Diploma: Estate Planning and Administration (NQF 7) with Diploma in Deeds Registration Law. Minimum of 5 years' experience as Assistant Registrar of Deeds / Deeds Law Lecturer / Deputy Registrar of Deeds / Middle or Senior Management level in property conveyance. Registration of deeds. Interpretation of Statutes. Examination of Deeds. Research and information analysis. Human Resources prescripts. Project Management Principles and Tools. Court procedures. Supply chain management prescript and financial management. Computer Skills. Communication Skills. Organising Skills. Problem Solving Skills. Interpersonal Skills. Report Writing Skills. Presentation skills. Policy Analyses and Development.
<b><u>DUTIES</u></b>	:	Manage the process of examination and the registration of deeds and documents. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Titles Act of 1986 as well as common, statutory and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Analyse standards of examination and draft report to Registrar. Grant hearings to Conveyancers with regard to examination matters and make rulings. Provide Rural Development Support pertaining to the registration matters. Advise the Courts on request regarding the feasibility of the applications. Comment on Draft Bills and Chief Registrars Circulars regarding land registration and related matters. Oversee the execution process. Approve requests for late and expedited executions and for final black-booking. Oversee conveyancing problems encountered on deeds and give guidance. Oversee execution register of Conveyancers. Oversee the sorting and distribution of deeds. Oversee the workload, workflow, processes and standards and implement corrective measures to prevent and address backlogs / challenges. Manage the turnaround times for deeds to be made available from lodgement to execution. Oversee statistics, exception reports and implement corrective measures. Approve request for withdrawal of deeds. Oversee the update of procedure manual. Manage deeds training and development and library services. Manage the Practice Committee / Examiner Forum and issue circulars. Manage implementation of deeds training and examination development plan. Oversee library services.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr I Khanyile and Ms D Tshabalala Tel No: (051) 403 0300 Please ensure that you send your application to Private Bag X20613, Bloemfontein, 9300 or Hand deliver it to the Office of the Registrar of Deeds: Bloemfontein at 85 Nelson Mandela Drive, Bloemfontein Central, Bloemfontein, 9301 before the closing date as no late applications will be considered.

## OTHER POSTS

<b><u>POST 04/02</u></b>	:	<b><u>ASSISTANT REGISTRAR OF DEEDS: MECHANISATION REF NO: 3/2/1/2023/051</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Limpopo (Polokwane) Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Law / National Diploma in Deeds Registration Law / Buris / B Proc / LLB. Minimum of 4 years' experience at middle management level in Deeds environment. Appropriate knowledge on Deeds Registration processes. Through knowledge in the interpretation of Deeds Registries Act, Ordinances,

<b><u>DUTIES</u></b>	:	and other Acts. Computer literacy. Computer software skills. Good written and verbal communication skills. Good judgement and assertiveness skills. Project Management skills. People Management skills. Organise and Planning skills. Manage data section. Manage workload, workflow, processes, and standards and implement corrective measures. Oversee the review of system change request. Recommend debit and credit notes. Extract exception report for data section and implement corrective measure. Quality assure that deeds are captured and verified correctly to meet turnaround times. Manage compliance with DRS standards. Manage the update of the procedure manual. Manage shortcomings on DRS and the recommendations. Manage data related queries. Investigate and research facts as per request. Manage data errors, provide feedback, and take corrective measures. Manage correspondence and give guidance to clients. Manage image scanning section. Manage workload, workflow, processes, and standards and implement corrective measures. Extract exception report for image scanning section and implement corrective measures. Manage the scanning of deeds and documents to meet the turnaround times. Manage the update of procedure manuals. Manage the shortcomings on the systems and the recommendations. Manage image scanning related queries. Manage queries and scanning errors and take corrective measures. Approve request for expedite delivery. Manage correspondence and give guidance to clients. Manage archiving of records. Manage archiving of records and microfilm rolls are in accordance with required standards. Manage collection of micro rolls from off-side storage. Manage availability of equipment in the scanning section.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr E Nyamandi Tel No: (015) 283 2359 or M Mobe Tel No: (015) 283 2359
<b><u>NOTE</u></b>	:	Please ensure that you send your application to Private Bag X9717, Polokwane, 0700 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700. The closing date as no late applications will be considered Coloured, Indian, White Males, and Coloured, Indian, White Females, and Persons with disabilities are encouraged to apply.
<b><u>POST 04/03</u></b>	:	<b><u>ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2023/052</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Limpopo (Polokwane) Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Law / National Diploma in Deeds Registration Law / Buris / B Proc / LLB. Minimum of 4 years' experience at middle management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.
<b><u>DUTIES</u></b>	:	Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause/ request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts their in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the

		distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.
<b><u>ENQUIRIES</u></b>	:	Mr E Nyamandi Tel No: (015) 283 2359 or M Mobe Tel No: (015) 283 2359
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag X9717, Polokwane, 0700 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700. The closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	African, Coloured, Indian, White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 04/04</u></b>	:	<b><u>ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2023/053</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	KwaZulu Natal (Pietermaritzburg)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Law / National Diploma in Deeds Registration Law / Buris / B Proc / LLB. Minimum of 4 years' experience at middle management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.
<b><u>DUTIES</u></b>	:	Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.
<b><u>ENQUIRIES</u></b>	:	Ms. Z Mthembu Tel No: (033) 355 6812
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag X9028, Pietermaritzburg, 3200 or Hand deliver it to the Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritz Street, Pietermaritzburg, 3201. The closing date as no late applications will be considered
<b><u>NOTE</u></b>	:	African, Coloured Males and African, Coloured, White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 04/05</u></b>	:	<b><u>ASSISTANT DIRECTOR: QUALITY ASSURANCE AND ADMINISTRATION REF NO: 3/2/1/2023/012</u></b> Directorate: Quality Assurance and Administration
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Management / Development Studies / Financial Management / Internal Auditing. Minimum of 3 years' experience in a quality management environment. Job related knowledge: Extensive knowledge of the Restitution process. Advanced knowledge of applicable financial acts and regulations. Job related skills: Proven managerial and project management skills. Good planning, organising and problem-solving skills. Communication skills (verbal and written). Computer literacy. Attention to detail and compliance checking in line with legislation. A valid driver's licence.
- DUTIES** : Provide quality assurance with regard to content, compliance, completeness and accuracy of submissions on land claims by setting and implementing standards as well as reviewing files. Know and apply legislation, policies and procedures. Quality assure submissions in terms of compliance. Send queries to Provinces and manage responses. Coordinate logistical arrangements for Quality Control Committee (QCC) in liaison with the office of the Chief Financial Officer by ensuring the following: Obtain National Director: Quality Assurance (NDQA) and Regional Land Claims Commissioner (RLCC) supporting signatures. Scan files. Deliver both electronic and physical files to QCC members on time. Submit QCC presentation to QCC secretariat on time. Prepare agenda. Quality assure QCC minutes. Respond to auditors. Vet compliance in line with the business process. Vet claimant verification and conduct duplicates testing. Compile project analysis summary. Implement project management methodology for management of land claims. Align activities to achieve operational targets. Align settlement to allocated budget. Align monthly and annual spending plan. Manage functions for the release of restitution awards to beneficiaries. Ensure effective and efficient risk management and implementation of internal legal and financial controls. Review existing operational control and development of improved controls. Coordinate risk and fraud management functions. Prevent unauthorised, irregular and fruitless expenditure. Identify new risks on submissions or the restitution processes and communicate these to the National Director: Quality Assurance within 3 days of identification. Review / create systems and controls on submissions within a month of need analysis. Develop risk mitigation measures. Manage allocated resources efficiently and effectively. Allocate sufficient resources to functions. Monitor performance, providing support to ensure maximum utilization of resources. Advise and assist the office on all issues of compliance regarding policy and legislation. Distribute circulars and process guidelines. Monitor implementation of processes and ensuring compliance. Formulate creative and innovative solutions to enhance cost effectiveness and efficiency in service delivery, providing financial and operational reports. Provide solutions to challenges. Facilitate processes that are responsive to Batho Pele principles. Produce monthly financial and operational reports.
- ENQUIRIES** : Ms V Nemalili Tel No: (012) 337 3656
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X09, Hatfield, 0028 or hand delivered to: Suncardia building, 6<sup>th</sup> floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083 for the attention of Human Resource Management.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply
- POST 04/06** : **SYSTEM SUPPORT CONTROLLER REF NO: 3/2/1/2023/054**  
Office of the Registrar of Deeds
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and National Diploma or Degree in Information Technology / Computer Science (NDP, BSc, BTech) and an appropriate technical IT qualification: A+ / N+ / MCSE / Linux+. Minimum of 3 years working experience in system support, enterprise service management and technical support. Experience in operations of hardware, software, Security and Controls. Technology Lifecycle. Experience with servers. Experience in IT technical support. Appropriate server and network management experience. Knowledge of Deeds Registration System will be an added advantage. Technical aspects of information and communications technology goods and services. Information Technology Acts and Policies. Internal control and risk management. Planning skills. Organize skills.



<b><u>DUTIES</u></b>	: Communication (written and verbal) skills. Managerial skills. Interpersonal skills. Project Management skills. : Provide desktop support to end users. Install, update, and configure End-user devices. Install, update and support business applications. Investigate, resolve, or escalate and monitor logged calls. Supervise desktop support to end users. Provide network support. Assist end-users with Local Area Network (LAN) connectivity. Monitor availability and performance of network. Assess the need for, request and monitor the process of installation of network points. Investigate, resolve, or escalate and monitor logged calls. Provide server room support. Monitor server room environment and take remedial action. Monitor compliance with server room maintenance contract deliverables. Monitor access to server room and keep register. Assist with installation of customer-replaceable parts for server equipment. Implement information system security measures. Check that users are registered on the domain. Check Antivirus is installed, updated, and running. Remove all unauthorised applications and software. Create and maintain an IT asset register or database. Provide Information Communication Technology (ICT) reports. Provide incident and system availability reports. Provide inputs to Service Level Agreement (SLA) non-compliance report. Compile ICT governance report. Provide support in the procurement and disposal of IT assets.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms DP Sambo Tel No: (012) 338 7230 : Please ensure that you send your application to Private Bag X183, Pretoria, 0001 or Hand deliver it to the Office of the Registrar of Deeds: Pretoria at Cnr Bosman and Pretorius Merino Building, Pretoria, 0001 before the closing date as no late applications will be considered
<b><u>NOTE</u></b>	: African, Coloured, Indian Males and Coloured and Persons with disabilities are encouraged to apply.
<b><u>POST 04/07</u></b>	: <b><u>SENIOR EXAMINER REF NO: 3/2/1/2023/055 (X3 POSTS)</u></b> Office of the Registrar of Deeds
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R393 711 per annum (Level 09) : Gauteng (Pretoria) : Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Law / National Diploma in Deeds Registration Law / Buris / B Proc / LLB. Minimum of 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills.
<b><u>DUTIES</u></b>	: Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report take appropriate interventions and submit. Update acts, manuals, and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess / value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms DP Sambo Tel No: (012) 338 7230 : Please ensure that you send your application to Private Bag x183, Pretoria, 0001 or Hand deliver it to the Office of the Registrar of Deeds: Pretoria at Cnr Bosman and Pretorius Merino Building, Pretoria, 0001 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	: Coloured Males, Indian Males, White Males, Coloured Females, Indian Females and Persons with disabilities are encouraged to apply.

<b><u>POST 04/08</u></b>	:	<b><u>SENIOR EXAMINER REF NO: 3/2/1/2023/056 (X2 POSTS)</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Limpopo (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Law / National Diploma in Deeds Registration Law / Buris / B Proc / LLB. Minimum of 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills.
<b><u>DUTIES</u></b>	:	Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report take appropriate interventions and submit. Update acts, manuals, and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess / value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
<b><u>ENQUIRIES</u></b>	:	Mr E Nyamandi Tel No: (015) 283 2359 or M Mobe Tel No: (015) 283 2359
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag X9717, Polokwane, 0700 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700 before the closing date as no late applications will be considered
<b><u>NOTE</u></b>	:	Coloured, Indian, White Males and African, Coloured, Indian, White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 04/09</u></b>	:	<b><u>SENIOR EXAMINER REF NO: 3/2/1/2023/057 (X7 POSTS)</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09)
<b><u>CENTRE</u></b>	:	KwaZulu Natal (Pietermaritzburg)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Law / National Diploma in Deeds Registration Law / Buris / B Proc / LLB. Minimum of 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills.
<b><u>DUTIES</u></b>	:	Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report take appropriate interventions and submit. Update acts, manuals, and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess / value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
<b><u>ENQUIRIES</u></b>	:	Ms Z Mthembu Tel No: (033) 355 6812

- APPLICATIONS** : Please ensure that you send your application to Private Bag X9028, Pietermaritzburg, 3200 or Hand deliver it to the Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritz Street, Pietermaritzburg, 3201 before the closing date as no late applications will be considered,
- NOTE** : African, Coloured, Indian, Males and African Females and Persons with disabilities are encouraged to apply.
- POST 04/10** : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: 3/2/1/2023/058**  
Office of the Chief Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Gauteng (Pretoria)  
: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Accounting / Financial Accounting / Financial Management / Management Accounting. Minimum of 2 years' experience in an accounting and reporting environment. Knowledge of Public Finance Management Act (PMFA). Knowledge of Treasury Regulations. Knowledge of Generally Accepted Practice (GAAP). Knowledge of ACCPAC. Computer Literacy. Good written and verbal communication skills. Financial Management skills. Interpersonal skills. Computer software skills (good excel skills). Resource planning skills. Problem Solving and Decision-making skills. Time Management skills. Business skills. Analytical skills. Valid Driver's License. Willingness to travel.
- DUTIES** : Prepare and compile the Month-end reporting file. Perform monthly reconciliations of general ledger accounts as per Trial Balance. Reconcile suspense and clearing accounts on monthly basis (Account payables, Peral, Account receivables and Assets management) and follow up with responsible managers. Analyse completeness and accuracy of comments on outstanding balances of sub-ledger accounts submitted for month-end reporting. Investigate long outstanding general ledger accounts and provide recommendation. Prepare monthly statement of cash flow movement. Prepare the month-end reporting file with supporting. Supervise bank reconciliation and petty cash. Review daily cash book reconciliation and submit to supervisor for verification. Confirm that the bank statement balances with cash book on daily basis. Supervise issuing, replenishment, and proper usage of petty cash in line with petty cash policy. Prepare documents for audit request / queries. Providing support and guidance to clients in relation to Financial accounting processes and procedure. Compile general journals and reconcile general ledger accounts. Investigate and identify discrepancies to capture journals including supporting documents to correct misallocations and misstatements. Prepare and process journals to clear suspense and clearing accounts before month-end. Prepare accruals and provisions journals as per Interim and year-end financial statement preparation plan. Analyse and reconcile general ledger accounts as per Trial Balance. Investigate misallocations, adjust errors on general ledger accounts. Prepare monthly accrued interest journals and finance lease related journals. Prepare documents for audit request / queries. Provide support and guidance to clients. Investigate theft and losses. Identify new cases / transactions related to Thefts and losses within all Deeds Registries. Maintain Thefts and loss register and provide comments of outstanding cases monthly. Compile memorandums of Thefts and loss cases to be presented to Loss Control Committee and submit to supervisor. Prepare and process documentation to implement a debt or write off based on Loss Control recommendation.
- ENQUIRIES APPLICATIONS** : Ms DP Sambo Tel No: (012) 338 7230  
: Please ensure that you send your application to Private Bag x183, Pretoria, 0001 or Hand deliver it to the Office of the Registrar of Deeds: Pretoria at Cnr Bosman and Pretorius Merino Building, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : Coloured Males, Indian Males, African Females, Coloured Females, White Females and Persons with disabilities are encouraged to apply.
- POST 04/11** : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2023/059**  
Office of the Registrar of Deeds
- SALARY CENTRE** : R331 188 per annum (Level 08)  
: Western Cape (Cape Town)

- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Supply Chain Management / Public Management / Public Administration / Logistics / Purchasing Management. Driver's license. Minimum of 2 years' experience in Supply Chain Management environment. Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA). Preferential Procurement Regulations. Supply Chain Management Framework. Black Broad-Based Economic Empowerment Act. Computer Literacy. Interpersonal skills. Written and verbal communication skills. Presentation skills. Supervisory skills. Time Management.
- DUTIES** : Administer procurement of goods and services. Consolidate inputs and compile Demand Management Plan (DMP). Review specifications/terms of reference for goods and services. Evaluate / Review quotations and submit for adjudication. Review receipting of goods and services rendered. Review payment batch on the system. Verify invoices with purchase order and liaise with service provider with regards to discrepancies on invoices. Verify / provide comments on the outstanding requisition, purchase order and accrual report. Administer the stores. Conduct spot check to determine deficits / surpluses and redundant items and compile disposal / write-off memorandum. Verify and recommend stocks issuing and replenishment of stock. Oversee the stocktaking process and provide comments on the variances. Supervise the administration of contracts. Facilitate signing and acceptance of contracts. Monitor performance of contractors. Oversee expiry and renewal of contracts and advise. Check the updating of contract register. Administer the verification of assets. Provide assets inputs during compilation and reviewing of DMP. Provide inputs on the drafting of asset specifications / Terms of Reference (TOR). Verify quantity and quality against purchase order and countersign delivery note. Authorize updated inventory list. Compile maintenance and warranty register. Draft asset verification plan and submit. Draft asset verification plan and submit. Reconcile asset verification report with asset register. Investigate and provide comments on verification reports and R1 value asset. Compile disposal / write-offs register and draft memorandum. Control physical disposal of assets. Reconcile asset disposal / write-offs report with asset register. Draft report on the loss of assets. Manage government-owned vehicle. Facilitate issuing of vehicle and trip authorization. Conduct inspection of vehicles. Arrange vehicle service maintenance and repairs. Compile report of utilisation of vehicle. Submit report for accidents and loss of fuel cards / keys on vehicle.
- ENQUIRIES** : Mr T Clark Tel No: (021) 464 7624
- APPLICATIONS** : Please ensure that you send your application to Private Bag X9073, Cape Town, 7975 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein Street, Cape Town, 7975 before the closing date as no late applications will be considered
- NOTE** : Coloured, Indian, White Male and Coloured, Indian, White Females and Persons with disabilities are encouraged to apply.
- POST 04/12** : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2023/060**  
Office of the Registrar Of Deeds
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Limpopo (Polokwane)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Supply Chain Management / Public Management / Public Administration / Logistics / Purchasing Management. Driver's license. Minimum of 2 years' experience in Supply Chain Management environment. Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA). Preferential Procurement Regulations. Supply Chain Management Framework. Black Broad-Based Economic Empowerment Act. Computer Literacy. Interpersonal skills. Written and verbal communication skills. Presentation skills. Supervisory skills. Time Management.
- DUTIES** : Administer procurement of goods and services. Consolidate inputs and compile Demand Management Plan (DMP). Review specifications/terms of reference for goods and services Evaluate / Review quotations and submit for adjudication. Review receipting of goods and services rendered. Review payment batch on the system. Verify invoices with purchase order and liaise with service provider with regards to discrepancies on invoices. Verify / provide

comments on the outstanding requisition, purchase order and accrual report. Administer the stores. Conduct spot check to determine deficits / surpluses and redundant items and compile disposal / write-off memorandum. Verify and recommend stocks issuing and replenishment of stock. Oversee the stocktaking process and provide comments on the variances. Supervise the administration of contracts. Facilitate signing and acceptance of contracts. Monitor performance of contractors. Oversee expiry and renewal of contracts and advise. Check the updating of contract register. Administer the verification of assets. Provide assets inputs during compilation and reviewing of DMP. Provide inputs on the drafting of asset specifications / Terms of Reference (TOR). Verify quantity and quality against purchase order and countersign delivery note. Authorize updated inventory list. Compile maintenance and warranty register. Draft asset verification plan and submit. Draft asset verification plan and submit. Reconcile asset verification report with asset register. Investigate and provide comments on verification reports and R1 value asset. Compile disposal / write-offs register and draft memorandum. Control physical disposal of assets. Reconcile asset disposal / write-offs report with asset register. Draft report on the loss of assets. Manage government-owned vehicle. Facilitate issuing of vehicle and trip authorization. Conduct inspection of vehicles. Arrange vehicle service maintenance and repairs. Compile report of utilisation of vehicle. Submit report for accidents and loss of fuel cards / keys on vehicle.

- ENQUIRIES** : Mr E Nyamandi Tel No: (015) 283 2359 or M Mobe Tel No: (015) 283 2359
- APPLICATIONS** : Please ensure that you send your application to Private Bag X9717, Polokwane, 0700 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700 before the closing date as no late applications will be considered
- NOTE** : African, Coloured, Indian, White Males, Coloured, Indian, White Females and Persons with disabilities are encouraged to apply.
- POST 04/13** : **SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/2/1/2023/046 (X2 POSTS)**  
Directorate: Cadastral Information, Maintenance and Supply Services
- SALARY** : R326 031 – R495 099 per annum, (The salary will be determined in accordance with the OSD)
- CENTRE** : Eastern Cape (East London)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. Minimum of 3 years' post qualification technical (Survey) experience. Job related knowledge: Programme and Project Management, Survey Design and analysis knowledge, Research and Development, Computer-aided survey applications, knowledge of legal compliance, Technical report writing and Creating high performance culture. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management, Financial management skills, Customer focus and responsiveness, Communication skills, Computer literacy, planning and organising skills, Conflict management skills, Problem solving and analysis skills, People management skills and Innovation skills. A valid driver's licence.
- DUTIES** : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process and compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control Candidate Survey Technician / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies / councils on survey-related matters.
- ENQUIRIES** : Ms NO Ngcaba Tel No: (043) 783 1400

- APPLICATIONS** : Applications can be forwarded by post to Private Bag X 9086, East London, 5201 or hand delivered during office hours to: 1A Waverley Office Park, 31 – 33 Phillip Frame Road, Chiselhurst, East London 5206, for the attention of Human Resource Management.
- NOTE** : African, Coloured, Indian, White Males and Coloured, Indian Females and Persons with disabilities are encouraged to apply.
- POST 04/14** : **SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/2/1/2023/049**  
Directorate: Maintenance and Cadastral Spatial Information Services
- SALARY** : R326 031 – R495 099 per annum, (The salary will be determined in accordance with the OSD)
- CENTRE** : KwaZulu Natal (Pietermaritzburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. Minimum of 3 years' post qualification technical (Survey) experience. Job related knowledge: Programme and Project Management, Survey Design and analysis knowledge, Research and Development, Computer-aided survey applications, knowledge of legal compliance, Technical report writing and Creating high performance culture. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management, Financial management skills, Customer focus and responsiveness, Communication skills, Computer literacy, planning and organising skills, Conflict management skills, Problem solving and analysis skills, People management skills and Innovation skills. A valid driver's licence.
- DUTIES** : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process and compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control Candidate Survey Technician / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies / councils on survey-related matters.
- ENQUIRIES** : Ms H.C. Poseka Tel No: (033) 355 2900
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
- NOTE** : Coloured, Indian, White Males and African and Coloured Females and Persons with disabilities are encouraged to apply.
- POST 04/15** : **PERSONAL ASSISTANT REF NO: 3/2/1/2023/039**  
Chief Directorate: Legal Services  
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R269 214 per annum (Level 07)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Secretarial / Office Administration / Management. Minimum of 3 years' experience in rendering a support service to Senior Management. Classified secret security clearance. Job related knowledge: Knowledge on the relevant legislation / policies / prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Job related skills: Sound organisational skills, computer literacy (Microsoft Office), good interpersonal relations, high level of reliability, communication skills (written and verbal) and language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situation. Ability to act with tact and discretion. Good grooming and

**DUTIES**

presentation. Self-management and motivation and Willingness to work extended hours.

: Provides a secretarial / receptionist support service to the Manager. Receives telephone calls in an environment where, in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded to. In the process the job the incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Record the engagements of the Senior Manager. Utilizes discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes / advises the Manager regarding engagements. Compile realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the Manager. Ensures the safe keeping of all documentation in the office of the Manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and Management reports. Scrutinizes routine submissions / reports and make notes and / or recommendations for the Manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the Manager and the unit where required. Collects analyses and collates information requested by the Manager. Clarifies instruction and notes on behalf of the Manager. Ensure that travel arrangements are well coordinated. Prioritizes issues in the office of the Manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standards items like stationary, refreshment etc. for the activities of the Manager and the unit. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Provides support to the Manager regarding meetings. Scrutinizes documents to determine action / information / other documents required for meetings. Collects and compile all necessary documents for the Manager to inform him / her on the contents. Records minutes / decisions and communicated to relevant role-players, follow-up on the progress made. Prepares briefing notes for the Manager as required. Coordinates logistical arrangements for meeting when required. Supports the Manager with the administration for the Manager's budget. Collects and coordinates all the documents that relate to the Manager's budget. Assist Manager in determining funding requirements for purpose of Medium-Term Expenditure Framework (MTEF) submissions. Keeps records for expenditure commitments, monitors expenditure and alerts the Manager of possible over-and under spending. Checks and correlates Basic Accounting System (BAS) reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the Manager and compiles draft memorandums for this purpose. Compares the MTEF allocation with the requested budget and informs the Manager of changes. Studies the relevant Public Service and Departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the Manager. Remains abreast with the procedures and processes that apply in the office of the Manager.

**ENQUIRIES  
APPLICATIONS**

: Ms N Rossouw Tel No: (012) 319 7227  
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

**NOTE**

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

**POST 04/16**

: **OFFICE ASSISTANT REF NO: 3/2/1/2023/048**  
Office of the Deputy Chief Land Claims Commissioner  
Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY  
CENTRE**

: R269 214 per annum (Level 07)  
: Gauteng (Pretoria)

**REQUIREMENTS**

: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Secretarial / Office Administration / Management. Minimum of 3 years' experience in rendering a support service to senior management. Job related knowledge: Relevant legislation, policies, prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Job related skills: Sound organisational skills. Computer literacy (Microsoft Office). Good interpersonal relations. High level of reliability. Communication skills (written and verbal). Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Willingness to work extended hours and must have Classified Secrete Security Clearance.

**DUTIES**

: Provide a secretarial / receptionist support service to the Manager. Receives telephone calls in an environment where in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded in the process the job incumbent should finalise some enquiries. Perform advanced typing work. Operates and ensures that office equipment e.g. fax machines and photocopiers are in good working order. Record the engagements of the senior manager. Utilizes discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitize / advise the manager regarding engagements. Compile realistic schedules for appointments. Render administrative support service. Ensure the effective flow of information and documents to and from the office of the Manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g. Progress reports, monthly reports and management reports. Scrutinizes routine submissions / reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filing of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provide support to the manager regarding meetings. Scrutinizes documents to determine actions / information/other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the managers budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of Medium-Term Expenditure Framework (MTEF) submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending. Checks and correlates Basic Accounting Software (BAS) reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant Public Service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

**ENQUIRIES**

: Ms N Mfeka Tel No: (012) 407 4416

**APPLICATIONS**

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



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

**POST 04/17** : **SUPPLY CHAIN CLERK (SUPERVISOR) REF NO: 3/2/1/2023/061**  
Office of the Registrar Of Deeds

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Eastern Cape (Umtata)

**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience in Supply Chain Management environment. Basic knowledge of supply chain duties, practices as well as the ability to collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Planning and organise skills. Computer literacy (SCM Systems). Interpersonal relations. Communication skills (verbal and written). Time Management. Numerical skills. Customer relations. Ability to supervise and people management.

**DUTIES** : Supervise and render asset management clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise and render demand and acquisition clerical services. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Supervise and undertake logistical support services. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**ENQUIRIES** : Ms. N Socikwa Tel No: (047) 531 2151 / (047) 532 2869  
**APPLICATIONS** : Please ensure that you send your application to The Registrar of Deeds Mthatha Private Bag X5040, Mthatha, 5099 or Hand deliver it to the Office of the Registrar of Deeds: Umtata at Conner Owen & Leeds Street Botha Sigcau Building, Mthatha, 5099, before the closing date as no late applications will be considered

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

**POST 04/18** : **JUNIOR EXAMINER REF NO: 3/2/1/2023/062**  
Office of the Registrar of Deeds

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Eastern Cape (Umtata)

**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma in Deeds Registration Law / Buris / B Proc / LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.

**DUTIES** : Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form / caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and

ensure that appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.

**ENQUIRIES** : Ms. N Socikwa Tel No: (047) 531 2151 / (047) 532 2869  
**APPLICATIONS** : Please ensure that you send your application to The Registrar of Deeds Mthatha Private Bag X5040, Mthatha, 5099 or Hand deliver it to the Office of the Registrar of Deeds: Umtata at Conner Owen & Leeds Street Botha Sigcau Building, Mthatha, 5099, before the closing date as no late applications will be considered.

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

**POST 04/19** : **JUNIOR EXAMINER REF NO: 3/2/1/2023/063 (X2 POSTS)**  
 Office of the Registrar of Deeds

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Limpopo (Polokwane)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma in Deeds Registration Law / Buris / B Proc / LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.

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

**ENQUIRIES** : Mr E Nyamandi Tel No: (015) 283 2359 or M Mobe Tel No: (015) 283 2359  
**APPLICATIONS** : Please ensure that you send your application to Private Bag X9717, Polokwane, 0700 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700 before the closing date as no late applications will be considered.

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

**POST 04/20** : **CADASTRAL OFFICER REF NO: 3/2/1/2023/047 (X3 POSTS)**  
 Directorate: Cadastral Information, Maintenance and Supply Services

**SALARY** : R218 064 per annum (Level 06)  
**CENTRE** : Eastern Cape (East London)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy, Understanding of Spatial Data and functions of Surveyor General Office. Job related skills: Interpersonal relations,

		Communication skills (verbal and written), Organisational skills and Computer software skills.
<b><u>DUTIES</u></b>	:	Capture, maintain and update alpha numeric data of all cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify historical cadastral documents. Maintenance of cadastral documents in accordance with legislated processes. Perform withdrawal or cancellation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Re-file returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements. Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients. Issue survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from National Geo-spatial information (NGI) according to signed service level agreements. Capture, maintain and update spatial data. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement or withdrawal. Scan newly approved cadastral documents. Rescan all updated cadastral documents. Link the deposited scanned images to the alpha-numeric data.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms NO Ngcaba Tel No: (043) 783 1400
	:	Applications can be forwarded by post to Private Bag X 9086, East London, 5201 or hand delivered during office hours to: 1A Waverley Office Park, 31 – 33 Phillip Frame Road, Chiselhurst, East London 5206.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males and Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply.
<b><u>POST 04/21</u></b>	:	<b><u>CHIEF DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2023/064</u></b> Office of the Registrar of Deeds
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R218 064 per annum (Level 06)
	:	Limpopo (Polokwane)
	:	Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' appropriate Deeds Registry / Administrative experience. Ability to identify, classify and record a large variety of official documents. Knowledge of records management. Knowledge of legislation framework governing the Public Service. Proficiency in English. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Supervisory skills. People management. Time management. Strong prioritization skills. Accountability.
<b><u>DUTIES</u></b>	:	Provide deeds information to external clients and conveyance daily. Issue copies of deeds. Handle enquiries. Update document tracking systems (DOTS) when new module is required. Link barcode to the name of the person and the property on deeds as per request. Assist Land Right with legislation monthly and as when required. Monitor that deeds tracing system can handle all legislation by maintaining the system. Facilitate consistency of DRS data at all time. Make sure that the barcodes are allocated accordingly. Keep records of all allocated barcodes. Check if there is no duplication.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr E Nyamandi Tel No: (015) 283 2359 or M Mobe Tel No: (015) 283 2359
	:	Please ensure that you send your application to Private Bag X9717, Polokwane, 0700 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700 before the closing date as no late applications will be considered
<b><u>NOTE</u></b>	:	Coloured, Indian, White Males and African, Indian, White Females and Persons with disabilities are encouraged to apply.

**POST 04/22** : **CHIEF DEEDS REGISTRATION CLERK: RESISTRATION REF NO: 3/2/1/2023/065**  
Office of the registrar of deeds

**SALARY CENTRE REQUIREMENTS** : R218 064 per annum (Level 06)  
: Limpopo (Polokwane)  
: Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' appropriate Deeds Registry / Administrative experience. Ability to identify, classify and record a large variety of official documents. Knowledge of records management. Knowledge of legislation framework governing the Public Service. Proficiency in English. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Supervisory skills. People management. Time management. Strong prioritization skills. Accountability.

**DUTIES** : Provide deeds information to external clients and conveyance daily. Issue copies of deeds. Handle enquiries. Update document tracking systems (DOTS) when new module is required. Link barcode to the name of the person and the property on deeds as per request. Assist Land Right with legislation monthly and as when required. Monitor that deeds tracing system can handle all legislation by maintaining the system. Facilitate consistency of DRS data at all time. Make sure that the barcodes are allocated accordingly. Keep records of all allocated barcodes. Check if there is no duplication.

**ENQUIRIES APPLICATIONS** : Mr E Nyamandi Tel No: (015) 283 2359 or M Mobe Tel No: (015) 283 2359  
: Please ensure that you send your application to Private Bag X9717, Polokwane, 0700 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700 before the closing date as no late applications will be considered.

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

**POST 04/23** : **SECRETARY REF NO: 3/2/1/2023/027**  
Directorate: Property Management

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: Free State (Bloemfontein)  
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organizational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact and discretion and Good presentation skills.

**DUTIES** : Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. fax machine and photocopier. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for senior manager and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.

- ENQUIRIES** : Ms D Kgomo Tel No: (051) 400 4200
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females are encouraged to apply.
- POST 04/24** : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/043**  
Directorate: Food Safety and Quality Assurance
- SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No previous experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills. Good communication skills (verbal and written). Planning and organisation skills. Computer skills. Interpersonal relations, flexibility and teamwork.
- DUTIES** : Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing documents register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
- ENQUIRIES** : Dr M.T. Mutengwe Tel No: (012) 319 6121  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Indian, White Males and African and Indian Females and Persons with disabilities are encouraged to apply.
- POST 04/25** : **FINANCE CLERK REF NO: 3/2/1/2023/044**  
Directorate: Financial and Supply Chain Management Services  
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Mpumalanga (Mbombela)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury Regulations (Public Finance Management Act, Division of Revenue Act, Public Service Act, Public Service Regulations, Preferential Procurement Policy Framework Act, Financial Manual). Knowledge of basic financial operating systems (Personnel and Salary Administration System, Basic Accounting System, Logistical Information System etc) Job related skills: Planning and organisation skills, Computer literacy skills, Flexibility skills, Communication skills (verbal and written), Interpersonal relations skills, Basic numeracy skills. A valid driver's

- licence. Ability to work in a team and operate office equipment. Ability to work under pressure and meet tight deadlines.
- DUTIES** : Render financial accounting transactions. Receive invoices. Check invoice for correctness, verification and approval (internal control). Check invoice (e.g. captured payments). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustment, capture all deduction). Fill all documents. Perform bookkeeping support services. Capture all financial transaction. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments. Scan official documents. Operate scanning machine and other office equipment's.
- ENQUIRIES APPLICATIONS** : Ms P Muchanga Tel No: (013) 754 8072
- NOTE** : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
- POST 04/26** : **FINANCE CLERK REF NO: 3/2/1/2023/066**  
Office of the Chief Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury regulations (Public Finance Management Act (PFMA), Divisions of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulation (PSR), Preferential Procurement Policy Framework Act (PPPFA), Financial Manual). Planning and organise skills. Computer literacy skills. Communication skills (verbal and written). Interpersonal relations. Basic numeracy skills.
- DUTIES** : Render Financial Accounting transactions. Check invoices for correctness, verification, and approval (internal control). Process invoices (e.g., capture payments) Filing of all documents. Process advice (e.g., check advice for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.
- ENQUIRIES APPLICATIONS** : Ms DP Sambo Tel No: (012) 338 7230
- NOTE** : Please ensure that you send your application to Private Bag X183, Pretoria, 0001 or Hand deliver it to the Office of the Registrar of Deeds: Pretoria at Cnr Bosman and Pretorius Merino Building, Pretoria, 0001.
- POST 04/27** : **REGISTRY CLERK: RECORDS MANAGEMENT REF NO: 3/2/1/2023/067**  
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: Free State (Bloemfontein)  
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organization. Computer literacy. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Team work.

- DUTIES** : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mails. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on daily basis. Undertake spot checks on post to ensure no private post is included. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
- ENQUIRIES APPLICATIONS** : Mr. I Khanyile or Ms D Tshabalala Tel No: (051) 403 0300  
Please ensure that you send your application to Private Bag X20613 Bloemfontein 9301 or Hand deliver during office hours to the Office of the Registrar of Deeds: New Government Building, corner Aliwal and Nelson Mandela Drive, Bloemfontein, 9301.
- NOTE** : African, Indian Male and African, White Females and Persons with disabilities are encouraged to apply.
- POST 04/28** : **PRINCIPAL DEEDS REGISTRATION CLERK REF NO: 3/2/1/2023/068**  
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
Free State (Bloemfontein)  
Applicants must be in possession of a Grade 12 Certificate. No experience. Knowledge of Deeds Registry registration procedures. Ability to identify, classify and record a variety of official documents for printing. Knowledge of Records Management. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Time management. Teamwork.
- DUTIES** : Operating photocopy machine. Make copies of deeds and documents, complete register, production sheet and submit to supervisor. Drawing and filing of micro film rolls. Draw and files micro film rolls. Search for unobtainable micro film rolls and report to supervisor. Make deeds view copies. Obtain application form / list from the requester, search for deeds and documents and print. Operating digitizers. Obtain application form / list from the requester, search for deeds and documents and print. Maintenance of documents. Update leasehold / freehold list.
- ENQUIRIES APPLICATIONS** : Mr. I Khanyile or Ms D Tshabalala Tel No: (051) 403 0300  
Please ensure that you send your application to Private Bag X20613 Bloemfontein 9301 or Hand deliver during office hours to the Office of the Registrar of Deeds: New Government Building, corner Aliwal and Nelson Mandela Drive, Bloemfontein, 9301.
- NOTE** : African, Indian Male and African, White Females and Persons with disabilities are encouraged to apply.
- POST 04/29** : **DRIVER / MESSENGER REF NO: 3/2/1/2023/069**  
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R151 884 per annum (Level 04)  
Western Cape (Cape Town)  
Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification and Valid Code 8 Drivers licence. Minimum of 7 months relevant experience. Knowledge of the city(ies) in which the function will be performed. Organising skills. Well organised. Good communication and interpersonal skills. Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.
- DUTIES** : Drive light and medium vehicles to transport passengers and deliver other items (mails, documents, office equipment). Collect, distribute, and control movement of documents. Do routine maintenance on the allocated vehicle and

report defects timely. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets, i.e., log official trips, daily mileage. Collect and deliver documentation and related items in the departmental / branch or any other component within the department related external parties. Ensure proper and secure control over movement of documents. Assist in Registry functions. File incoming correspondence and help trace the file. Copy and fax documents.

**ENQUIRIES** : Mr T Clark Tel No: (021) 464 7624  
**APPLICATIONS** : Please ensure that you send your application to Private Bag X9073, Cape Town, 7975 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein Street, Cape Town, 7975.

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

**POST 04/30** : **MESSANGER REF NO: 3/2/1/2023/042**  
Directorate: Food Safety and Quality Assurance

**SALARY** : R107 196 per annum (Level 02)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 10 Certificate. No previous experience required. Job related skills: Computer literacy. Sound organisational skills. Good people skills. Basic written communication skills. Client orientation and customer focus.

**DUTIES** : Perform messenger functions. Sort and arrange correspondences in the registry. Collect, distribute and circulate correspondences (mail, parcels, documents and files). Record and control correspondences register. Sort mail, files, documents and parcels. Ensure that items to collect are sealed and addressed. Collect mail, files, documents and parcels from addressor. Deliver mail, files, documents and parcels to addressees. Ensure that recipients sign on the delivery book / register. Record contents and physical addresses in the delivery book / register. Perform general office assistant tasks. Make copies, fax and shred documents.

**ENQUIRIES** : Dr M.T. Mutengwe Tel No: (012) 319 6121  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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



**CENTRE FOR PUBLIC SERVICE AND INNOVATION**

*The CPSI is a National Government Component established as Part A of Schedule 3 of the Public Service Act, reporting to the Minister for the Public Service and Administration (MPSA). The CPSI is a solution-focussed effective and efficient public sector government component playing a leading and catalytic role with regard to Public Service reform and transformation through innovation. It aims to entrench the culture and practice of innovation in the public service through unearthing existing innovations for learning and replication. In order to perform this purpose, the CPSI performs the following functions – Providing the Minister (and her portfolio organisations) with independent, diverse and forward-looking advice and research, as well as partnerships that enhance Public Service transformation and reform.*

*Creating an enabling environment that nurtures, supports and encourages innovation within the structures and agencies of the South African Government, initiating, implementing and managing self-sustainable innovation projects in partnership with the private sector and other relevant stakeholders, implementing special projects that are mandated by the Minister from time to time. It is the intention to promote representivity in the CPSI through the filling of this position.*

- APPLICATIONS** : Applications should be hand-delivered to Centre for Public Service Innovation at Batho-Pele House (inside DPSA) 546 Edmond Street, Arcadia, Pretoria, 0007 (Applications received after closing date will not be considered) or e-mail to [Recruitment@cpsi.co.za](mailto:Recruitment@cpsi.co.za) Faxed applications will not be considered. CPSI reserves the right not to fill the below-mentioned posts.
- CLOSING DATE** : 20 February 2023 @ 12:00
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and 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](http://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 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). Failure to sign this form may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment and (3) personnel suitability checks on criminal record, citizen verification, financial records, qualification verification, and applicants could also be required to provide consent for access to their social media accounts. Reference checks will be done during the selection process. Correspondence will be limited to shortlisted candidates only, if you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

**MANAGEMENT ECHELON**

- POST 04/31** : **EXECUTIVE DIRECTOR: CENTRE FOR PUBLIC SERVICE INNOVATION**  
**REF NO: 0003/2023**  
(Five Year Contract)
- SALARY** : R1 590 747 per annum, (all-inclusive salary package) comprising of a basic salary (70% of package), employer's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.
- CENTRE** : Pretoria (Arcadia)
- REQUIREMENTS** : A Senior Certificate, an Undergraduate Qualification and a post graduate qualification (NQF level 8) as recognised by SAQA and Nyukela SMS pre-entry certificate. At least 8 to 10 years' relevant experience at a Senior Management Level of which at least 3 years must have been with any organ of State, as defined in the Constitution, Act 108 of 1996). Experience in serving as EXCO member. Experience in managing public sector innovation. Sound understanding of the National System of Innovation and National Development Priorities. Knowledge and Experience: Constitution of the Republic of South Africa, Public Service Act, Public Finance Management Act (PFMA), Public Administration Management Act (PAMA). Knowledge of the National Development Plan (NDP), Advanced Knowledge and experience in Public

Administration and Public Management, Knowledge of the Auditor General's prescripts, Advanced Knowledge and experience leading and managing an innovative institution or a programme, Extensive knowledge and experience in policy research, policy analysis and/or policy development. A proven track record in conducting monitoring, evaluations or impact studies. Advanced knowledge of government's Human Resource and Labour-related legislation. Advanced experience in establishing and managing complex relationships and partnerships. Computer literacy. Core Competencies: Strategic capability and leadership, Programme and project management, advanced financial management skills, Innovation, Knowledge Management, Change management, People Management and Empowerment.

**DUTIES**

: Serve as the Accounting Officer/Head of Department in line with the requisite legislative and regulatory prescripts. Drive the culture and practices of innovation in the public service to improve service delivery. Monitor that the CPSI adheres to the government's regulatory prescripts. Oversee the development of, and adherence to, the appropriate financial systems and internal controls for proper financial and supply chain management and expenditure control. Manage implementation of the departmental memoranda of understanding (MoUs) and service level agreements (SLAs). Ensure that the CPSI has the required systems to track, monitor, and report its performance to the Minister for the Public Service and Administration (MPSA) and other oversight structures and control points. These include the Audit and Risk Committee (ARC), Parliament, National Treasury and the Department for Performance Monitoring and Evaluation (DPME). Implement the resolutions of the ARC. Manage the timely resolution of audit findings and attainment of clean audit outcomes and fulfil all other responsibilities delegated by legislative prescripts and the Executive Authority. Lead and manage the planning processes, development and implementation of the departments' plans, programmes and services. Oversee the development, implementation and monitoring of Strategic, Annual Performance and Operational Plans in line with the Department's mandate and Government Priorities. Assess the risks to the Department and ensure that the risks are managed and mitigated. Oversee the development, implementation, monitoring and evaluation of legislation administered or initiated by the MPSA in line with the mandate of the Minister, including, but not limited to, service delivery improvement, organisational development, conditions of service, Information Communication and Technology (ICT), integrity, ethics, conduct and anti-corruption and public administration transformation and reforms for the effective and efficient delivery of the Department's services to its service beneficiaries. Provide leadership for the effective and efficient management and administration of the Department. Develop and review the departmental organisational structure. Manage the overall operations and resources of the Department. Oversee the implementation of the Departmental Performance Management and Development System and maintain harmonious labour relations. Drive equity and transformation programmes. Provide technical and administrative support to the Ministry. Provide the Minister with sufficient and necessary information to enable her to execute her responsibilities and to make informed decisions on innovation in the public service. Serve as the interface between the Minister and external stakeholders and partners and between the Executive Authority and the Department. Promote and co-ordinate inter and intra-government relations. Work collaboratively with entities within the Portfolio of the MPSA, other organs of state and all stakeholders. Liaise with, participate in, and co-ordinate with, governmental, non-governmental and international institutions. Participate in the relevant government structures and other fora and any other structure as directed by the Minister. Ensure the domestication of international instruments on innovation and other instruments relevant to the mandate and work of the CPSI. Manage the performance of staff reporting directly to the Executive Director. Manage the personal development of staff and assess performance in line with the performance management and development system. Personal Profile: Proactive individual with good verbal and written communication skills. Innovative, creative and futuristic thinking capabilities. Ability to communicate with internal, external and International partners. Attention to detail and quality. A self-starter and willing to work under pressure, with tight deadlines and long working hours. Ability to communicate and present to all legislative structures of the public service. Good interpersonal skills, analytical skills, initiative and teamwork. Self-driven and agile.

**ENQUIRIES**

: Ms. Tshepo Buthelezi Tel No: 012 683 2817

**DEPARTMENT OF COOPERATIVE GOVERNANCE**

*The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.*

- CLOSING DATE** : 17 February 2023
- NOTE** : Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, most recent pay slip as well as at least 2 contactable references. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews) that intends to test relevant technical elements of the job. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to appointment.

**OTHER POST**

- POST 04/32** : **DEPUTY DIRECTOR: POLICY DEVELOPMENT, INSTITUTIONAL STRUCTURES AND COMPLIANCE MANAGEMENT REF NO: PHA-09/23-COGTA**
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), (an all-inclusive remuneration package)  
: Pretoria  
: A Grade 12 Certificate, and a three-year Bachelor's degree or a three-year National diploma in Disaster Management/Development Studies/Environmental/Social Sciences or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in a related field. Proficient in MS Word and MS Excel. A valid driver's license and willingness to travel. Additional Requirements (Advantage): NQF level 8 or higher in a related field. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Policy and legislation relevant to the disaster management function in South Africa and internationally. The concept of disaster risk reduction. Admin procedures relating to specific working environment including norms and standards. Research. Disaster management planning. Policy development and analysis. Monitoring and evaluation techniques and skills.
- DUTIES** : The successful candidate will perform the following duties: Manage the development, amendment and implementation of national disaster management policy and legislation. Assess and report on compliance to the Disaster Management legislation. Manage the functioning of the legislated disaster management structures (i.e., Intergovernmental Committee on Disaster Management, National Disaster Management Advisory Forum, Heads of Centres Forum, etc.). Manage the process of developing the annual report of the NDMC as indicated in Section 24 of the Disaster Management Act, 2002.

**ENQUIRIES**  
**APPLICATIONS**

: Ms M Machel Tel No: 012 848 4619  
: Applications may be submitted electronically via email at:  
Recruit9@phakipersonnel.co.za For application enquiries contact Akhona  
Mjajubana

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 17 February 2023, (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months on or before the day of the interview. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

## OTHER POSTS

- POST 04/33** : **ASSISTANT DIRECTOR: DOD PERFORMANCE INFORMATION MANAGEMENT REF NO: DPSP/05/04/23**  
Defence Policy, Strategy & Planning Division  
Chief Directorate: Strategic Management  
Directorate: Strategy and Plan
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10)  
: Defence Headquarters Erasmuskloof, Pretoria  
: NQF Level 6 (Relevant NQF 6 Tertiary qualification will be preferred). A qualification with specialization in Management science, Strategic studies or related field. A minimum of 3 years direct experience in the development and implementation of corporate strategy, planning, monitoring and evaluation environment is required. Special requirements (Skills needed): The applicant must possess excellent research, writing skills, analytic, communication, report writing and presentation skills. Strong understanding of relevant regulatory frameworks, Acts, Regulations and Policies as well as Government planning frameworks, risk management, and monitoring and evaluation. Proficiency in MS Word, MS Excel, MS PowerPoint is also essential.
- DUTIES** : The successful candidate will be responsible for departmental Performance Information, design, development and administration aligned with prevailing regulatory requirements. Provide a Performance Information technical evaluation function. Facilitate Performance Information Management, training and advice. Assist in ensuring the quality control of performance information indicators within the DOD environment. Administer the Performance Information enabler and the Performance Information Management System

(PIMS) content. In addition to these duties, the Assistant Director will assist in the planning, formulation and evaluation of work-procedures to achieve productivity in support of the Directorate's Operational Plan. Provide internal management support to ensure effectiveness and productivity within the sub-directorate.

**ENQUIRIES** : Ms D. Theledi Tel No: (012) 355 6496  
**APPLICATIONS** : Department of Defence, Directorate Integrated management Systems, Private Bag X161, Pretoria, 0001. Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria.

**POST 04/34** : **ORGANISATIONAL RENEWAL AND WORK STUDY OFFICIAL REF NO: ARMYHQ/02/04/23/01**

**SALARY** : R491 403 per annum (Level 10)  
**CENTRE** : SA Army Headquarters Unit, Dequar Road, Pretoria  
**REQUIREMENTS** : Minimum qualification: Degree or National Diploma in Work Study Management Services with Six (6) to eight (8) years' experience in Management and Renewal Services. Special requirements (skills needed): Analytical. Computer and numerical literacy. Facilitation and presentation. Communication, listening and interpreting skills. Knowledge of relevant policies and standards. Job Evaluation course qualified. Knowledge of DOD. Confidential security clearance.

**DUTIES** : Construct a recommended process design, support the specific mandate. Determine the inherent work and job requirements needed to deliver the output. Construct the functional structure. Determine the post detail and construct an organisational structure reflecting the aims, functions and post establishment. Post profiles should be included. Determine the structure cost of the proposed organisational structure. Submit a complete report on proposed organisational structure for approval. Monitor implementation to ensure correctness. Prepare Job evaluation (JE) pre-interview questionnaires, moderating forms, etc. Distribute JE pre-interview questionnaires. Compilation of post profiles. Conducting interview. Complete job analysis questionnaires. Capture Job Evaluation data on the EQUATE system or other JE system as prescribed. Presentation to Moderation Committee. Prepare and submit standard reports of job evaluation results. Answering enquiries wrt results. Update JE database and relevant statistics of all job evaluations as completed.

**ENQUIRIES** : WO2 X.M. Mongoshe/Ms E.T. Nyakhulalini Tel No: 012 355 1455/1602  
**APPLICATIONS** : Department of Defence, SA Army Headquarters Unit (Army Headquarters), Dequar Road, Private Bag X981, Pretoria, 0001

**POST 04/35** : **CHIEF LANGUAGE PRACTITIONER REF NO: ARMYHQ/02/04/23/02**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : SA Army Headquarters Unit, Dequar Road, Pretoria  
**REQUIREMENTS** : Minimum qualification: BA degree/NQF Level 7 in applied linguistic/Language/Communication. Special requirements (skills needed): Knowledge of the military. Two (2) Years' experience in the doctrine and policy environment. Preferably accredited with the South African Translators' Institute (SATI). Confidential security clearance.

**DUTIES** : Plan and give guidance as Chief Language Practitioner (1st leg) (SO2 Editing). Give language advice to D Army Doc & Policy wrt doctrine and policy. Submit required inputs for AMC stats, quarterly status reports and annual status reports to D Army Doc & Policy. Represent the SA Army at Language Services Unit meetings in own capacity as language practitioner when required to do so. Receive and answer enquiries on compiling communications, suitable linguistic choices, correct register, layout and terminology in support of C Army and staff. Analyse and improve language usage by editing high profile Army HQ communications for correctness and successful communication. Analyse and interpret the DOD Language Policy. Perform the editing and proofreading function. Participate in translation tasks. Standardise administrative, operating and technical (AOT) policy issuances, technical publications, instructions and orders from the chief directorates and SA Army Infantry, Support, Artillery, Air Defence Artillery, Armour, Engineer, Intelligence, Signal and Training Formations. Liaise with internal and external language specialists to benchmark the SA Army processing activities in order to achieve professionalism and efficiency. Coordinate the lexicographical/linguistic aspects of systemisation and standardisation of SA Army terminology. Assist

SSO Dev & Maint in integrating specialist terminology lists compiled by the SA Army formations and the Army HQ in the application of processing activities. Benchmark SA Army terminology with NATO, US and UK terminology. Answer all internal and external enquiries on SA Army terminology. Conduct the processing function in accordance with the internal work procedures of C Dir Army F Prep and Dir Army Doc & Policy and the objective work programme of Dir Army Doc & Policy. Research, compile, update and review SWPs on the processing function. Conduct logistical administration and assist the administration clerk as inventory holder for the offices of the Processing Section.

**ENQUIRIES** : WO2 X.M. Mpongoshe/Ms E.T. Nyakhulalini Tel No: 012 355 1455/1602  
**APPLICATIONS** : Department of Defence, SA Army Headquarters Unit (Army Headquarters), Dequar Road, Private Bag X981, Pretoria, 0001

**POST 04/36** : **ASSISTANT DIRECTOR: PERSONNEL MANAGEMENT REF NO: ARMYHQ/02/04/23/03**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : SA Army Headquarters Unit, Dequar Road, Pretoria  
**REQUIREMENTS** : Diploma/Advanced Certificate/Bachelor's Degree/NQF Level 6 in Human Resource Management. Minimum three (3) years' experience as a supervisor (Senior Personnel Officer) in Human Resource environment. Special requirements (skills needed): Interpretation, Act on Labour Relations. The Constitution of the Republic of South Africa, 1996, Public Service Regulation, 2016, Public Service Act, 1994, Labour Relations Act, 1995, Employment Equity Act, 1998, Basic Conditions of Employment Act, 1997, Public Finance Management Act, 1999, Policy on Management of Public Service Act Personnel (PSAP) Probationers in the Department of Defence (DOD), DODI/POL & PLAN/00051/2001 (Ed 1), Process and Procedures on the Management of Public Service Act Personnel (PSAP) Probationers in the Department of Defence, DODD/POL & PLAN/00030/2008 (Ed 1), Standard Operational Procedure (SOP) CD HRM/DCM/01/2012: The verification of credentials of recommended candidates before appointment in vacant Public Service Act posts on level 1-12 *vide* letter CD HR M/DCM/R/101/1 dated 9 May 2012, Public Service Commission Toolkit on Recruitment and Selection in the Public Service Delegation of Appointment of Level 1 -10 *vide* letter DS/HR/R/501/6 dated 31 March 2009, Promotion & Implementation of Batho Pele Principles in the Department of Defence, DODI POL & PLAN/00092/2005 (Ed 2), Immigration Act, 2022. Analytical. Computer and numerical literacy. Facilitation and presentation. Communication, listening and interpreting skills. Knowledge of relevant policies and standards. Knowledge of DOD. Confidential security clearance.

**DUTIES** : Planning and Management of Performants Assessment for SA Army. Manage and control the advertisement and staffing processes Co-ordinate. Control and effect promotions on system after approvals. Manage and dysfunctions, including overpayment and under achievers. Career discussions with direct subordinates and direct (those who are at formations) on annual basis. Ensure that development addressed. Manage Probation process. Manage detached duties within SA Army and inter Arms service/Divisions. Attend the DOD BC and DCM Forum at DCD, Army HR Forum, Career Management Forum and other meetings on monthly basis. Manage the Acting Allowance system. Manage members at closing down Units. Manage the Empowerment Program in the SA Army.

**ENQUIRIES** : WO2 X.M. Mpongoshe/Ms E.T. Nyakhulalini Tel No: 012 355 1455/1602  
**APPLICATIONS** : Department of Defence, SA Army Headquarters Unit (Army Headquarters), Dequar Road, Private Bag X981, Pretoria, 0001

**POST 04/37** : **SENIOR ETD LANGUAGE PRACTITIONER REF NO: COLLET/04/04/23/01**  
 Directorate: Training Command

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 (NQF Level 4) Certificate or equivalent with National Diploma/Degree in Language/Applied Linguistics, Communication, Education, Training and Development (ETD) and Project Management qualification/ B Tech related qualification. Minimum of three (3) or more years' experience in language related field. Special requirements (Skills needed): Computer literacy (MS

- Word, MS Excel and MS PowerPoint). Sufficient knowledge and understanding departmental processes within the DOD. Qualified in PERSOL system and remain abreast with relevant departmental policies. Good communication skills (Verbal and Written). Ability to work under pressure and client orientated. Good interpersonal relationship and problem solving skills. Maintain self-discipline and able to interpret policy directives.
- DUTIES** : Manage the SANDF COLET Language Section, including the attendance of internal and external meetings, as well as subject specialist meetings and workshops. Provide and on-request ETD language and effective communication consultation service (editing, translation, proof-reading, re4writing, advice, etc.) to COLET and DOD ETD clients. Liaise and interact within the DOD, government and private institutions on ETD language communication-related services and products as the need arise. Evaluate and improve the instructional communication effectiveness of COLET's professional output (instruction, instructional designs and educational media). Design and develop, improve the design and development and/or provide consultation on design and development of language and communication-related programs. Guest lecture, facilitate, coach, assess, moderate and/or quality assure on language and communication-related programs. Maintain the SANDF COLET ETD Glossary. Promote language and communication-related development by publishing (as editor) a language newsletter.
- ENQUIRIES APPLICATIONS** : Lt Col N.L. Sawall, Dr A. Voges and Ms S. Santhu Tel No: (012) 654 3248.
- : Department of Defence, SANDF COLET, 20 Driver Avenue, Club view, Centurion, 0014 or hand delivered to South African National Defence Force College of Educational Technology, Corner, Driver and Golf Avenues, Club view, Centurion, 0137
- FOR ATTENTION** : Human Resource Management
- POST 04/38** : **ASSISTANT DIRECTOR: LEARNING MEDIA DEVELOPMENT REF NO: COLLET/04/04/23/03**  
Directorate: Training Command
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
: Pretoria  
: Grade 12 (NQF Level 4) Certificate or equivalent with National Diploma/Degree in Learning Media Development, Communication, Education, Training and Development (ETD) and Project Management qualification/ B Tech related qualification. Minimum three (3) or more years' experience in learning media related field. Special requirements (Skills needed): Knowledge and experience in graphic design, computer skills; Understanding and knowledge of video graphics; Initiative; Creativity; Language proficiency; Great interpersonal skills; Adaptability and problem solving skills; Basic photographic skills. Experience in the layout of training (educational) material will serve as an added advantage. Financial Planning, Project Design, and Monitoring and Evaluation (M&E) processes. Understanding of the PFMA, SAQA (NQF), Defence Review 2015; Presentation and stakeholder consultation skills; Networking, Change Management, Risk and Media Liaison skills; People management skills. Ability to think independently; Self-driven, and deliver on objectives as planned. Compliance with the Department of Defence Command and Control processes. Willingness to travel/relocate. In possession of a valid RSA passport and driver's license. Strategic leadership and management capability. Ability to analyze, develop and implement high level management reports for various stakeholders. Problem solving and analysis; Data management; Conflict management and negotiation skills.
- DUTIES** : Manage all phases relating to production of learning media, as well as Project Closure. Evaluate media during the various production phases and the effectiveness when used during the learning process. Design/develop, plan and produce educational media according to a written job card or story board. Collect reference material and compile concepts. Design interactive computer graphic work, as well as paper-based art. Basic photographic in support of the unit and training as per requirements. Administer and maintain product development. Conduct overall quality assurance of work/media. Facilitate or provide in-post training of all media related learning content when required. Facilitate brainstorming sessions with regard to media learning content when required.
- ENQUIRIES** : Lt Col N.L. Sawall, Dr A. Voges and Ms S. Santhu Tel No: (012) 654 3248



**APPLICATIONS** : Department of Defence, SANDF COLET, 20 Driver Avenue, Clubview, Centurion, 0014 or hand delivered to South African National Defence Force College of Educational Technology, Corner, Driver and Golf Avenues, Clubview, Centurion, 0137

**FOR ATTENTION** : Human Resource Management

**POST 04/39** : **SENIOR WORK STUDY OFFICER: ORGANISATION AND WORK STUDY REF NO: ARMYHQ/02/04/23/04**

**SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: SA Army Headquarters Unit, Dequar Road, Pretoria  
: Minimum qualification: NQF Level 4, Certificate in Management Services or Work Study. EQUATE JE course (analyst and panel) qualified. Special requirements (skills needed): Analytical. Computer and numerical literacy. Facilitation and presentation. Communication, listening and interpreting skills. Knowledge of relevant policies and standards. Knowledge of JE. Knowledge of DOD. Confidential security clearance.

**DUTIES** : Construct a recommended process design, support the specific mandate. Determine the inherent work and job requirements needed to deliver the output. Construct the functional structure. Determine the post detail and construct an organisational structure reflecting the aims, functions and post establishment. Post profiles should be included. Determine the structure cost of the proposed organisational structure. Submit a complete report on proposed organisational structure for approval. Monitor implementation to ensure correctness. Prepare job evaluation JE pre-interview questionnaires, moderating forms, etc. Distribute JE pre-interview questionnaires. Compilation of post profiles. Conducting interview. Complete job analysis questionnaires. Capture Job Evaluation data on the EQUATE system or other JE system as prescribed. Presentation to Moderation Committee. Prepare and submit standard reports of job evaluation results. Answering enquiries wrt results. Update JE database and relevant statistics of all job evaluations as completed.

**ENQUIRIES APPLICATIONS** : WO2 X.M. Mpongoshe/Ms E.T. Nyakhulalini Tel No: 012 355 1455/1602  
: Department of Defence, SA Army Headquarters Unit (Army Headquarters). Dequar Road, Private Bag X981, Pretoria, 0001

**POST 04/40** : **SENIOR ADMINISTRATION OFFICIAL: JOB EVALUTION REF NO: ARMYHQ/02/04/23/05**

**SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: SA Army Headquarters Unit, Dequar Road, Pretoria  
: Minimum qualification: Grade 12/ NQF Level 4. Certificate in Management Services with 3 years' experience. EQUATE JE (analyst and panel) qualified. Special requirements (skills needed): Analytical. Computer and numerical literacy. Facilitation and presentation. Communication, listening and interpreting skills. Knowledge of relevant policies and standards. Knowledge of JE. Knowledge of DOD. Confidential security clearance.

**DUTIES** : Prepare JE pre-interview questionnaires, moderating forms, etc. Distribute JE pre-interview questionnaires. Compile job descriptions. Conduct interviews. Complete job analysis questionnaires (analysts). Capture data on JE and EQUATE systems (or other JE systems, as prescribed). Give presentations to the moderating committee. Prepare standard reports on JE results. Answer queries wrt results. Maintain and update the database and statistics of all completed JEs. Ensure that evaluated posts are filed in clearly labelled files that are easily accessible for benchmarking and reference purposes. Administrate the SA Army JE database. Create databases in accordance with DIMS guidelines. Allocate unique numbers to all posts on the approved SA Army establishment. Provide statistical data on evaluated jobs. Ensure the capturing of SA Army data on the DOD database at DIMS on a monthly basis. Administrate the SA Army EQUATE database. Administrate the SA Army EQUATE docking station. Update the SA Army EQUATE database. Render a comprehensive Management and Renewal Service advisory service wrt JE.

**ENQUIRIES APPLICATIONS** : WO2 X.M. Mpongoshe/Ms E.T. Nyakhulalini Tel No: 012 355 1455/1602  
: Department of Defence, SA Army Headquarters Unit (Army Headquarters). Dequar Road, Private Bag X981, Pretoria, 0001

<b><u>POST 04/41</u></b>	:	<b><u>SENIOR TRAINING OFFICER REF NO: ARMYCOMTRG/02/04/23/06</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R331 188 per annum (Level 08) SA Army Combat Training Centre, Lohatla Teachers diploma, Degree (NQF Level 5) with 8 year experience of ETD. Must be computer literate (MS Word, MS Excel and MS PowerPoint). Special requirements (Skills needed): Have a thorough understanding of technical aspects of ETD. Good Communication skills (Verbal and Written), Interpersonal relationship and problem solving skills, Analytical skills. Quality Assurance. Numerical and literacy skills.
<b><u>DUTIES</u></b>	:	Coordinating the design of a variety of training material. Design conducting and coordinating research in ETD. Facilitating skills development of learners. Designing integrated assessment for a learning programme. Guiding and counselling learners. Managing a curriculum and a learning system. Evaluating learning programs. Liaison with tertiary institutions. Coordinating transport facilities. Training officer support.
<b><u>ENQUIRIES</u></b>	:	Maj A.B. Moratiwa Tel No: 053 321 2067/8/9, WO2 S.N. de Beer Tel No: 053 321 2115
<b><u>APPLICATIONS</u></b>	:	Department of Defence. SA Army Combat Centre, Private Bag x3001, Postmasburg, 8420
<b><u>POST 04/42</u></b>	:	<b><u>PRINCIPAL LANGUAGE PRACTITIONER REF NO: ARMYHQ/02/04/23/07</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R331 188 per annum (Level 08) SA Army Headquarters Unit, Dequar Road, Pretoria Minimum qualification: BA degree/NQF Level 7 in applied linguistic/Language/Communication. Two (2) years' experience in the doctrine and policy environment. Special requirements (skills needed): Knowledge of the military preferably accredited with the South African Translators' Institute (SATI). Confidential security clearance.
<b><u>DUTIES</u></b>	:	Plan and give guidance as Chief Language Practitioner (1st leg) (SO2 Editing). Give language advice to D Army Doc & Policy wrt doctrine and policy. Submit required inputs for AMC stats, quarterly status reports and annual status reports to D Army Doc & Policy. Represent the SA Army at Language Services Unit meetings in own capacity as language practitioner when required to do so. Receive and answer enquiries on compiling communications, suitable linguistic choices, correct register, layout and terminology in support of C Army and staff. Analyse and improve language usage by editing high profile Army HQ communications for correctness and successful communication. Analyse and interpret the DOD Language Policy. Perform the editing and proofreading function. Participate in translation tasks. Standardise administrative, operating and technical (AOT) policy issuances, technical publications, instructions and orders from the chief directorates and SA Army Infantry, Support, Artillery, Air Defence Artillery, Armour, Engineer, Intelligence, Signal and Training Formations. Liaise with internal and external language specialists to benchmark the SA Army processing activities in order to achieve professionalism and efficiency. Coordinate the lexicographical/linguistic aspects of systemisation and standardisation of SA Army terminology. Assist SSO Dev & Maint in integrating specialist terminology lists compiled by the SA Army formations and the Army HQ in the application of processing activities. Benchmark SA Army terminology with NATO, US and UK terminology. Answer all internal and external enquiries on SA Army terminology. Conduct the processing function in accordance with the internal work procedures of C Dir Army F Prep and Dir Army Doc & Policy and the objective work programme of Dir Army Doc & Policy. Research, compile, update and review SWPs on the processing function. Conduct logistical administration and assist the administration clerk as inventory holder for the offices of the Processing Section.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	WO2 X.M. Mpongoshe/Ms E.T. Nyakhulalini Tel No: 012 355 1455/1602 Department of Defence, SA Army Headquarters Unit (Army Headquarters), Dequar Road, Private Bag X981, Pretoria, 0001.
<b><u>POST 04/43</u></b>	:	<b><u>DESKTOP PUBLISHER REF NO: COLLET/04/04/23/03</u></b> Directorate: Training Command
<b><u>SALARY CENTRE</u></b>	:	R218 064 per annum (Level 06) Pretoria

- REQUIREMENTS** : Grade 12 (NQF Level 4) Certificate or equivalent and a minimum of one (1) year experience in desktop publishing. Job related knowledge: Excellent typing skills (at least 35 words per minute). Special requirements (Skills needed): Computer desktop publishing skills with up to date MS Office knowledge and experience (course results to serve as proof). Excellent interpersonal skills are essential. Experience in the layout of training (educational) material will be relevant, as well as experience in basic graphic design. Prolonged use of a computer is one of the physical demands of the post.
- DUTIES** : Design paper-based and electronic (digital) desktop publishing work (drafts/planning according to a job card which is a written task description with target dates). Develop (compile and produce) paper-based and electronic (digital) desktop publishing work. Quality assure own work. Management of own office area (doing and checking of inventory; planning of stationery office purchases, etc.), and administering of own work (save and back-ups).
- ENQUIRIES** : Lt Col N.L. Sawall, Dr A. Voges and Ms S. Santh Tel No: (012) 654 3248
- APPLICATIONS** : Department of Defence, SANDF COLET, 20 Driver Avenue, Clubview, Centurion, 0014 or hand delivered to South African National Defence Force College of Educational Technology, Corner, Driver and Golf Avenues, Clubview, Centurion, 0137 for attention Human Resource Management.
- POST 04/44** : **ADMINISTRATION CLERK: PRODUCTION REF NO: SIGFMN/02/04/23/08**
- SALARY** : R181 599 per annum (Level 05)
- CENTRE** : SA Army Signal Formation, School of Signals, Wonderboom
- REQUIREMENTS** : A minimum of Grade 12/NQF Level 4: Special requirements (skills needed): Computer literate, ability to interpret relevant directives and instructions/ guidelines, problem solving and reasoning, good office management skills and communication (written and verbal) skills. Must be able to obtain a confidential clearance within a year.
- DUTIES** : Perform general clerical duties. Update registers and statistics. Handle routine and enquiries. Make photocopies and receive/send facsimiles. Distribute documents/packages to various stakeholders as required on a daily basis. Deliver documents and collect to and collect them from areas surrounding the HQ. Keep and maintain the filing system. Type letters and other correspondence, when required. Keep and maintain the incoming and outgoing register. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotation and complete requirement forms for purchasing of standard office equipment. Maintain the effective logistical support, functioning and management, by conducting monthly equipment control. Update the inventory. Do annual, quarterly and biannual stocktaking. Manage and be responsible for safekeeping of equipment and stores. Attend weekly coordinating and communication meetings. Control office stationery. Maintain leave register. Maintain attendance register. Keep and maintain personnel record. Arrange travelling and accommodation. Check correctness of substance and travel claims of officials and submit to management for approvals. Handle telephone accounts and petty cash.
- ENQUIRIES** : Enquiries/Attention: Mrs A. Carstens Tel No: (012) 529- 0385.
- APPLICATIONS** : Department of Defence, SA Army Signal Formation, School of Signal, Private Bag X01, Doornpoort, Pretoria, 0017.
- POST 04/45** : **REGISTRY CLERK: PRODUCTION REF NO: SIGFMN/02/04/23/09**
- SALARY** : R181 599 per annum (Level 05)
- CENTRE** : SA Army Signal Formation, Free State Signal Unit, Bloemfontein.
- REQUIREMENTS** : A minimum of Grade 12 NQF Level 4. Special requirements (skills needed): Computer literate, communication skills, ability to interpret relevant directives and instructions/ guidelines, problem solving and analytical thinking, planning and organising own work and that of subordinates.
- DUTIES** : The successful candidate will be expected to perform the following duties: The receipt and dispatching of mail/ documentation; The receipt and dispatch of confidential and secret mail/ documentation; The classification and filing of documentation onto files; The provision of files/ information on request; The routing, pending, closing and opening and maintenance of files to clients; The sending and receiving of faxes; The advising of clients wrt the classification of records; The keeping of finding aids (inventories, lists) to enable the retrieval of records; The assisting of the Chief Records Administrator; The first line

supervision over Records Administrator/s and Messenger; The transferring of closed records to the record center at the Signal Unit and preparation of records for disposal; The ability to render a Record Management service independently; The providing of inputs wrt Record Management to the Signal Unit; The answering of enquiries wrt Record Management; The regular liaison with client and interpretation of client requirements; The training of subordinates.

**ENQUIRIES** : SSgt S.B. Sibaca Tel No: (051) 402 1992.  
**APPLICATIONS** : Department of Defence, SA Army Signal Formation, Free State Signal Unit, Tempe Military Base X 40011, Bloemfontein, Tempe, 0106.

**POST 04/46** : **REGISTRY CLERK: PRODUCTION REF NO: SIGFMN/02/04/23/10**

**SALARY** : R181 599 per annum (Level 06)  
**CENTRE** : SA Army Signal Formation Gauteng Signal Unit, Geo Location: Heidelberg.  
**REQUIREMENTS** : A minimum of Grade 12 NQF Level 4. Special requirements (skills needed): Computer literate, communication skills, ability to interpret relevant directives and instructions/ guidelines, problem solving and analytical thinking, planning and organising own work and that of subordinates.

**DUTIES** : The successful candidate will be expected to perform the following duties: The receipt and dispatching of mail/ documentation; The receipt and dispatch of confidential and secret mail/ documentation; The classification and filing of documentation onto files; The provision of files/ information on request; The routing, pending, closing and opening and maintenance of files to clients; The sending and receiving of faxes; The advising of clients wrt the classification of records; The keeping of finding aids (inventories, lists) to enable the retrieval of records; The assisting of the Chief Records Administrator; The first line supervision over Records Administrator/s and Messenger; The transferring of closed records to the record center at the Signal Unit and preparation of records for disposal; The ability to render a Record Management service independently; The providing of inputs wrt Record Management to the Signal Unit; The answering of enquiries wrt Record Management; The regular liaison with client and interpretation of client requirements; The training of subordinates.

**ENQUIRIES** : Enquiries/Attention: WO2 S. Vuma Tel No: (012) 674-4819  
**APPLICATIONS** : Department of Defence, Gauteng Signal Unit, Private Bag X 1038, Thaba Tshwane, 0143.

**POST 04/47** : **TRADESMAN AID REF NO: ARMYHQ/02/04/23/11 (X2 POSTS)**

**SALARY** : R151 884 per annum (Level 04)  
**CENTRE** : SA Army Headquarters, Dequar Road, Pretoria  
**REQUIREMENTS** : A minimum requirements of Grade 10 or any relevant equivalent certificate  
Special requirements (skills needed): Basic planning and organising skills. Be able to work independently and team work, good communication skills, and basic literacy.

**DUTIES** : Operate cleaning machinery and equipment. Provide a high standard of cleaning of offices ablution facilities. Ensure general hygiene, floor cleaning, washing of floor, scrubbing and polishing floors, windows, walls, carpets, furniture's, vacuuming of carpets removing of garbage from dustbin on the daily basis. Effective use of cleaning equipment to assist in performing mentioned duties/tasks. Cleaners will be utilised either at the offices or at mess.

**ENQUIRIES** : Major J. Manaka or Ms E.T. Nyakhulalini Tel No: 012 355 1516/1602.  
**APPLICATIONS** : Department of Defence, SA Army Headquarter, Private bag X 982, Pretoria, 0001 or may be hand delivered at SA Army Headquarters Unit Dequar Road.

**POST 04/48** : **MESSENGER REF NO: ARMRFMN/02/04/23/12**

**SALARY** : R128 166 per annum (Level 03)  
**CENTRE** : SA Army Armour Fmn HQ, Pretoria.  
**REQUIREMENTS** : A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic Numeracy, basic interpersonal relationship, interpersonal skills, organising skills, basic literacy and computer skills. Must have a valid South African Code 8 (EB) driving license, with 0 (zero) restrictions.

**DUTIES** : The successful candidate will be expected to perform the following duties: Fetch and deliver post, packages, files and submissions to and from pre-

identified addresses. Deliver and collect files and documents within the directorate. Distribute and collect documents/articles within the directorate/unit. Update and maintain the register iro documents delivered/received. Travel to delivery destinations on foot, by bicycle or car. Assist from time to time with the execution of filing functions attached to the registry office. Assist with functions in the registry environment. Keep a register of files/documents/letters delivered and received.

**ENQUIRIES** : Ms S.B. Bambo Tel No: 012 355 2891  
**APPLICATIONS** : Department of Defence, SA Army Armour Formation, Private Bag X172, Pretoria, 0001 or hand deliver to Corner of Patriot and Koraalboom Str, Sebokeng Building, Pretoria, 0001.

**POST 04/49** : **MESSENGER REF NO: ARTYFMN/02/04/23/13**

**SALARY** : R128 166 per annum (Level 03)  
**CENTRE** : SA Army Arty Fmn HQ  
**REQUIREMENTS** : A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic Numeracy, basic interpersonal relationship, interpersonal skills, organising skills, basic literacy and computer skills. Must have a valid South African Code 8 (EB) driving license, with 0 (zero) restrictions.

**DUTIES** : The successful candidate will be expected to perform the following duties: Fetch and deliver post, packages, files and submissions to and from pre-identified addresses. Deliver and collect files and documents within the directorate. Distribute and collect documents/articles within the directorate/unit. Update and maintain the register iro documents delivered/received. Travel to delivery destinations on foot, by bicycle or car. Assist from time to time with the execution of filing functions attached to the registry office. Assist with functions in the registry environment. Keep a register of files/documents/letters delivered and received.

**ENQUIRIES** : Lt Col P.V. Tengana Tel No: 012 355-2881 Ms T.N. Nkoana Tel No: 012 355-2657

**APPLICATIONS** : Department of Defence & Military Veterans, SA Army Artillery Formation, Private Bag X172, Pretoria, 0001. Hand delivery address: Cnr Patriot & Koraalboom str, Sebokeng complex, Pretoria.

**POST 04/50** : **PLAN PRINTER REF NO: ENGFMN/02/04/23/14**

**SALARY** : R128 166 per annum (Level 03)  
**CENTRE** : SA Army Engineer Formation (Pretoria)  
**REQUIREMENTS** : A minimum of ABET Level 1-4 or Grade 3-9. Previous Messenger experience will be an advantage. Special requirements (skills needed): Communicate in English, Basic knowledge of Administration.

**DUTIES** : Operate the photocopier and printer machines, Printing, Binding and laminating of documents, Provide counter queries, Perform minor maintenance of photocopier and printer machine and make acquisition of photocopying and printing materials.

**ENQUIRIES** : WO2 J.V. Blaar Tel No: 012 671 6126  
**APPLICATIONS** : Department of Defence, SA Army Engineer Formation, Private bag X08, Thaba Tshwane, 0143

**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.*

<b><u>CLOSING DATE</u></b>	:	17 February 2023 at 16:00
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed). 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, D and F compulsory. Section E 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . 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**

<b><u>POST 04/51</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: HR4/23/02/06 HO</u></b>
<b><u>SALARY</u></b>	:	R495 354 – R1 192 677 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	LLB Degree plus admitted to practice as an Attorney/ Advocate in the High Court of South Africa. Eight (8) years appropriate experience in Legal experience. Valid driver's license. Knowledge: Public Finance and Management Act, Treasury Regulations, Public Service Regulations, Public Service Act, Promotion of Administration Justice Act, Promotion of Access to Information Act, Criminal Procedure Act, Law of Evidence, Constitutional Law, The Constitution of the Republic of South Africa, Labour Relations Act, Litigation Procedure, Batho Pele Principles, Basic Conditions of Employment

Act, Employment Equity Act, Occupational Health and Safety Act, Employment Service Act, Departmental Policies and Procedures. SKILLS: Planning and Organizing, Communication, Computer Literacy, Listening, Time Management, Report Writing, Liaison, Diplomacy, Policy Development, Networking, Project Management, Negotiation, Presentation, Analytical, Financial Management.

**DUTIES** : Provide legal advisory services to the Department. Management of the litigation of the Department. Administering of access to information of the Department. Vetting of legislation, contracts and policies of the Department. Management of resources of the Chief Directorate.

**ENQUIRIES** : Prof V Singh Tel No: (012) 309 4611

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

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

**POST 04/52** : **ASSISTANT DIRECTOR: IMAGING SERVICES REF NO: HR 4/4/3/2/ASDIS/UIF**

**SALARY** : R393 711 per annum

**CENTRE** : Unemployment Insurance Fund: Pretoria

**REQUIREMENTS** : Three (3) year tertiary qualification (NQF level 6) in Public Administration / Public Management / Business Administration / Business Management / Financial Management / Management / Operations Management / Administration Management. Four (4) years' experience of which two (2) years must be functional experience in Operations and two (2) years' experience at a supervisory level. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). National Archives and Records Service of South Africa Act. Electronic Communication Transaction Act. Electronic Document Management System. Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Employment Equity Act (EEA). Public Service Regulations (PSR). Public Service Act (PSA). Skills: People Management. Communication. Listening. Computer Literacy. Time Management. Analytical. Interpersonal. Report writing. Planning and Organizing.

**DUTIES** : Facilitate the provision of electronic document services. Coordinate the provisioning and maintenance of electronic filing systems. Facilitate retrieval of electronic documents. Manage resources (Human, Financial Equipment Assets) in the sub-directorate.

**ENQUIRIES** : Mr SS Tanana Tel No: (012) 337 1853

**APPLICATIONS** : Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

**FOR ATTENTION** : Sub- directorate: Human Resources Management,

**POST 04/53** : **ASSISTANT DIRECTOR: TRADE CREDITORS REF NO: HR 4/4/3/2/ASDTC/UIF**

**SALARY** : R393 711 per annum

**CENTRE** : Unemployment Insurance Fund: Pretoria

**REQUIREMENTS** : A three (3) year tertiary qualification (NQF level 6) in Financial Accounting / Cost and Management Accounting / Financial Management. Four (4) years' experience of which two (2) years must be functional experience in Finance environment and two (2) years' supervisory experience. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Treasury Regulations. Public Service Act and Regulations. Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Relevant Financial Systems (BAS, etc.). HR System (Persal). Skills: Computer Literacy. Communication (verbal and written). Planning and Organizing. Time Management. Interpersonal. Accounting.

**DUTIES** : Approve payment of internal and external creditors of the Fund. Facilitate the administration of petty cash EFT. Review the reconciliation of the sub-module against the general ledger. Verify and ensure processing of financial classification figures (salary). Manage resources (Human, Financial Equipment Assets) in the section.

**ENQUIRIES** : Mr V Nefale Tel No: (012) 337 1470

**APPLICATIONS** : Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

**FOR ATTENTION** : Sub- directorate: Human Resources Management,

**POST 04/54** : **SENIOR STATE ACCOUNTANT: BANK RECONCILIATIONS REF NO: HR 4/ 4/3/1/SSABR/UIF**

**SALARY CENTRE REQUIREMENTS** : R331 188 per annum  
: Unemployment Insurance Fund: Pretoria  
: Three (3) year tertiary qualification (NQF Level 6) in Financial Management/ Cost and Management Accounting. Two (2) years functional experience in Finance environment. Knowledge: Public Financial Management Act (PFMA), Treasury Regulations. Financial delegations, processes and policies of UIF Financial Management Principles and Financial Management Directives from the Treasury. Batho Pele Principles. Generally Recognised Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Skills: Communication (both verbal and written). Computer literacy. Time Management. Interpersonal. Report writing. Planning and Organizing. Analytical. Numeracy.

**DUTIES** : Render manual and electronic bank reconciliation services. Maintain bank accounts on general ledger. Identify unauthorized and fraudulent transactions on the bank statements. Render administrative support services.

**ENQUIRIES APPLICATIONS** : Ms MV Lefifi Tel No: (012) 337 1947  
: Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub- directorate: Human Resources Management,

**POST 04/55** : **EMPLOYER SERVICES PRACTITIONER REF NO: HR4/4/4/10/07**

**SALARY CENTRE REQUIREMENTS** : R331 188 per annum  
: Garankuwa Labour Centre  
: Three (3) year relevant qualification in Social Science/Public Administration. Knowledge: ILO Conventions, Social Plan Guidelines, Human Resources Management, Financial Management. Skills: Planning and Organizing, Communication skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership and Networking.

**DUTIES** : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advise on the availability of skills. Process applications for registration of PEA's and TEA's. Supervise the administration of employer services at the labour centre.

**ENQUIRIES APPLICATIONS** : Mr LP Ranwashe Tel No: (012) 700 0290  
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein.

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

**POST 04/56** : **SENIOR FRAUD INVESTIGATOR REF NO: HR4/4/7/114**

**SALARY CENTRE REQUIREMENTS** : R331 188 per annum  
: Provincial Office Mpumalanga  
: Three years' relevant tertiary qualification in Risk Management/ Internal Audit/ Risk and Security Management. A valid driver's licence. 2 years' functional experience in anti-fraud and corruption environment. 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, Basic Knowledge of 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, Analytical, Investigation skills, Communication, Computer Literacy, Presentation Skills, Communication skills.

**DUTIES** : Implement Fraud and Corruption Prevention Strategies. Conduct Investigations on reported Fraud and Corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within



the Department of Labour and external stakeholders on Fraud Prevention measures.

**ENQUIRIES APPLICATIONS** : Mr. M. Madiba Tel No: 013 655 8900  
 : Assistant Director: Fraud and Anti-Corruption, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.

**POST 04/57** : **STATE ACCOUNTANT: CONTRIBUTIONS MANAGEMENT REF NO: HR 4/4/3/1/SACM/UIF**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum  
 : Unemployment Insurance Fund: Pretoria  
 : Three (3) years tertiary qualification (NQF Level 6) in Accounting/Cost and Management Accounting/ Public Finance Management. One (1) year working experience in the field of financial management. Knowledge: Public Financial Management Act (PFMA). Public Service Act (PSA). Public Service Regulations (PSR). Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Treasury Regulations. Labour Relations Act (LRA). Employment Equity Act (EEA). Basic Conditions of Employment (BCEA). Skills: Financial Management. Analytical. Problem Solving. Presentation. Planning and Organising. Communication (verbal and written). Computer literacy. Report Writing. Minutes writing.

**DUTIES** : Allocate contributions to employer records. Provide cashier services. Investigate the un-allocated contributions. Render administrative support services within the Sub-directorate.

**ENQUIRIES APPLICATIONS** : Mr A Sithole Tel No: (012) 337 1793  
 : Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

**FOR ATTENTION** : Sub- directorate: Human Resources Management,

**POST 04/58** : **STATE ACCOUNTANT: SARS AND SUNDRY REF NO: HR 4/4/3/1/SASS/UIF**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum  
 : Unemployment Insurance Fund: Pretoria  
 : Three-year tertiary qualification (NQF Level 6) in Financial Management/ Financial Accounting/Cost and Management Accounting/ Auditing/ Accounting/ Finance/ Financial Management Accounting/Public Finance. One (1) year functional experience in Debtors Management environment. Knowledge: Public Finance Management Act (PFMA). Basic Conditions of Employment Act (BCEA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Treasury Regulations. General Recognized Accounting Practices (GRAP). General Accepted Accounting Principles (GAAP). Financial Management. Skills: Accounting. Communication. Computer Literacy. Time Management. Interpersonal. Report writing. Planning and Organizing. Analytical.

**DUTIES** : Provide support in the maintenance of SARS & Sunday debtors records. Follow up of outstanding sundry payments. Prepare monthly reconciliation of debtor's accounts against the sub module.

**ENQUIRIES APPLICATIONS** : Mr S Nkqayi Tel No: (012) 337 1807  
 : Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

**FOR ATTENTION** : Sub- directorate: Human Resources Management,

**POST 04/59** : **EMPLOYER AUDIT OFFICER REF NO: HR4/4/7/110**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum  
 : Provincial Office Mpumalanga  
 : Three (3) year tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. A valid driver's licence. One (1) year functional experience in Auditing. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, interviewing skills, Communication Written and

		Verbal, Innovative, Analytical, Research, Project Management. Duties: Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitor and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and when there are amendments.
<b><u>ENQUIRIES</u></b>	:	Mr S Mashinini Tel No: 013 655 8900
<b><u>APPLICATIONS</u></b>	:	Acting Provincial Chief Inspector: Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.
<b><u>POST 04/60</u></b>	:	<b><u>INSPECTOR (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R218 064 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Dundee Ref No: HR4/4/5/98
		Labour Centre: Malelane Ref No: HR4/4/7/115
<b><u>REQUIREMENTS</u></b>	:	Three (3) year relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<b><u>DUTIES</u></b>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<b><u>ENQUIRIES</u></b>	:	Ms T Khumalo Tel No: 034 212 2421
		Ms N Ndlovu Tel No: 013 790 1528
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Labour Centre Operations: PO Box 445, Dundee, 3000 or hand deliver at 63 Victoria Street, Dundee.
		Deputy Director: Labour Centre Operations, PO Box 517, Sidlamafa, Malelane, 1320 or hand deliver at: KaMhlushwa Shopping Centre, Mahlangu Road, Malelane.
<b><u>POST 04/61</u></b>	:	<b><u>CLIENT SERVICE OFFICER REF NO: HR4/4/7/116</u></b>
<b><u>SALARY</u></b>	:	R218 064 per annum
<b><u>CENTRE</u></b>	:	Malelane Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Senior Certificate. No experience. Knowledge: Public Service Act, Public Service Regulations, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Services (Batho Pele Principles). Skills: Computer literacy, Business Writing Skills, Listening Skills, Telephone etiquette, Basic Interpersonal Skills.
<b><u>DUTIES</u></b>	:	Receive and verify documents for registration. Register claims on the Operational system. Assist employer services at the Kiosk, online system and service centres. Handle all services related queries and complaints.
<b><u>ENQUIRIES</u></b>	:	Ms N Ndlovu Tel No: 013 790 1528
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Labour Centre Operations, PO Box 517, Sidlamafa, Malelane, 1320 or hand deliver at: KaMhlushwa Shopping Centre, Mahlangu Road, Malelane.
<b><u>POST 04/62</u></b>	:	<b><u>DRIVER REF NO: HR4/4/7/113</u></b>
<b><u>SALARY</u></b>	:	R181 599 per annum
<b><u>CENTRE</u></b>	:	Provincial Office Mpumalanga
<b><u>REQUIREMENTS</u></b>	:	Grade 12. A valid driver's licence. PDP. No functional experience required. Knowledge: Departmental policies and procedures, Courier services. Skills: Driving skills, Literacy, Interpersonal relationship, Planning and organising.
<b><u>DUTIES</u></b>	:	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.

**ENQUIRIES**  
**APPLICATIONS**

: Mr. W. Terry Tel No: 013 655 8900  
: Assistant Director: Fleet Management, Private Bag X7263, Emalahleni, 1035  
or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty  
Avenue, Emalahleni.

## DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

- APPLICATIONS** : Director-General, Department of Forestry, Fisheries and Environmental, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutspansberg and Steve Biko Road, Arcadia, Pretoria.
- FOR ATTENTION** : Human Resource Management
- CLOSING DATE** : 20 February 2023
- NOTE** : Applications must be submitted on signed and initialled New Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Women and People with disabilities are encouraged to apply and preference will be given to the EE Targets. Correspondence will be limited to shortlisted 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. 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.

## OTHER POSTS

- POST 04/63** : **DEPUTY DIRECTOR: CREDITORS, TRAVEL & SUBSISTENCE REF NO: CFO02/2023**
- SALARY** : R766 584 per annum, (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF6) /Bachelor's Degree in Financial Management or equivalent qualification within the related field. A minimum three (3) years' experience in finance at an entry/junior managerial level (Assistant Director Level or equivalent). Knowledge of financial management, accounting and/ business practices. Ability to establish and manage financial management systems and controls. Knowledge of strategic planning and budgeting. Knowledge of Public Service financial legislative frameworks. Ability to develop, interpret and apply policies, strategies, and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel. Ability to control and manage the acquisition of services and asset of the department. Good interpersonal relations; Stakeholder engagement and Supervisory experience.
- DUTIES** : Manage the provision of creditors. Review the Creditors Management reports. Manage implementation of travel and subsistence systems and policies; Review the S&T Management reports; Ensuring that the S&T management report is submitted on time to the Internal Control. Ensure compliance to policy on claims. Compile working papers for the Annual Financial Statements. Manage accruals and payables not recognised and prepayments and advances. Respond to audit queries. Ensure compliance, control, and management of Exception Report. Put systems in place (processes and procedures) that will enable the tracking of each invoice received from the various service providers. Implement mechanism to monitor payments. People management, delegation and empowerment.
- ENQUIRIES** : Mr N Leshabane Tel No: 012 399 9115

**POST 04/64** : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: CFO03/2023**

**SALARY** : R393711per annum  
**CENTRE** : Pretoria  
**REQUIREMENT** : National Diploma (NQF6) /Bachelor's Degree in Logistic Management / Supply Chain Management or equivalent qualification within the related field coupled with a minimum of three (3) years' experience in Acquisition Management. Supervisory experience. Good communication Skills (written and verbal). Good interpersonal relations skills, Skills in policy development and Adequate skills in computer Literacy. Knowledge of Acquisition management, procurement, Public Finance Management Act (PFMA) and Treasury Regulations (TR), and business practices. Knowledge of strategic planning and budgeting. Knowledge Perform in-house training for subordinates. Ability to develop, interpret and apply policies, strategies, and legislation. Ability to control and manage assets of the department, Ability to establish and acquisition management systems and controls. Ability to work long hours voluntarily, Ability to work with difficult persons and to resolve conflict. Ability to gather and analyse information.

**DUTIES** : Effective and Compliant tender administration to ensure efficient service delivery. Effective tender administration to ensure efficient service delivery (professional services). Administration of all bids and quotations prior to advertisement, and briefing session and bid negotiation. Administration of the Bid Adjudication Committee (BAC) and Bid Evaluation Committees and render a secretariat service to the relevant committees. Monthly reporting on bid register and BAC report. Adequate record keeping of bids. Develop, review, and implement the acquisition management controls and processes. Manage the functional operation of the Sub directorate: Acquisition Management. People management, delegation and empowerment. Administer, design and develop acquisition management processes and procedures. Compile operational acquisition management plan. Manage the execution of the acquisition management plan. Mitigation and implementation of audit recommendations. Compilation of bid documents and advertisements. Publishing of bid documents. Receipt (closing and opening) of bid documents.  
**ENQUIRIES** : Mr H Muthabo Tel No: 012 399 9055

**POST 04/65** : **SENIOR FORESTER: WOODLANDS & INDIGENEOUS FOREST MANAGEMENT REF NO: FOM43/2022 (X5 POSTS)**

**SALARY** : R331 188 per annum  
**CENTRE** : Eastern Cape  
**REQUIREMENTS** : A National Diploma (NQF 6) or degree in Forestry or Nature Conservation. Further, the applicant should have Knowledge of relevant Acts, such as, NFA, NVFFA, NEMA, NEMBA, Public Services Act, OHS Act, PFMA, Treasury Regulations. Knowledge of the forest and environmental management sector.

**DUTIES** : The successful incumbent will be responsible for the development and implementation of forest estate plans. Maintenance of hiking trails and day walks. Rehabilitation of degraded forest areas, wetlands and riparian zones. Implementation of the National Forest Act and National Veld & Forest Fire Act. Monitor and record general and Rare, Threatened & Endangered species. Implementation and eradication of invasive alien plants. Implementation of the PCI&S Framework. Manage woodlots associated with Indigenous forests. Participate in the administration of NFA licenses and relevant permits. Conduct environmental awareness. Promote indigenous tree planting. Implementation of Participatory Forest Management. Facilitate the maintenance of office buildings, stores, gardens, staff houses, ablution facilities. Maintenance of forest boundary beacons, fences, and significant sights. Develop and implement the security plan for the forest estate. Conduct forest patrols to enforce applicable legislations. Staff supervision.  
**ENQUIRIES** : Mr S Mbandezi Tel No: 040 492 0085

**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM**

*The GCIS 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 Resource policies of the Department will be taken into consideration. People with disabilities will be accommodated within reasonable limits.*

- APPLICATIONS** : To be directed to the Acting Director: HRM, Government Communication and Information System, Private Bag X745, Pretoria, 0001, or hand deliver to Tshedimoseiso House, 1035 cnr Frances Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 24 February 2023
- NOTE** : The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. 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. No faxed, copied or e-mailed application will be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidate will enter into an employment contract with the GCIS in terms of the Public Service Act, 1994 as amended. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the POPIA.

**MANAGEMENT ECHELON**

- POST 04/66** : **DIRECTOR-GENERAL: GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)**  
(Five-Year Contract).  
Re-Advertisement: (Although previous applicants need not reapply as they will be considered, they are free to reapply if they wish to do so).
- SALARY** : R2 068 458 per annum (Level 16), (an all-inclusive package), of which 70% will be basic salary and 30% may be structured according to an individual's needs. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.
- CENTRE REQUIREMENTS** : Pretoria  
Qualifications: A matric, undergraduate and postgraduate qualification (NQF level 8) as recognised by the South African Qualifications Authority in either of the following fields: Communications, Public Management, Social Sciences and Business Management/Leadership or relevant qualifications. Applicants must have eight (8) to 10 years of experience at senior management level of which five (5) years must have been at Senior Management Service (SMS)

level in the Public Service or Government/State-Owned Entity. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Skills: Superior leadership skills; excellent written and verbal communication skills; ability to interact with people at all levels; Executive and people management; strong public speaking skills; proven change management skills and capability; analytical, organisational and interpersonal skills; complex stakeholder management skills, especially at intergovernmental level, innovative; creative thinking; strategic coordination skills and computer literacy. Job knowledge: Extensive knowledge of the South African and international communications landscape. An in-depth understanding of government communication discipline. A thorough knowledge and understanding of government policies and programmes. Competencies: Strategic leadership and capability; Financial management; Risk management; Corporate governance; Extensive knowledge of the Government Communication Policy; the Constitution of the Republic of South Africa of 1996; the Public Service Act of 1994 and Regulations; Public Administration Management Act of 2014; the Public Finance Management Act of 1999; and other relevant prescripts applicable in the communication sector, in the Public Service and for the entities reporting to the GCIS.

**DUTIES**

: Reporting to the Minister in The Presidency, the Director-General will be responsible for providing strategic leadership and direction in delivering the mandate of the department. Serve as a spokesperson for both Cabinet and Government. Lead the repositioning of the GCIS to enhance its global and domestic reputation. Provide leadership to the communication sector. Ensure integration, coherence and standard performance of communication across all spheres of government. Lead the transformation of the communication sector in line with government priorities. Provide effective and timely support to the Minister and Deputy Minister(s), including the government clusters. Serve as the Accounting Officer of the department in ensuring that the resources allocated to the department are optimally deployed – and used efficiently and cost-effectively – to achieve the strategic objectives of the department. Coordinate and organise the resources of the department and its entities to implement the National Development Plan: Vision 2030 and Medium Term Strategic Framework priorities pertaining to the department. Provide strategic management of the department by coordinating the implementation of the strategic vision and direction, leading the formulation, development of support and enabling tools to ensure execution, monitoring, evaluation and reporting of the departmental strategy and plans internally and to all applicable oversight bodies. Strengthen the department’s governance, compliance and organisational capacity to deliver on its mandate, including ensuring that South African citizens and global targeted communities are provided with timeous, accurate and accessible information. Ensure departmental entities function optimally and deliver on their respective mandates. Ensure that the GCIS’s strategic projects and programmes are implemented efficiently, timeously and in a cost-effective manner. Create a robust and agile policy review and development environment to ensure that communication remains a strategic thrust and key success indicator for all government programmes. Lead South Africa’s communication agenda setting.

**ENQUIRIES**

: Mr Paul Kwerane Tel No: 012 473 0407, Mr Boitumelo Tauetsile Tel No: 012 473 0232 and Ms Dipuo Kupa Tel No: 012 473 0307.

**NOTE**

: It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre-Entry Programme certificate to be eligible for appointment. 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, visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the Minister within three months from the date of assumption of duty and obtain a Top Secret security clearance.

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



**CLOSING DATE**  
**NOTE**

: 17 February 2023 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](http://www.dpsa.gov.za-vacancies) or <http://www.gpaa.gov.za> Requirements: Applications must be submitted on the new form Z83 as indicate 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) only. 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 (when shortlisted). 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 and annual performance agreement and will be required to undergo a security clearance.



## OTHER POSTS

- POST 04/67** : **ADMINISTRATOR: FRAUD PREVENTION HELPLINE REF NO: ADM/FPH/2023-01/1P**  
Fraud Prevention and Case Management  
The purpose of the role is to administer the fraud hotline.
- SALARY** : R218 064 per annum (Level 06), (basic salary)  
**CENTRE** : Head Office Pretoria  
**REQUIREMENTS** : An appropriate three-year tertiary qualification (B Degree/National Diploma) ideally Fraud related (at least 360 credits minimum NQF6) with 18 months proven experience within the Fraud Investigation/Audit environment Or Grade 12 with three years proven experience within the Fraud Investigation/Audit environment. Computer literacy that would include a good working knowledge of Microsoft Office products (Word, Excel). Barn Owl system exposure will be an advantage. Knowledge of SA Criminal Law Act. Knowledge of Forensic Audit/investigation methodologies. Knowledge of Internal Audit methodologies, COSO II Internal Controls. Knowledge of Barn Owl System. Investigation technique skills. Interviewing & recording skills. Building collaborative relationships skills. Problem solving skills. Communication skills (written & verbal). Analytical skills. Ability to work in multidisciplinary teams. Attention to detail. Professionalism. Honesty & Integrity. Proactive and resourceful. Team player. 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.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Undertake registration of fraud cases as received: Open fraud cases as received. Register the information in the Case Register. Capture new cases on the system (Barn Owl). Allocate the reference number of a fraud case for follow-up. Handling of inbound and outbound calls. Create Investigation/enquiries file. Capture statistics of incoming and outgoing calls. Undertake Hotline Database update: Update the fraud hotline case register. Update investigation diary. Update status of cases on Barn Owl. Analyse and evaluate trends of calls and categorise them. Print reports from the system. Undertake Case Maintenance: Evaluate and analyse data from inbound calls. Verify accuracy of information received. Forward relevant cases to relevant stakeholders. Upload reports from Barn Owl Management. Follow up and finalize enquiries. Assist with any administrative duties.
- ENQUIRIES** : Ms Mapule Mahlangu Tel No: 012 399 2639. Application Enquiries: Ms Koena Tibane Tel No: 011 – 941 1953 / 086 1999 960.
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to [Recruit1@phakipersonnel.co.za](mailto:Recruit1@phakipersonnel.co.za) quoting the reference number in the subject heading of the email.
- NOTE** : One position of Administrator: Fraud Prevention Helpine is currently available at GPAA Head Office on a permanent basis.
- POST 04/68** : **ADMINISTRATOR: TRACING (TRACING AGENT) - EASTERN CAPE REF NO: TA/EC/UMTHATHA/2022/07-1C) FOR UMTHATHA**  
Finance: Unclaimed Benefits  
(12 months contract)  
The purpose of the posts assist in the tracing of beneficiaries to enable the processing of unclaimed and unpaid benefits for GPAA.
- SALARY** : R218 064 per annum (Level 06), plus 37% in lieu of benefits  
**CENTRE** : Umthatha Eastern Cape  
**REQUIREMENTS** : An appropriate three-year tertiary qualification/degree/national diploma (at least 360 credits) (Finance related) with 18 months proven experience in accounting/financial management of which at least 6 months should be in Tracing OR A Senior Certificate/Grade 12 coupled with 3 years appropriate

proven experience in accounting/financial management field of which 6 months should be in Tracing. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word; Geographical knowledge of the area applying for is essential; Proficiency in English is a requirement and the ability to speak any of the other official languages in the province (applying for) will be essential (Xhosa); The applications of individuals currently residing in the geographical area (town/city) of the Eastern Cape applying for, may receive preference (note that proof of residence may be requested when shortlisted); A valid drivers' license will be an advantage; Knowledge of PFMA; Knowledge of Public Service Act (PSA); Integrity; Analytical skills; Customer orientation; Ability to prioritize; Time management skills; Effective communication skills (written and verbal); Ability to work in a team; Problem solving skills; Deadline driven. 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.

**DUTIES**

: The incumbents of this position will be responsible for a wide variety of financial administrative tasks which includes the following, but not limited to: Trace beneficiaries: Find contact details on ITC and other platforms in order to identify members and beneficiaries for unclaimed benefits; Contact potential candidates, confirming their personal particulars, in order to validate their status as beneficiaries; Engage government departments and other community platforms to trace beneficiaries and members on unclaimed benefits list; Rectify errors by updating the system with the correct information provided by the clients; Send unclaimed benefit cases and documents successfully traced to Pretoria Head Office tracing division. Prepare cases for processing: Provide administrative support by collating the documentation required to process cases not traced to unclaimed benefits; Check the system against documentation provided in order to avoid issues with processing; Send death benefit form to client in accordance with benefit to which he/she is entitled; Capture accurate information onto database with respect to beneficiaries eligible for re-issues based on documentation provided. Verify cases: Perform data integrity checks, following standard processes; Generate weekly and monthly unclaimed benefit reports, reflecting the status of cases for the attention of the Assistant Manager and the Outbound Call Centre Agent.

**ENQUIRIES APPLICATIONS**

: Ultimate Recruitment Solutions Tel No: 012 811 1900  
 : It is mandatory to email your application (comprehensive CV and new Z83 signed) to [gpa45@ursonline.co.za](mailto:gpa45@ursonline.co.za) quoting the reference number in the subject heading of the email.

**NOTE**

: The purpose of the post is to assist in the tracing of beneficiaries to enable the processing of unclaimed and unpaid benefits for GPAA. One 12 months contract position for a Tracing Administrator at Unclaimed Benefits: Finance Section are available at the Government Pensions Administration Agency in the Eastern Cape as indicated – Umtata.

**POST 04/69**

: **SECRETARY: DIRECTOR SECURITY AND FACILITIES REF NO: SEC/FAC/2023/01-1P**  
 Security and Facilities Management  
 The purpose of the role is to render a secretarial support service to the Director.

**SALARY CENTRE REQUIREMENTS**

: R181 599 per annum (Level 05), (basic salary)  
 : Head Office Pretoria  
 : An appropriate three (3) year qualification (ideally in Office Administration/Secretarial) coupled with 6 - 12 months office administration/secretarial experience or Grade 12 with two (2) years' experience in the field of office administration/secretarial. Experience in writing memos and taking minutes. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel (Which May Be Assessed If Need Be.) Knowledge of Office Administration Knowledge of Public Service and departmental Prescripts and Legislations. Keep abreast

with procedures and processes with the office of the Director. Typing skills. Written and verbal communication skills at all levels. Good telephone etiquette. High level of reliability. Good interpersonal relations. Ability to act with tact and discretion. Adhering to business ethics. Good grooming and presentation. Sound organising skills. 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.

**DUTIES**

: The successful candidate will be responsible for the following functions and include, but not limited to: Providing a clerical support service to the Director: Liaises with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received; Arranges meetings and events for the Director. Identifies venue, invites role players, organises refreshments and sets up schedules for meetings and events; Processes the travel and subsistence claims for the unit; Processes all invoices that emanate from activities of the work of the Director; Records basic minutes for the meetings of the Director where required; Drafts routine correspondence and reports; Does filing of the documents for the Director and the unit where required; Administers matters like leave forms, leave registers and telephone accounts; Handles the procurement of standard items like stationery and refreshments; Collects all relevant documents to enable the Director to prepare for meetings; Provides a secretarial/receptionist support service to the Director: Receives telephone calls and refers the calls to the correct role players if not meant for the Director; Records appointments and events in the diary for the Director; Types documents for Director; Operates office equipment like fax machines and photocopiers; Remains Up to date with regards to prescripts/policies and procedures applicable to his/her work terrain: Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that application thereof is understood properly; Remains abreast with the procedures and processes that apply in the office of the Director.

**ENQUIRIES**

: Mbongiseni Nkosi Tel No: 012 399 2202. Application enquiries: Mpho Ngubane Tel No: 011 884 8010 or Aalia Hoosen Tel No: 011 884 8010

**APPLICATIONS**

: It is mandatory to email your application (comprehensive CV and new Z83 signed) [applicationsqpaa@afrizan.co.za](mailto:applicationsqpaa@afrizan.co.za) quoting the reference number in the subject heading of the email.

**NOTE**

: The purpose of the role is to render a secretarial support service to the Director. One permanent position for a Secretary is available at the Government Pensions Administration Agency in Head Office Pretoria.

## GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

## OTHER POSTS

- APPLICATIONS** : Potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at [www.gtac.gov.za](http://www.gtac.gov.za) for more information. NB only online applications will be acceptable.
- CLOSING DATE** : 17 February 2023 at 12h00 pm
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will only be limited to shortlisted, candidates which will be submitted to HR on or before the day of the interview. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo the SMS Competency Assessment and security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 2 months of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised post. The DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements was amended with effective date of 01 April 2020. According to the directive requirement for appointment at SMS level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicant should therefore have a proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is for the candidate's expense. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

## MANAGEMENT ECHELON

- POST 04/70** : **DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: G01/2023**  
Term: Permanent
- SALARY** : R1 105 383 per annum (Level 13), all-inclusive package, PSR 44 will apply for applicants already earning in the salary level.
- CENTRE** : Pretoria
- REQUIREMENTS** : A degree (NQF level 7 qualification) in Human Resource Management, Industrial Psychology, Personnel Practices, Business Management or other related field. A minimum of 6 – 8 years' experience in Human Resources Management. At least 5 years of experience at middle or senior managerial level. Senior Management experience will be an added advantage. Experience in the public service policy development and implementation is required. Experience in Industrial Relations is required. Competencies required: Human Resources Development and Performance Management: Knowledge of the practices and strategic and operational requirements for the education, training and development of human resources including career planning and development and bursaries management, and DPSA regulations regarding the management of performance and performance awards. Organisational Design and Workforce Planning: Knowledge of the practices and strategic and operational requirements for organisational design and workforce planning including strategy analysis, function and business process modelling, job design and evaluation, competency frameworks design, and the establishment of posts in the public service. People Development and Management: Knowledge of mobilising people to work toward a shared purpose in the best interests of the department, the people comprising it and the people it serves. It involves attracting, supporting developing and retaining a talented and diverse workforce. Demonstrates concern for individual differences and employee morale and fosters employee development through responsible

sharing, learning and training opportunities. Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes, and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). Employee Health and Wellness: Knowledge of the practices and strategic and operational requirements for managing the health and wellness of employees including the management of sick leave, incapacity leave and ill-health retirement, and bereavement support, and development and implementation of employee wellness programmes. Employee relations: Knowledge of the practices and strategic and operational requirements for the management of the employment relationship between the employee, manager, and labour representative, where applicable, collective bargaining, employee involvement in decision-making, employee consultation, disciplinary and grievance management and employee relations reporting. Employment Equity: Knowledge of the practices and strategic and operational requirements for the management of the employment equity profile of the organisation, gender mainstreaming, disability management, and EE records management and information reporting. Government Knowledge: Knowledge of government policies and strategies regarding employment creation, skills development and human resource development as contained in, inter alia, the National Development Plan, MTEF, National Skills Development Strategy, Human Resource Development Strategy for South Africa, and Human Resource Development Strategic Framework for the Public Service. Human Resources Administration: Knowledge of the practices and strategic and operational requirements for employee recruitment, appointment, probation, remuneration, benefits and payroll, employee health and wellness, termination and exit management, and human resources information management and reporting. Legislative Knowledge: Knowledge of the Public Service Act, Public Finance Management Act, and related Acts and Regulations governing support services in the Public Service and GTAC. Security Management: Work that involves ensuring the confidentiality, integrity, and availability of people, systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of security programs, policies, procedures, and tools. Change Management: initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery. Deliver the message of change in both words and actions and motivate people to change. Strategic Capacity and Leadership: Provides a vision, sets the direction for the HCM unit and inspires others to deliver on the organisational mandate. Gives direction to team in realising the organisation's strategic objectives. Impacts positively on team morale, sense of belonging and participation. Develops detailed action plans to execute strategic initiatives. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others.

**DUTIES**

: To ensure the efficient and cost-effective resourcing and capacitation of GTAC through the management of human capital. HCM Strategy, Budget, and Governance Management: Manage the provision of HCM inputs to the GTAC strategy and APP, and the development, implementation, monitoring and reporting on the HCM APP and performance indicators. Manage the preparation, compliance and performance monitoring, record keeping and reporting on the HCM budget and expenditure. Actively participating and making meaningful contribution in all meetings. Effectively implement

decisions of the GTAC governance and management committees affecting HCM. Manage the establishment and maintenance of the HCM management framework and internal controls including policies and procedures, business processes, guidelines and templates, systems and databases, and delegations register. Manage the lodging, communication, compliance monitoring and periodic reviewing and enhancement where required of the HCM management framework and internal controls. Manage the provision of support to GTAC audit committee and internal and external audits, including preparation and availability of documentation and information, and the implementation of corrective measures with regard to audit findings. HCM Capacity and Staff Performance Management: Manage the capacity and productivity of HCM including the establishment of posts, recruitment of staff, delegation of work, development of staff. Manage HRM staff performance and learning including the: development, monitoring and reviewing of annual performance plans and indicators, reviewing and reporting of performance results, development and implementation of personal development plans. Manage, in collaboration with ICT, the HCM connectivity, applications and databases functionality and performance. Manage the utilisation and performance of the HCM electronic and paper document management system. Manage the planning and utilisation of the HCM office resources and assets, and auxiliary services. HCM Operations Management, Client Relationships Quality Management: Monitoring and reporting on the management of the HCM delegations and operating frameworks including the development and implementation of the GTAC delegations for HCM, development and implementation of the GTAC File Plan, both electronic and in paper format as well as development, implementation, maintenance and reporting on the GTAC operations management framework and service delivery improvement plan. Manage the Ethics Management Function, including the assumption of Ethics Officer role for the GTAC by ensuring establishment of ethics management frameworks, including policies, committees, guidelines and procedures. Management of financial disclosures. Management of the GTAC gift register. Manage the establishment and maintenance of client and partner relationships and partnerships, and provision of support and advice to strategic stakeholders and partners. Manage the performance and continuous improvement of HCM services delivery including researching and benchmarking services against best-practices, evaluating services against stakeholder and business needs, building network groups for reference and benchmarking, and knowledge exchange and sharing. Manage the development and continual improvement of techniques, tools, methodologies and approaches for the delivery of HCM services. Employee Relations, Disciplinary and Grievances Management: Direct, approve, obtain approval and monitor the GTAC employee relations including the Implementation of progressive discipline, grievance and poor performance processes, Processing and resolution of grievances within the prescribed timeframes. Development of terms of reference and sourcing of investigators to resolve misconduct, grievance and other GTAC cases which cannot be investigated internally. GTAC representation in relevant forums including the DBC, PSCBC, GPSSBC, CCMA, Labour Court, Department of Labour, and National Labour Councils. Direct, approve/obtain approval and monitor the GTAC disciplinary and bargaining processes and reporting including the arrangement of DBC meetings and attendance as GTAC employer representative. Provision of secretariat services including minute taking and records keeping. Provision of technical advice and guidance on negotiation and conflict resolution to the DBC. Provision of advice to management on implications of DBC decisions. Implementation of DBC recommendations. Documenting and submission of DBC discussions to the PSCBC within the required timeframe. Direct and oversee the implementation of Employment Equity, Diversity and Transformation programmes, including the Development of the GTAC's Employment Equity Plan. Development and appointment of Employment Equity Committee. Provision of reasonable accommodation for persons living with disabilities and Management, development and implementation of diversity and transformation programs. Human Resources Management: Oversee, approve, monitor and report on the management and provision of the GTAC human resources services including the management of HR Planning and performance management. Management of the GTAC organisational design, post establishment and job grading. Management of GTAC recruitment, selection, on-boarding and retention of staff. Management and development of talent management policies and

programs for all human capital. Management of employee benefits and compensation allowances, deductions and all statutory and collective agreement provisions. Management of employee satisfaction, engagement as well as exit management. Management and provision of change management services. Management of employee health and wellness. Management of the GTAC HR information systems and employee records. HCM Information Management and Reporting: Manage the preparation and supply of HCM information and documents for compliance checking and auditing purposes. Manage the preparation and submission of statutory reports to DPSA, DPME, Stats SA, Department of Labour as well as Councils and other statutory bodies. Manage the preparation and submission of monthly reports, quarterly overview and progress reports and annual performance reports. Manage the preparation and provision of information for inclusion in the GTAC annual report and other strategic documents. Manage the preparation and provision of facilities management information and documents for, and implement decisions of, the GTAC committees including EXCO, MANCO, PSAC and the Governance and Risk Management Sub-Committee.

**ENQUIRIES**

:

Kaizer Malakoane at (066) 2507072

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
**Central Johannesburg TVET College**  
**Tshwane South TVET College**  
**Mnambithi TVET College**  
**Nkangala TVET College**  
**Elangeni TVET College**  
**North West CET College**

**OTHER POSTS**

<b><u>POST 04/71</u></b>	:	<b><u>ASSISTANT DIRECTOR: GOVERNANCE (COUNCIL APPOINTMENT) REF NO: NKC/2023/01/02</u></b>
<b><u>SALARY</u></b>	:	R491 403 per annum
<b><u>CENTRE</u></b>	:	Central Office: Nkangala TVET College
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus a recognized Bachelor's Degree/ National Diploma (NQF 6) in Law, Public Management/Public Administration/Office Management or any relevant qualification 3-5 years relevant supervisory experience in the law environment and contract management, Knowledge of Public Service legislations and policies, Knowledge of PSET, Knowledge and understanding of the TVET/ CET Administration, Understanding of the Higher Education sector, Understanding of corporate governance, Understanding Cost center budgetary, expenditure and cash flow management Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation and must have a valid drivers license.
<b><u>DUTIES</u></b>	:	Drafting of MOUs and contracts, interpretation and proof reading of contracts, provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders, Conduct research and provide expert administrative advice to the Principal and other officials in the college, Quality check letters, memoranda and submissions, Maintain the calendar plan for scheduling and preparing meetings and communicate with all members of the above structures, Co-ordinate and arrange all meetings, proceedings and activities of the above structures ,Provide technical support during meetings, proceedings and activities of the above structures Compile agenda, minutes, reports and other records of the above structures, Distribution of relevant documents for meetings of above structures, keeping a register of resolutions and supporting all relevant Council Members through continuous correspondence to remind them of what needs to be done. Ensure that approved minutes are signed off and safely kept, prepare all presentation, speeches, reports of the Principal and Council Committees related to meetings of above structures.
<b><u>ENQUIRIES</u></b>	:	Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700
<b><u>APPLICATIONS</u></b>	:	should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.
<b><u>FOR ATTENTION</u></b>	:	The Principal
<b><u>NOTE</u></b>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application 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.
<b><u>CLOSING DATE</u></b>	:	17 February 2023 at 13:30.
<b><u>POST 04/72</u></b>	:	<b><u>ASSISTANT DIRECTOR: OFFICE ADMINISTRATION IN THE OFFICE OF THE PRINCIPAL REF NO: NKC/2023/01/01</u></b> Re-Advert
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Central Office: Nkangala TVET College
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent plus a recognized Degree/National Diploma (NQF 6) in Public Management/Public Administration/Office Management or any relevant



qualification. Any Law qualification will be an added advantage. 3-5 years relevant supervisory experience in strategic planning and administration environment, Knowledge of Public Service legislations and policies, Knowledge of PSET, Knowledge and understanding of the TVET/ CET Administration , Understanding of the Higher Education sector, Understanding of corporate governance, must have Planning and organizing skills, Financial management skills, Report writing skills, Communication and interpersonal relations, Problem solving, Computer literacy and a valid drivers' licence.

**DUTIES** : Coordinate the implementation of the strategic plan and evaluate the target plan, coordinate and compile institutional performance and strategic reports, render administrative/executive support services in the office of the Principal, Ensure effective and efficient management of the college including the management of the workflow in the office of the Principal, Provide secretariat support to Governance structures, Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of Governance structures ,Co-ordinate and arrange all meetings, proceedings and activities of the above structures, Provide strategic management, monitoring and evaluation services. Oversee and monitor the budget in the office of the Principal, Co-ordinate college inputs for annual, quarterly, monthly reports, Establish and implement effective records and document management systems in the office of the Principal, Quality check letters, memoranda and submissions.

**ENQUIRIES** : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700  
**APPLICATIONS** : should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.

**FOR ATTENTION** : The Principal  
**NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application 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.

**CLOSING DATE** : 17 February 2023 at 13:30

**POST 04/73** : **ASSISTANT DIRECTOR: HEAD OF ADMINISTRATION**  
 Re-Advert

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Middelburg Campus Ref No: NKC/2023/01/03  
 Waterval Boven Campus Ref No: NKC/2023/01/04

**REQUIREMENTS** : Grade 12 or equivalent plus a recognized Degree/National Diploma (NQF 6) in Public Management/ Public Administration /Office Management or equivalent qualification, 3-5 years relevant supervisory experience in Administration related to education / HRM / Finance and SCM or relevant environment, Knowledge of office administration, Knowledge of HRM, Knowledge of Public Service legislations and policies, Knowledge of PSET, Knowledge and understanding of the TVET/ CET Administration , Understanding of the Higher Education sector, Understanding of corporate governance, Understanding Cost center budgetary, expenditure and cash flow management ,Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation, Planning and organizing, Financial management, Report writing Communication and interpersonal relations, Problem solving , Computer literacy, team leadership and must have a valid drivers' licence.

**DUTIES** : Oversee the academic and student administration support services, Oversee student registration and examination administration process, Oversee and coordinate human resource administration services, Coordinate and gather campus information as and when requested by central office and department Oversee and Coordinate financial, asset and supply chain management services, Oversee campus infrastructure, maintenance and fleet management services, Provide general administration support services and maintain a proper filing system , Management of human, physical and financial resources, Ensure completion of performance agreements by all employees in the unit.

**ENQUIRIES APPLICATIONS** : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700  
should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.

**FOR ATTENTION NOTE** : The Principal  
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application 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.

**CLOSING DATE** : 17 February 2023 at 13:30

**POST 04/74** : **SENIOR PRACTITIONER: HUMN RESOURCE DEVELOPMENT REF NO: NKC/2023/01/05**

**SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Central Office: Nkangala TVET College  
: Grade 12 or equivalent plus recognized Degree/National Diploma in Human Resource Management/Development (NQF level 6), Relevant PERSAL Certificates will be an added advantage, A Certificate in facilitation/ Assessor/ Moderator will be an added advantage, 3-5 years' relevant experience in Human Resource development environment, Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.) Knowledge and understanding of coordination and facilitation of training, Knowledge and understanding of the application of Employment Equity Act, Knowledge and understanding of PMDS and IQMS, Coordination and facilitation of training programmes, Planning and organizing, Report writing skills. Ability to work under pressure and within a team and must have a valid driver's licence.

**DUTIES** : Ensure overall supervision and that training and development programmes plan is developed and implemented. Ensure that the Work Skills Plan is developed, approved, submitted to ETDP SETA and Implemented, ensure proper implementation and awarding of bursaries in line with the departmental policy, ensure and monitor the implementation of Performance Management Development System, Integrated Quality Management System and conduct training to College officials. Provide technical guidance on the development of Job Descriptions and ensure that all officials have signed job descriptions, ensure that the College Employment Equity Plan and HR Plan are developed, reviewed, submitted to Head Office and implemented. Prepare monthly/quarterly reports and submit to the Head Office.

**ENQUIRIES APPLICATIONS** : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700  
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.

**FOR ATTENTION NOTE** : The Principal  
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application 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.

**CLOSING DATE** : 17 February 2023 at 13:30

**POST 04/75** : **SENIOR PRACTITIONER: HUMAN RESOURCE MANAGEMENT REF NO: NKC/2023/01/06**

**SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Central Office: Nkangala TVET College  
: Grade 12 or equivalent plus a recognized Degree/National Diploma in Human Resource Management/Development (NQF level 6), Relevant PERSAL

Certificate, 3-5 years' relevant experience in Human Resource Management / Administration environment, Understanding and utilisation of the PERSAL system. Knowledge and understating of the application of Public Service legislative framework (PSA, PSR etc.) Extensive knowledge and understand of human resource prescripts and practice, Planning and organizing, Communication (Good verbal and written), Computer Literacy, Report writing and must have a valid drivers' license.

**DUTIES** : Ensure overall supervision and proper implementation of conditions of service and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.), Ensure proper implementation of termination of services, proper implementation of Recruitment and Selection in line with the Departmental policy and delegations, (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, Probation periods etc.), Ensure overall supervision and proper implementation of staff / personnel records.

**ENQUIRIES** : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700  
**APPLICATIONS** : should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.

**FOR ATTENTION** : The Principal  
**NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application 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.

**CLOSING DATE** : 17 February 2023 at 13:30

**POST 04/76** : **SENIOR INTERNAL AUDITOR REF NO: NKC/2023/01/07**

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Central Office: Nkangala TVET College  
**REQUIREMENTS** : Grade 12 or equivalent plus a recognized Degree/National Diploma in Internal Auditing or relevant qualification majoring in Auditing at NQF level6 as recognized by SAQA. A minimum of three (3) years' experience in internal auditing of which one (1) to two (2) years at a supervisory level. Valid driver's licence. Registered member with Institute of Internal Auditors (IIA SA). Certified internal audit (CIA)/ Internal Audit Technician (IAT) /government Internal Audit (GIA) will be an added advantage. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, and Public Service Act. In-depth knowledge of International Standards for Professional Practice of Internal Auditors (ISPPIA). Knowledge of financial and operational prescripts that governs the Public Sector. Skills and Competencies: Computer literacy. Effective communication skills (verbal and written). Supervisor skills. Problem solving skills. Good interpersonal skills. Time management skills. Report writing skills. Ability to work under pressure and within a team and must have a valid driver's licence.

**DUTIES** : Participate in the development of strategic internal audit plans, methodologies, policies and procedures. Assist in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Review, collate information and compile reports for Senior Management, Audit, and Risk Committee (ARC). Conduct audit projects in accordance with the audit methodology. Perform follow up audits to determine whether all agreed rectification plans have been implemented. Keep up to date with new developments in the internal audit environment and internal audit, Compile monthly, quarterly and annual reports against the audit plan, Compile monthly, quarterly and annual reports against the risk register.

**ENQUIRIES** : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700  
**APPLICATIONS** : should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.

**FOR ATTENTION** : The Principal

**NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application 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.

**CLOSING DATE** : 17 February 2023 at 13:30.

**POST 04/77** : **SENIOR RISK OFFICER REF NO: NKC/2023/01/08**

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Central Office: Nkangala TVET College  
**REQUIREMENTS** : Grade 12 plus a recognized Degree/ National Diploma (NQF 6) or Degree in Risk Management/ Internal Audit or equivalent qualification, 3-5 years' experience in Risk Fraud, Ethics and Integrity Management or related field, Knowledge of the relevant prescripts, legislation and regulations, Knowledge and understanding of the Risk Fraud, Ethics and Integrity Management environment, Planning and organizing skills, Financial management Report writing. Communication and interpersonal, Problem solving, Computer literacy and must have a valid drivers' license.

**DUTIES** : Ensure overall supervision and facilitate the provision of risk management services, Identify risks at the College, Facilitate the strategic risk assessment, Facilitate the operational risk assessment, Facilitate the process level risk assessment, Compile risk register for strategic, operational and process level, Provide Risk Management Report to College management and Risk Management Committee on quarterly bases, facilitate the provision of fraud and anticorruption services, Facilitate the development and maintenance of internal anti-corruption system, Facilitate the Fraud/ Corruption risk assessments, Conduct investigations on allegations of corruption. facilitate the provision of ethics and integrity management services, facilitate risk, fraud, ethics and integrity management awareness and trainings. Facilitate training, workshops and awareness on risk, fraud, ethics and integrity management.

**ENQUIRIES** : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700  
**APPLICATIONS** : should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.

**FOR ATTENTION** : The Principal  
**NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application 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.

**CLOSING DATE** : 17 February 2023 at 13:30.

**POST 04/78** : **SENIOR FACILITIES OFFICER REF NO: NKC/2023/01/09**

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Central Office: Nkangala TVET College  
**REQUIREMENTS** : Grade 12 plus a recognized appropriate Bachelor's Degree/National Diploma or equivalent qualification specializing in construction or related field; At least two (2) years working in construction or maintenance projects; A postgraduate qualification will be an added advantage; An individual with a conceptual understanding of the rules and standards governing project administration and management; and to ensure that the requirements for each project are spelt out by the job packaging/ statutory requirements; Risk management experience in project management; Good communication, written and verbal skills; Proficiency in analyzing and solving problems related to projects; Outstanding human relation skills evident in the ability to work with the team and excellence in gathering help needed in developing a working project management plan; Strong ability to give attention to details as well as tested

organizational skills; Strong knowledge and expertise in using modern information and communication technologies to projects; Adherence to project specifications, as well as to the regulatory body guidelines for the project (NIAMMS etc.); knowledge of procurement processes and must have a valid drivers' licence.

**DUTIES** : supervision of different tasks in completing construction or repairs and maintenance projects; Responsible for the flow of information from the college level project supervisor (the organizational point where the service/project is requested) to the team regarding the project in the Department of Higher Education and Training (Department); Make the arrangement for projects documentation on the recommendation and specification of the Department and ensure that specifications are met; Meet the project owner, ensure that appropriate specification are set, or meet a higher standard; Update information on the project management tools; Make arrangement for the completion based on specifications of the project owner; Put a proficient team together to achieve the purpose of the work in a changing circumstance and fixed circumstance, and in a responsive circumstance using leadership and management expertise; and Plan, commence, execute. Supervise and round-up assigned projects.

**ENQUIRIES APPLICATIONS** : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700  
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.

**FOR ATTENTION NOTE** : The Principal  
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application 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.

**CLOSING DATE** : 17 February 2023 at 13:30

**POST 04/79** : **SENIOR ICT TECHNICIAN REF NO: MTVET 2023/07**  
(Re-Advertisement)

**SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Mnambithi TVET College Central Office  
: Diploma in ICT/IT or relevant qualification, Microsoft certified system engineer (MCSE) status. Cisco Certified Network Associate (CCNA) and Cisco Certified Network Professional (CCNP). International Comptia A+ Certificate. Driver's Licence. Must have at least two (2) years of relevant experience or working in similar position.

**DUTIES** : Service and network administration. General user support in both admin and computer labs across campuses. Creating and managing user accounts. Creating and managing user Email Accounts Microsoft Exchange server. Managing Antivirus servers and Antivirus Endpoints. Maintaining patch management across the network. Daily server, Desktop and Thin clients check-up. Planning of upgrades to both hardware and software. Manage all system back-up. LAN/WAN support. [Different sites]. Document network problems and resolution for future reference. Build and assembly servers and SAN [IBM server and IBM SAN]. Set up VIP payroll server. Create Virtual Machines in the Cluster/Hyper V. Set up and configure WSUS. Installing and configuring of managed switches VLANS. Ensuring that all planned and assigned duties are executed timely and accordingly. Assigning relevant technicians to appropriate duties and site visits. Attend ICT meetings and seminars to keep to date with latest ICT developments.

**ENQUIRIES APPLICATIONS** : HR Section Tel No: (036) 631 0360  
: Applications must be addressed for attention of HR Unit, Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370 or hand delivered to 77 Murchison Street, Ladysmith, 3370.

**NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be

submitted by shortlisted candidates to HR on or before the day of the interview date. Should the applicant not be notified of the outcome of the application within three months after the closing date, they should consider their application as unsuccessful. The college reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer. 17 February 2023

**CLOSING DATE**

:

**POST 04/80**

:

**PROJECT COORDINATOR REF NO: 01/01/2023 NWCETC**  
(2 years Contract)

**SALARY**

:

R331 188 – R390 139 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE**

:

North West Community Education and Training College (Brits)

**REQUIREMENTS**

:

A three-year qualification (NQF 6) in Project Management. A Bachelor's degree (NQF 7) in Project Management will be an advantage. At least three (3) years' relevant experience in project management and demonstrated experience of having successfully rolled out a change process ideally in a government or other complex organizational environment. Knowledge and application of project management processes and principles. Knowledge and understanding of stakeholder management and change management processes. Familiarity with project management concepts, programme management concepts and role of project management. Good communication (verbal and written), project management, change management, problem solving, negotiation, planning, organizational, administrative and computer skills (MS Office package). Ability to work independently and function as part of a broader team. Willing to travel frequently. A valid driver's licence.

**DUTIES**

:

Developing and implementing training programs to meet goals. Communicating career-path opportunities to learners. Conducting the recruitment & selection of Learnerships programmes at (NQF 1-3) to effectively assess training needs. Providing training support for learners including scheduling class time, registering participants. Conducting research on topics related to training needs within the organization. Overseeing the planning and designing of the curriculum. Determining which training methodologies are most appropriate for various situations and audiences based on knowledge of learning styles and instructional design principles. Assessing and measuring the results of training. Carrying out calculations and giving reports on training costs. Monitoring, evaluating, and taking an accurate and adequate record of training activities and program effectiveness.

**ENQUIRIES**

:

Mr Ntlatleng K Tel No: 012 110 4460

**APPLICATIONS**

:

Submitted via post or hand delivery to: North West CET College, 45 Van Velden Street, Brits, 0250.

**FOR ATTENTION**

:

Mr Ntlatleng K

**NOTE**

:

The Application must include only completed and signed new form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za](http://www.dpsa.gov.za) and a detailed Curriculum Vitae. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The old Z83 form will result in disqualification. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date will not be considered. The North West CET College has the right to appoint and withdraw the posts.

**CLOSING DATE**

:

17 February 2023 at 16:00

**POST 04/81**

:

**SENIOR RISK, FRAUD, ETHICS AND INTEGRITY MANAGEMENT OFFICER REF NO: CJC/SRFE/2023**

Re-advertised and candidate who had applied previously may re apply

**SALARY**

:

R331 188 per annum (Level 08), plus benefits as applicable in the Public Sector

**CENTRE**

:

Central Office: Central Johannesburg TVET College

**REQUIREMENTS**

:

Grade 12 or equivalent qualification. A recognized National Diploma/Degree (NQF Level 6) in Risk Management/ Internal Audit or equivalent qualification-related qualification. At least three (3) years experience in Risk Management or Internal Audit. Membership with a Professional body (Institute of Risk Management SA, IIASA, etc) will be an added advantage. Knowledge: Knowledge of the relevant prescripts, legislation, and regulations. Knowledge

and understanding of the Risk Management or Internal Audit environment. Skills: Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem-solving, Computer literacy, Analytical, Client-oriented, Project management, Team leadership, Planning and organizing, and People management. Values/attributes: Client service focus, Integrity, Committed, Proactive, loyal.

**DUTIES** : Implementation of Risk Management process. Compile risk register for strategic and operational and process levels. Follow up on the implementation of the mitigation action plans that were put in place to reduce the risk to an acceptable level. Facilitate Fraud Risk Assessment and Implement fraud policies. Conduct Investigations on allegations of corruption. Coordinate training, workshop, and awareness on Risk, Fraud, ethics, and integrity Management services.

**ENQUIRIES** : Mr. Mbulaheni Khakhu at [khakhum@cjc.edu.za](mailto:khakhum@cjc.edu.za) Tel No: 011 351 6000

**APPLICATIONS** : All applications are to be sent via email to [recruitment79@cjc.edu.za](mailto:recruitment79@cjc.edu.za)

**NOTE** : Kindly quote the name of the post you are applying for and its reference number in the subject line. Due to the Covid-19 pandemic, no faxed, postal, or hand-delivery applications will be accepted. Note: Scanned Applications must consist of: a duly completed and signed latest version of the Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), stating the post you are applying for and the relevant reference number, a recently updated CV only. Certified copies of the 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (in 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. The applicant must have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and provide proof of such evaluation (when shortlisted). No faxed, posted or hand-delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

**CLOSING DATE** : 17 February 2023 at 16:00

**POST 04/82** : **EXAM OFFICER REF NO: NKC/2023/01/10**

**SALARY** : R269 214 per annum (Level 07)

**CENTRE** : Mpondozankomo Campus

**REQUIREMENTS** : Grade 12 or equivalent plus a recognized National Diploma (NQF 6) in Education/ Administration or equivalent qualification, 2-3 years in the examination services / Teaching and Learning environment/ related field, Knowledge of White Paper on PSET Act, Knowledge of practice notes. National, policy frameworks relevant to Education, Training and Development, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge and understanding of COLTECH system, TVETMIS, and ITS system. Must have a valid drivers license.

**DUTIES** : Coordinate internal and external examination assessment services, Coordinate and conduct training of Invigilators, Markers and Data Capturers, facilitate examination and Irregularity Committee for the campus and serve as a Secretariat. Process application and issuing of certificates services. Provide administration support for the examination unit.

**ENQUIRIES** : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700

**APPLICATIONS** : should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.

**FOR ATTENTION** : The Principal

**NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as

a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application 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.

**CLOSING DATE**

: 17 February 2023 at 13:30

**POST 04/83**

: **CAMPUS ADMINISTRATOR REF NO: NKC/2023/01/11**

**SALARY**

: R269 214 per annum (Level 07)

**CENTRE**

: CN Mahlangu Campus

**REQUIREMENTS**

: Grade 12 or equivalent plus a recognised National Diploma (NQF 6) in Office Management and Technology/Public Management/Management Assistant or equivalent qualification, 2-3 years relevant experience in Administration environment, Knowledge of office administration, Knowledge of Public Service legislations and policies, Knowledge of PSET, Knowledge and understanding of the TVET Administration, Understanding of the Higher Education sector, Understanding of corporate governance and any other related legislation, Planning and organizing skills, Report writing, Communication and interpersonal, Computer literacy and must have a valid drivers' license.

**DUTIES**

: Provide administration support services to campus management and students Administer and coordinate human resource services: Coordinate Leave forms and submit to central office, Coordinate PMDS documents and submit to central office, Coordinate all relevant documentation pertaining to disciplinary cases and grievances, Follow up and resolve all human resource administration queries and issues emanating from campus staff, Maintain human resource records administration, Monitor the attendance register for staff, Coordinate the compilation of duty registers and payment for part-time lectures, Support the implementation college staff programme at campus level. Provide procurement services: Recommend purchase requisitions to Campus Management, Draft procurement memo, Complete requisition form, receive goods and services, Coordinate and submit invoices to central office for processing, Verify the correctness of goods and services supplied against the appropriate documentation. Maintain a proper filing system: Maintain files for all campus staff, Filing of all relevant documentation according to QMS requirements and national achieve Act. Provide Finance and asset management services to the campus.

**ENQUIRIES**

: Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700

**APPLICATIONS**

: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.

**FOR ATTENTION**

: The Principal

**NOTE**

: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application 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.

**CLOSING DATE**

: 17 February 2023 at 13:30.

**POST 04/84**

: **PRACTITIONER – HUMAN RESOURCE DEVELOPMENT REF NO: NKC/2023/01/12**

**SALARY**

: R269 214 per annum (Level 07)

**CENTRE**

: Central Office: Nkangala TVET College

**REQUIREMENTS**

: Grade 12 or equivalent plus a Recognized National Diploma in Human Resource Management/Development (NQF level 6) Relevant PERSAL Certificates, A Certificate in facilitation/ Assessor/ Moderator will be an added advantage, 2-3 years' relevant experience in Human Resource development environment, Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.), 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, Planning and



- organizing, Communication (Good verbal and written), Computer Literacy, Report writing and must have a valid drivers' license.
- DUTIES** : Implement all training and development programmes in line with approved plans, Facilitate the development and implementation of Work Skills Plan, Process bursaries in line with the departmental policy, Coordinate the implementation of Internship and Learnership Programmes, Coordinate the implementation of Performance Management Development System, Integrated Quality Management System and coordinate training for College staff, Facilitate the development of job descriptions, Provide assistance on the development, review and implementation of Employment Equity Plan for the College.
- ENQUIRIES APPLICATIONS** : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700  
should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.
- FOR ATTENTION NOTE** : The Principal  
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application 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.
- CLOSING DATE** : 17 February 2023 at 13:30
- POST 04/85** : **ADMINISTRATION OFFICER: PARTNERSHIP AND LINKAGES REF NO: NKC/2023/01/13**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Central Office: Nkangala TVET College  
: Grade 12 or equivalent plus a recognised National Diploma in Public Administration/ Public Management (NQF Level 6) or equivalent qualification, 2-3 years in Public Administration environment, Knowledge and understanding of Public Administration, Knowledge of the relevant legislation, policies, prescripts and procedure, Basic knowledge of Financial Administration, Planning and organizing skills Report writing, Communication and interpersonal, Problem solving, Computer literacy and must have a valid drivers license.
- DUTIES** : Assist with the provisioning of administrative support in the TVET/CET and Regional office Assist with the preparation of submissions and memorandums, assist with the quality assurance of all submissions and memorandums, Route the amendments back to the compiler for correction. Maintain the effective flow of information and documents to all stakeholders. Assist with the procurement of goods, services, bookings and claims, Open files for all bookings and claims and update on regular basis. Complete requisition forms for purchasing of goods and services. Maintaining proper filing system for all documents, register all queries and forward to the relevant units, follow-up on queries and provide feedback.
- ENQUIRIES APPLICATIONS** : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700  
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.
- FOR ATTENTION NOTE** : The Principal  
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application 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.
- CLOSING DATE** : 17 February 2023 at 13:30

<b><u>POST 04/86</u></b>	:	<b><u>PROJECT CO-ORDINATOR (NATIONAL SKILLS FUND) REF NO: NSF2023/08</u></b> (Fixed Term Contract: 3 years) (Re-Advertisement)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum (Level 07), plus 37% Central Office: Mnambithi TVET College Grade 12/Senior Certificate or equivalent qualification plus a post-matric qualification in the field of Project Management and or in the field Accounting/ Business or Business Administration/ Management. Minimum of 2 years project management experience. Experience in working with SETAs, Excellent verbal and written communication skills. Capacity to manage high stress situations. Ability to multi-task and manage various project elements simultaneously. Big-picture thinking and vision with excellent leadership skills. Valid driver's licence. Advanced MS Office proficiency in Outlook, Word, PowerPoint and Excel. Knowledge of policies governing the public sector, PFMA and treasury regulations.
<b><u>DUTIES</u></b>	:	The project co-ordinator will be responsible for planning, overseeing and leading the NSF projects from commencement through to completion. He/she will be required to interact with a range of internal and external stakeholders involved with the NSF project. Oversee the compilation of performance and financial reports. Present reports to the relevant stakeholders. Participate in NSF verification processes. Track the NSF budget spending and report accordingly. Lead the NSF project planning sessions. Co-ordinate staff and internal resources. Manage NSF project progress and adapt work as required. Ensure NSF projects meet deadlines as per the NSF requirements. Manage relationships with clients and stakeholders. Design and facilitate the signing off on contracts and other relevant documents. Oversee all NSF related incoming and outgoing project documentation. Conduct project review and draw detailed reports as and when needed. Managing large and diverse teams and work collaboratively with all units at the college.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	HR Section Tel No: (036) 631 0360 Applications must be addressed for attention of HR Unit, Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370 or hand delivered to 77 Murchison Street, Ladysmith, 3370.
<b><u>NOTE</u></b>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Should the applicant not be notified of the outcome of the application within three months after the closing date, they should consider their application as unsuccessful. The college reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.
<b><u>CLOSING DATE</u></b>	:	17 February 2023
<b><u>POST 04/87</u></b>	:	<b><u>HOUSE KEEPING SUPERVISOR REF NO: NKC/2023/01/14</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R218 064 per annum (Level 06) CN Mahlangu Campus Grade 12 or equivalent plus a recognised National Diploma (NQF 6) in Office Management and Technology/Public Management/Management Assistant or equivalent qualification, 2-3 years relevant experience in rendering support services to students or related field, 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.), Computer skills, Planning and organizing, Good verbal and written communication, Ability to perform routine tasks, Interpersonal Relation. Must have a valid drivers' licence.
<b><u>DUTIES</u></b>	:	Ensure and monitor the wellbeing of students. Maintain household records, admission and allocate rooms for students, Monitor and ensure safety of students and their belongings in the hostel, Monitor hostel buildings, cleaning materials and maintenance of building, Oversee the cooking section at hostels, Provide hostel administration and logistics.
<b><u>ENQUIRIES</u></b>	:	Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700

**APPLICATIONS** : Should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.

**FOR ATTENTION NOTE** : The Principal  
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application 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.

**CLOSING DATE** : 17 February 2023 at 13:30

**POST 04/88** : **HUMAN RESOURCE CLERK REF NO: NKC/2023/01/15 (X2 POSTS)**

**SALARY** : R181 599 per annum  
**CENTRE** : Central Office: Nkangala TVET College  
**REQUIREMENTS** : Grade 12 or equivalent plus Appropriate National Diploma (NQF 6) in Human Resource Management, 1-2 years' experience in Human Resource Management, Knowledge of HRM processes and practices, knowledge of Public Service Act, Knowledge of Recruitment processes, knowledge of performance management processes, Knowledge of PERSAL will be an added advantage and must have a valid drivers' license.

**DUTIES** : Assist in the provision of conditions of service and Human Resource Records. Render support in the provision of recruitment and selection processes, capture leave on PERSAL, capturing of pension claims on the PCM system, assist with the implementation of Performance Management and Development System, Integrated Quality Management System and coordinate training for College staff, Assist with the provision of Employee Health and Wellness services in the College.

**ENQUIRIES APPLICATIONS** : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700  
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.

**FOR ATTENTION NOTE** : The Principal  
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application 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.

**CLOSING DATE** : 17 February 2023 at 13:30

**POST 04/89** : **ADMINISTRATION CLERK: FINANCE**

**SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Central Office Ref No: NKC/2023/01/16  
Mpondozankomo Campus Ref No: NKC/2023/01/17  
Middelburg Campus Ref No: NKC/2023/01/18

**REQUIREMENTS** : Grade 12 or equivalent plus Appropriate National Diploma (NQF 6 in Finance, 1 year' experience in the Education/Teaching and Learning environment or related field, 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, PSA, PSR, PPPFA, Financial Manual), Knowledge of basic financial operating, ability to perform adequately and methodically under pressure, verbal and written communication skills, computer literacy, Knowledge of Coltech and SAGE evolution will be an added advantage. Must have a valid drivers' license.

**DUTIES** : Perform financial and management accounting tasks. Perform bookkeeping services. Perform student administration, administration support services.

Render Budget support services. Handle filing of documents. Perform ad-hoc duties.

**ENQUIRIES APPLICATIONS** : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700  
should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.

**FOR ATTENTION NOTE** : The Principal  
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application 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.

**CLOSING DATE** : 17 February 2023 at 13:30.

**POST 04/90** : **ADMINISTRATION CLERK: GOVERNANCE REF NO: NKC/2023/01/19**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: Central Office: Nkangala TVET College  
: A grade 12 certificate or equivalent plus an appropriate National Diploma in Public Administration, Management Assistant, Public Management, 1 year' experience in Clerical/ Administrative duties, Ability to capture data, operating a computer, knowledge of legislative framework governing the Public Service Knowledge of procedures in terms of the working environment, Planning and organizing, Good verbal and written communication. Must have a valid drivers' license.

**DUTIES** : Render general clerical support services to college council, record, organize, store, capture and retrieve correspondence and data ( line function), Update registers, handle routine enquiries, Make photocopies and receive or send emails, distribute documents/ packages to various stakeholders as required by council, keep and maintain the filing system for college Council, do logistical arrangement for college council meetings and taking minutes, Keep and maintain the incoming and outgoing document register of the office, arrange travelling and accommodation for council, check correctness of subsistence and travel claims of council members and submit to finance.

**ENQUIRIES APPLICATIONS** : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700  
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.

**FOR ATTENTION NOTE** : The Principal  
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application 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.

**CLOSING DATE** : 17 February 2023 at 13:30.

**POST 04/91** : **FINANCE CLERK REF NO: HRM 01/2023**  
Finance Department

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: Elangeni TVET College, Central Office  
: Grade 12 with (Commerce stream)/ recognised National Diploma / Bachelor degree (M+3/REQV 13) in Financial Accounting/ Cost and Management Accounting / Supply Chain Management or Internal Auditing. Good communication skills (written & verbal). Well organised and hardworking individual with strong organisational ability skills. Competent, energetic and motivated individual with the ability to work under pressure. Must be in possession of a valid driver's license. Computer literacy (Ms Work, Excel). 1-2 years' relevant experience in SCM environment will be an added advantage.

- DUTIES** : Monitor and review the capturing of all assets (moveable and immoveable) in the asset management registers. Monitor and review the allocation of assets to designated holders. Promote correct implementation of sound assets in accordance with the relevant policy and procedures. Promote correct implementation of sound asset management practices. Ensure effective and efficient utilization of resources allocated to the unit.
- ENQUIRIES** : Mr NE Mkhize Tel No: 031 492 4363
- POST 04/92** : **SECRETARY REF NO: HRM 02/2023**  
Deputy Principal
- SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Elangeni TVET College, Central Office  
**REQUIREMENTS** : Grade 12 with typing as a subject. Recognised National Diploma in Office Management and Technology/ Management Assistant or equivalent qualification will be advantageous. 1-3 years' experience in typing and Secretarial. Basic knowledge of financial Management. Record management of documents. Ability to communicate well with people at different levels and backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.
- DUTIES** : Provide a secretarial/ receptionist support service to the manager. Receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager. Records basic minutes of the meetings of the manager where required. Does filing of documents for the manager and the unit where required. Receives, records and distributes all incoming and outgoing documents. Collects all relevant documents to enable the manager to prepare for meetings. Arranges meetings and events for the manager and the staff in the unit. Identifies venues, invites role players, organizes refreshments and sets up schedules for meetings and events. Provide a clerical support service to the manager.
- ENQUIRIES** : Mr NE Mkhize Tel No: 031 492 4363  
**APPLICATIONS** : All applications must be hand delivered to Elangeni TVET College Central Office, 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
- CLOSING DATE** : 17 February 2023 at 13h00
- POST 04/93** : **SUPPLY CHAIN CLERK REF NO: CJC/SCMC/2023**
- SALARY** : R181 599 per annum (Level 05), plus benefits as applicable in the Public Sector  
**CENTRE** : Central Office: Parktown  
**REQUIREMENTS** : Grade 12 certificate or equivalent. A recognized three-year (3) National Diploma in Supply Chain Management/ Logistics/Public Management (NQF level 6) equivalent/related qualification will be an added advantage. 3 months of experience is required. Knowledge: Basic knowledge of supply chain duties, practices, and the ability to capture data. Knowledge of assets disposal procedure. Knowledge and understating of the legislative framework governing Public Services. Knowledge of procedures in terms of the working

environment. Knowledge of assets management. Knowledge of LOGIS. Knowledge of Supply Chain Policies. Knowledge of the Department of Higher Education mandate. Skills: Planning and organizing, Communication (Good verbal and written), Computer Literacy, Flexibility, Customer care services, Report writing. Flexibility. Teamwork. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal.

**DUTIES** : Render demand and acquisition clerical support by performing the following tasks: Update and maintain supplier (Including contractors) database, Register suppliers on LOGIS or similar system, Request and receive quotations, Capture specifications on the electronic purchasing system, Place orders, Issue and receive quotations, provide secretariat or logistical support during the bid consideration and contracts conclusion process, Compile draft documents as required. Render logistical services by Placing orders, Receiving and verifying goods from suppliers, Capturing goods in registers databases, receiving requests for goods from end users, Issue goods to end users, maintaining goods register, Updating and maintaining a register of suppliers

**ENQUIRIES** : Mr. Mbulaheni Khakhu at [khakhum@cjc.edu.za](mailto:khakhum@cjc.edu.za)  
**APPLICATIONS** : All applications are to be sent via email to [recruitment77@cjc.edu.za](mailto:recruitment77@cjc.edu.za)  
**NOTE** : Kindly quote the name of the post you are applying for and its reference number in the subject line. Due to the Covid-19 pandemic, no faxed, postal or hand-delivery applications will be accepted. Note: Scanned Applications must consist of: a duly completed and signed latest version of the Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), stating the post you are applying for and the relevant reference number, a recently updated CV only. Certified copies of the 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 (in 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. The applicant must have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and provide proof of such evaluation (when shortlisted). No faxed, posted or hand-delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

**CLOSING DATE** : 17 February 2023 at 16:00

**POST 04/94** : **MARKETING AND COMMUNICATION CLERK REF NO: 05/03/2022**

**SALARY** : R181 599 per annum (Level 05), plus benefits  
**CENTRE** : Tshwane South TVET  
**REQUIREMENTS** : Grade 12, Recognised three-year National Diploma (NQF Level 6) in Communication/ Marketing/Public Relations or equivalent qualification in the relevant field will be an added advantage. Minimum of 1-2 years working experience in the Marketing and Communication Environment. Knowledge of social media practice and channels, understanding of the importance of brand guidelines, graphic design and applying across a range of channels, knowledge and understanding of stakeholder management, event management, digital marketing and website maintenance. Knowledge of policies and government environment of TVET Colleges including knowledge of annual reporting requirement by Higher Education Institutions. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy and high level of reliability.

**DUTIES** : Assist in marketing, promotion and branding services. Assist in the coordination of public relations and media liaison services. Assist in the coordination of photographic services and drafting articles. Assist in the coordination of College events and communication administrations services. Assist in updating the content, design and layout of the College website. Perform other related functions in the area operation assigned by the manager.

**ENQUIRIES** : Ms. MF Mashitsho Tel No: (012) 401 5000

- APPLICATIONS** : Tshwane South TVET College, P O Box 151, Pretoria, 0001 or alternatively, applications can be hand-delivered to the Head Office, 85 Francis Baard Street, Pretoria, 0001.
- NOTE** : Applications must be submitted on the new Z83 form which has since been in effect from 1 January 2021, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae (CV), with specific starting and ending dates in respect of all relevant positions held with clear levels and ranks description pertaining the work experience as well as at least two contactable references. Only short-listed candidates will be required to submit certified copies (not older than six months) of qualifications including academic records, drivers license and identity document on or before the interview. Please indicate the reference number and the post description of the position you are applying for on your application form, the Z83 Form must be dated, signed and the candidate must initialise both pages of the Form. Applications submitted using the old Z83 Form will not be accepted. Non-RSA Citizens/Permanent Resident Permit Holder will be required to submit their permit on the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late Applications received after closing date and time, incomplete, emailed, and faxed applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the College. It is the intention of the College to promote representativity (race, gender, and disability) in the College through the filling of these post(s). Applicants from the designated groups especially in respect of people with disabilities will receive preference. The College as the employer reserves the right not to make any appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will only be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.
- CLOSING DATE** : 17 February 2023
- POST 04/95** : **DRIVER REF NO: HRM 03/2023**  
Deputy Principal
- SALARY** : R151 884 per annum (Level 04)  
**CENTRE** : Elangeni TVET College, Pinetown Campus  
**REQUIREMENTS** : A grade 10 qualification/ standard 8 and valid code 08 drivers licence. Years' relevant experience in driving environment.
- DUTIES** : Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handle. Render a clerical support/messenger service in the relevant office. This would, inter alia, entail the following: Assist in the registry, Copy and fax document, Collect and deliver documentation and related items in the department.
- ENQUIRIES** : Mr NE Mkhize Tel No: 031 492 4363  
**APPLICATIONS** : All applications must be hand delivered to Elangeni TVET College Central Office, 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification

verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.  
17 February 2023 at 13h00

**CLOSING DATE**

:



## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 20 February 2023

**NOTE** : Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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.

## MANAGEMENT ECHELON

**POST 04/96** : **DIRECTOR: PROPERTY MANAGEMENT REF NO: 23/13/CS**

**SALARY** : R1 105 383 – R1 302 102 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : An undergraduate (NQF level 7) as recognized by SAQA in Business Administration/Management/Property Management/Real Estate; 5 years' experience at middle/senior management level in Property Management/Real Estate; Nyukela certificate (Certificate for Entry into the Senior Management Service from the School of Government); Knowledge of fixed Immovable Assets, National Building Regulations, Occupational Health and Safety Act and Supply Chain Management Act; Knowledge of Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Financial Management Act; A valid driver's license. Skills and Competencies: Strategic leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage departmental leasing portfolios; Manage departmental housing portfolios; Manage the operations of immovable assets; Manage municipal services; Provide effective people management.

**ENQUIRIES** : Ms. M. Kganyago Tel No: (012) 315 1844

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

**NOTE** : Preference will be given to women and people with disability.

- POST 04/97** : **DIRECTOR: CARA AND PRESIDENT FUND REF NO: 23/04/CFO**
- SALARY** : R1 105 383 – R1 302 102 per annum, (all-inclusive remuneration package).  
The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An undergraduate qualification in Financial Management (NQF level 7) as recognized by SAQA or equivalent qualification; 5 years related experience at middle/senior management level in financial environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge of Modified Cash Accounting and Disclosure requirements; Understanding of Financial Reporting in terms of GRAP; Knowledge of Public Financial Management Act (PFMA), National Treasury Regulations; Experience in working on the BAS and Pastel system; Knowledge of the Department of Justice and Constitutional Development and its Crime Asset Recovery Account (CARA) and President Fund Functions. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem Solving and analysis; People management and empowerment; Client orientation and customer focus; Good interpersonal relations and communication skills; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the Criminal Assets Recovery Account (CARA); Manage the President's fund; Manage the financial accounting of the CARA and President's Fund; Provide effective people management.
- ENQUIRIES** : Mr J Maluleke Tel No: (012) 315 1090
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : Preference will be given to women and people with disability.
- POST 04/98** : **DIRECTOR: EXPENDITURE MONITORING AND INTERNAL CONTROL REF NO: 23/09/CFO**
- SALARY** : R1 105 383 – R1 302 102 per annum, (all-inclusive remuneration package).  
The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Financial Management/ Accounting/ Internal Audit/ B Com in Finance/Management Accounting/ Economics or equivalent as recognized by SAQA; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); 5 years' experience at middle/senior managerial level in Budget Management and/or Internal Control environment; Knowledge of Financial Provisioning and/ or Administration procedures and processes; Knowledge of Public Finance Management Act (PFMA); Budget Management, Public Service Regulations and Acts, Treasury Regulations, Division of Revenue Act (DORA), Preferential Procurement Policy Framework Act (PPPFA) and Public Audit Act; A valid driver's license. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem Solving and analysis; People management and empowerment; Client orientation and customer focus; Good interpersonal relations and communication skills; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the department expenditure, monitoring and reporting processes; Manage budget performance and budget risk against Annual Performance Plan (APP); Manage the provision of strategic technical support to branches in the implementation of budget and APP; Manage the process of detecting and preventing financial non-compliance; Manage the maintenance of adequate internal control systems and procedures; Provide effective people management.
- ENQUIRIES** : Mr. J. Maluleke Tel No: (012) 315 1090
- APPLICATIONS** : 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.

#### OTHER POSTS

- POST 04/99** : **DEPUTY DIRECTOR: FACILITIES PROGRAMME SUPPORT REF NO: 23/12/CS**
- SALARY** : R766 584 – R903 006 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
- : An appropriate undergraduate qualification (NQF level 6) as recognized by SAQA in Built environment (town planning, quantity surveying, space planning services, etc.); A minimum of 3 years' experience in Facilities Management at managerial (Assistant Director) level; Knowledge and understanding of financial management, the legislative framework governing the Public Service: Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act, Government initiatives and decisions, etc.; Understanding of Government Immovable Assets Management Act (GIAMA); Knowledge of Supply Chain Management framework, National Building Regulations, prescripts and frameworks on corporate performance and technical knowledge in spectrum of discipline within the Built Environment. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Impact and influence; Interpersonal relations and conflict resolution; Planning and organizing; Problem solving and decision making; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Coordinate and monitor the expenditure of facilities management and strategy requirements; Coordinate the development and implementation of User Asset Management Plan (UAMP); Coordinate the processing of Facilities Management payments; Coordinate Special Projects in Provincial facilities and the implementation of term contracts; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. M Mokoena Tel No: (012) 744 2026
- : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 04/100** : **ASSISTANT DIRECTOR: TRAINING AND DEVELOPMENT REF NO: 23/VA15/NW**
- SALARY** : R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : North West Provincial Office
- : An undergraduate qualification (NQF level 6) as recognised by SAQA in Human Resource Management/ Human Resource Development; A minimum of 3 years at supervisory level in Human Resource Development work environment; Skills and Competencies: Personal attributes; Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Impact and influence; Interpersonal skills; Planning and organizing; Problem solving and decision making; Project management; Team leadership, Computer literacy; Facilitation/presentation skills.
- DUTIES** : Key Performance Areas: Facilitate and implement Workplace Skills Plan (WSP); Facilitate and implement training and development programmes; Facilitate and implement bursary and study assistance programmes; Facilitate and implement learnership and internship programmes; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms L Shoai Tel No: (018) 397 7088
- : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745.

- POST 04/101** : **ADMINISTRATIVE OFFICER: REF NO: 31/22/NC/WIL**  
(Re-advertisement-people who previously applied is encouraged to re-apply)
- SALARY** : R331 188 - R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office Williston  
: Three year National Diploma/ Bachelor's Degree in Public Administration/ Public Management or equivalent; 3 years Administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Financial Management (Vote and Trust Account), Departmental Financial Instructions (DFI), BAS and Justice Yellow Pages (JYP); Budget control, Asset, Facility Management and PFMA. Skills and Competencies: People Management; Computer Literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem solving skills; Sound leadership and management skills; Good interpersonal relations.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court, Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, manage and administer support services to Case Flow Management and other court users.
- ENQUIRIES APPLICATIONS** : Ms S Segopa Tel No: (053) 8021300  
: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7<sup>th</sup> floor, Kimberley, 8301. Email or faxed applications will not be considered.
- POST 04/102** : **LABOUR RELATIONS OFFICER REF NO: 1923/NC/RO**
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Kimberley Northern Cape  
: An appropriate three (3) years National Diploma / Bachelor's Degree or equivalent qualification in Labour Relations / Human Resource Management; Minimum of three years' relevant experience in Labour Relations; In depth knowledge and understanding of all relevant Human Resource legislation and policies; A valid driver's license. Skills and Competencies: Ability to work under pressure; Computer literate (MS Office: Word, Excel and Power Point). Verbal and written Communication skills; Ability to maintain good interpersonal relations. Problem solving skills and analytical thinking.
- DUTIES** : Key Performance Areas: Deal with grievances in the Department; Represent the Department at Disciplinary hearings and Dispute level; Chair disciplinary hearings when so appointed; Investigate allegation of misconducts; Advise Management on Labour Relations matters; Assist in Training on Labour Relations matters and management of strike; Provide advise and reports to management.
- ENQUIRIES APPLICATIONS** : Mr W Kumalo Tel No: (053) 802 1374  
: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7<sup>th</sup> floor, Kimberley, 8301. Email or faxed applications will not be considered.
- POST 04/103** : **ADMINISTRATIVE OFFICER REF NO: 25/2023/FA/WC**
- SALARY** : R331 188 – R390 129 per annum. (The successful candidate will be required to sign a performance agreement)
- CENTRE REQUIREMENTS** : Office of the Family Advocate: George  
: National Diploma/ /Degree in Business Administration or related qualification at NQF Level 6; A valid driver's license; At least 3 years experience in office administration of which at least one year supervisory/ team leader. Skills and Competencies: Planning and organizing; Creative thinking; Customer services orientation; Good communication, verbally and in writing; Client services; Interpersonal skills; Computer literacy (MS Word, Excel, Outlook); work under

pressure; Problem solving; Work independently and as part of a team; Punctuality; Integrity.

**DUTIES** : Key Performance Areas: Manage the provision of administration support to case flow management; Render general administrative services within the office; Deal with human resource related functions and asset management; Provide supply chain management services in the office.

**ENQUIRIES APPLICATIONS** : Ms J Gerber Tel No: (044) 8024 200

: Please forward your application to: Regional Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5<sup>th</sup> Floor Norton Rose House, Cape Town.

**FOR ATTENTION NOTE** : Ms L Keyster

: Persons with disabilities are encouraged to apply

**POST 04/104** : **CHIEF ADMINISTRATION CLERK REF NO: 23/08/CS**

**SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office: Pretoria

: Grade 12 certificate or equivalent qualification; Minimum of 3 years experience in administration. Skills and Competencies: Computer literacy (Ms Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Strong leadership capabilities; Ability to work under pressure; Report writing; Accuracy and attention to detail.

**DUTIES** : Key Performance Areas: Supervise and render general clerical support services; Supervise and provide supply chain clerical support services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services within the component; Provide effective people management.

**ENQUIRIES APPLICATIONS** : Ms R Sema Tel No: (012) 315 1333

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

**NOTE** : People with disabilities are encouraged to apply.

## OFFICE OF THE CHIEF JUSTICE



- APPLICATIONS** :
- National Office (Midrand)/ Constitutional Court: Braamfontein/ Judicial Support Services: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Eastern Cape/ Port Elizabeth/ Bisho/ Umthatha/ East London/Makhanda:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- Free State/ Supreme Court of Appeal: Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- Gauteng (Provincial Centre) /Land Claims Court (Randburg)/ Johannesburg High Court/ Pretoria High Court/ Labour and Labour Appeals Court:** Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- Kwazulu-Natal/ Durban/ Pietermaritzburg/Durban/Provincial Service Centre:** 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.
- Limpopo/ Polokwane/ Thohoyandou:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
- Mpumalanga/ Middelburg/ Nelspruit:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200
- Northern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley.
- North West/ Mmabatho/ Mahikeng:** 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, Mmabatho.
- Western Cape:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, cape Town 17 February 2023
- CLOSING DATE** :
- NOTE** :
- The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied

by a recent comprehensive CV ONLY; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted). All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

#### OTHER POSTS

<b><u>POST 04/105</u></b>	:	<b><u>DEPUTY DIRECTOR: DESKTOP SUPPORT AND SERVICE MANAGER</u></b> <b><u>REF NO: 2023/21/OCJ</u></b>
<b><u>SALARY</u></b>	:	R766 584 – R903 006 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Midrand
<b><u>REQUIREMENTS</u></b>	:	Matric and a three-year National Diploma in Computer Engineering, Information Technology or relevant qualification at NQF Level 6 (360 Credits) as recognised by SAQA; Valid Microsoft Certified System Administration or

Microsoft Certified Desktop Support Technician or Microsoft 365 Certified: Modern Desktop Administrator Associate or Equivalent; Valid ITIL Foundation Certificate; Valid Prince 2 or PMBOK certificate will be an added advantage; Minimum 6 years' experience in desktop support or related environment as an Assistant Director or equivalent; Minimum one (1) year experience in Project Management within the ICT environment will be an added advantage; Valid drivers license. Technical Knowledge/Competencies: Desktop and Systems support, ICT project management, ICT Change management; Experience in ICT Service Management environment, Experience in network and systems administration, Experience with DNS, DHCP, SQL, and WSUS, Experience with anti-virus and malware protection solutions, A strong focus on service delivery with a desire to innovate, improve process, support others, and share ideas, Knowledge of Public Service Regulations. Behavioural Competencies: Excellent interpersonal relations, Effective communications skills (written and verbal), Attention to details imperative, Excellent Problem-Solving skills, Ability to multi-task is essential, Time management and ability to work under pressure, Ability to adapt to change, Take accountability and ownership, Planning and Execution, Service Delivery Innovation, ITIL, Corporate Governance of ICT.

**DUTIES** : Provide IT Service Desk services and support to all users at OCJ, Provide support and management to the desktop support team of their duties daily and ensuring procedures and processes are adhered to, Management and deployment of ad-hoc projects within the Desktop Support environment which includes hardware and software releases, Provision of first- and second-line support of OCJ Business Applications and Local Area Network (LAN), Implementation and maintenance of end-point security solutions and software upgrades/ releases within the Desktop Support environment, Management of the Service Level Agreements (SLA's) and Operational Level Agreements (OLA's) for ICT environment with both internal and external stakeholders, Development and implementation of procedures and processes in line with standards for the ICT Desktop Support environment, Provide supervisory and coordination role to internal and external ICT Desktop Support environment, Coordinate and Manage end user devices lifecycle and technology refresh plans, Coordinate the Install, Move, Add, Change and Decommission (IMACD) services for all end user devices.

**ENQUIRIES** : Technical related enquiries: Mr T Ramatlapeng Tel No: 010 493 2500  
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

**POST 04/106** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: 2023/22/OCJ**

**SALARY** : R393 711 – R 463 764.per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office: Midrand  
: Matric certificate and a National Diploma /Bachelor's Degree or relevant (Equivalent) qualification in Risk Management/ Internal Audit/commerce at NQF level 6 as recognised by SAQA. Three (3) years' experience in Enterprise Risk Management. Knowledge of Public Finance Management Act (PFMA). Public Sector Risk Management Framework, King Reports; Treasury Regulations; Public Service Act. Fraud and Corruption Legislative Framework, Compliance Management, Business Continuity Management. Member of IRMSA. No criminal records. A valid driver's licence. Skills and Competencies: Planning and organizing, Presentation and Communication, Client orientation and customer focus, results/quality management, Problem solving and analysis, Service delivery innovation. Knowledge of financial disclosure system (e- disclosure system) Operational knowledge of MS Office (Word, Excel and Outlook) and knowledge of CURA system and other risk software programs.

**DUTIES** : Assist in preparing, reviewing and capturing and updating the Draft Risk Management Policy, Risk Management Strategy and other Governance Risk Document and ensure that these documents are circulated and communicated to the entire organisation, Assist in coordinating the strategic Risk Assessment for the Department. Coordinate and facilitate the Risk Assessments for Directorates/Provinces, Facilitate the Compliance and BCM risk assessments, Monitor and report on the progress made by the Risk Owners quarterly, Embed Risk Management culture within the OCJ, Assist in the implementation of business continuity management processes to ensure that the culture of continuity is embedded across the OCJ. Supervise junior staff members and ensure that continuous professional development is encouraged and



- implemented. Assist in the administration of Risk Management governance Committees.
- ENQUIRIES** : Technical enquiries: Mr R Mabunda Tel No: (010) 493 2500/19  
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500
- POST 04/107** : **SENIOR ADMINISTRATIVE OFFICER: INTERGRITY AND ETHICS MANAGEMENT REF NO: 2023/23/OCJ**
- SALARY** : R331 188 – R390 711 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand  
: Matric certificate and National Diploma / Bachelor Degree or relevant qualification on NQF level 6 (360 Credits) as recognized by SAQA. Two (2) to three (3) years' experience in the integrity and Ethics or fraud prevention environment. Completion of online course on Ethics in the Public Service within one month of appointment is a must. Certified, as Ethics Officer is desirable but not a must requirement. Knowledge of e-disclosure system. A valid driver's licence. Knowledge of the Labour Relations, general public administration, Public Service regulations, Public Finance Management Act (PFMA), Public Service Act and Treasury Regulations, No criminal records. Skills and Competencies: Planning and organizing, Knowledge of relevant legislatures related to management of Ethics, Fraud and anti-corruption, Client orientation and customer focus, Results/quality management, Problem solving and analysis, Service delivery innovation, knowledge of operating financial disclosure system (e-disclosure system). Knowledge of MS Office (words and Excel and Outlook).
- DUTIES** : Coordinate the activities of integrity and Ethics Management. Facilitate and provide e- Disclosure support to the other categories of employees. Facilitate the process of the Remunerative Work outside the public service. Facilitate the acceptance of Gifts. Manage all Administrative requirements, reporting and records management subsection. Assist with the coordination of Ethics Committee meetings. Conduct awareness to all the OCJ employees.
- ENQUIRIES** : Technical enquiries: Mr R Mabunda Tel No: (010) 493 2506  
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500
- POST 04/108** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: 2023/24/OCJ**  
(Contract and Payments)
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand  
: Matric certificate and a three year National Diploma/ Degree in Supply Chain Management or relevant (equivalent) qualification at NQF level 6 (360 Credits) as recognised by SAQA. Minimum of two (2) years working experience in Supply Chain Management. Knowledge of PFMA, BBB-EE Act, PPPFA and Treasury Regulations. In depth knowledge of procurement systems e.g. JYP, LOGIS and other systems. A valid driver's license will be added advantage.
- DUTIES** : Ensure the implementation of SCM policies and prescripts as received from National treasury. Assist in monitoring and administration of all contracts. Capturing of awarded contracts on National Treasury's contract registration application (CRA) or Database. Monitor and keep an update the contract register, deviation register and prepayment register. Assist the court, regional centres or provincial offices with loading of contract on the procurement system. Ensure that Purchase orders are issued to suppliers for all loaded contracts. Ensure timeous processing of invoices received from suppliers. Ensure payments of invoices are made within 30 days period. Ensure that payments are made to the correct supplier. Ensure that commitments are closed and make follow up on outstanding commitment. Assist the Deputy Director and Assistant Director with compiling and reporting on interim financial statement (IFS) and Annual financial statement (AFS) on monthly and quarterly basis. Ensure that Service Level Agreements (SLA's) are signed on time by the supplier and the end user. Ensure proper filling and safekeeping of documents (signed SLA and payment batches). Supervise subordinates (Clerks and Interns) to ensure compliance with SCM prescript and policies. Perform other duties that have been delegated by the supervisor.
- ENQUIRIES** : Technical enquiries: Ms E Chambers Tel No: (010) 493 2566  
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

- POST 04/109** : **JUDGES SECRETARY REF NO: 2023/25/OCJ**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Constitutional Court: Braamfontein
- : Matric with one (1) to three (3) years 'secretarial experience or as an office assistant in a legal environment. A valid license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an advantage. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English good communication skills (verbal and written) Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and a work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidential and time management. Computer literacy (MS Words) and research capabilities.
- DUTIES** : Typing (or Formatting) of draft memorandum decisions, opinions or judgement entries written by or assigned by the Judge. Provide general secretarial/ administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarise appointments, meeting and official visits and make travel and accommodation arrangements. Safeguarding of all case files and endorsement of case file with an order made by the Judge. Update files and documents and provide copies of documents to the Registrar. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgement.
- ENQUIRIES** : Technical enquiries: Ms Zoleka Sondlo Tel No: 011 359 7590  
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500
- POST 04/110** : **STATE ACCOUNTANT REF NO: 2023/26/OCJ**
- SALARY** : R269 214 – R317 127.per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division Johannesburg
- : Matric with a three year National Diploma/Degree in Financial Management/ Accounting Commerce, Cost and Management and Accounting, Public Management or Business Administration, Logistics Management, Supply Chain Management or relevant qualification at NQF Level 6 (360 credits); A minimum of 05 years relevant experience in Financial environment; Knowledge of BAS,PFMA, DFI, JDAS, JYP and Transport Policies and PERSAL sound (proving Documents) job knowledge of financial management, supply chain and assets management and supervision of staff a valid driver's license will serve as added advantage.
- DUTIES** : Supervise the section and render financial accounting transactions, Control budget in accordance with budget reports, ensure payments within 30 days, ensure correct projections on the Budget, detect and deals with incorrect SCOA CLASSIFICATIONS, Authorization of transaction BAS and ensure all processed documents are audit compliant, Coordinates and ensure the monitoring of commitments, coordinate the provision of logistics services and store management services. Assist the resolution of audit queries from internal and external audits on assets and supply chain management, Manage/ Maintain policy and ensure the clearance of bank reconciliation exception accounts as well as the compilation of reconciliation and petty cash reconciliation, keep and update all records on assets register, Identify assets for disposal and facilitate the transfer thereof.
- ENQUIRIES** : Technical Ms S Letlaka Tel No: (010) 494 8486  
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 04/111** : **HUMAN RESOURCE OFFICER: HRD&PMDS REF NO: 2023/28/OCJ**
- SALARY** : R181 599 - 213 912 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
- : Matric certificate. The following will serve as an added advantage, A 3-year National Diploma (NQF Level 6) in HRM, Public Administration or relevant qualification as recognized by SAQA. And a minimum of one (1) year' experience in Performance Management and Human Resource Development

environment. Skills and Competencies: Excellent communication skills (written and verbal). Planning and organising skills. Be able to pay attention to detail and work within deadlines. Proven computer literacy, including MS Word & MS Excel. Knowledge of HRM/D legislation and policies, knowledge and understanding the concepts of HRD and PMDS. Ability to adapt to change. Ability to interpret policies and legislation. Client and customer orientated. Good interpersonal skills. Ability to analyse information, identify and solve problems, reason logically and ability to work under pressure.

- DUTIES** : Assist to Coordinate and administer Human Resource Development in the department. Administer internal Bursaries in the department. Assist to Coordinate and develop the departmental induction and compulsory induction programme database. Assist to administer skill development initiative and training logistics. Capture PMDS Information on Persal. Preparation of PMDS document for Moderation sessions. Render PMDS administration and record keeping. Take minutes during HRD and PMDS meetings.
- ENQUIRIES** : Technical HR Related Enquiries: Ms Kagiso Tshoke Tel No: (010) 493 2500  
HR related enquiries: Ms. S Tshidino Tel No: (010) 493 2500/2528

**GRADUATE INTERNSHIP PROGRAMME FOR 2023/2025  
(24 MONTHS)**

*The Office of the Chief Justice would like to invite qualifying graduates to apply to participate in an Internship programme in the 2021/2023 financial year. Applicants must be an unemployed graduate and never participated in an internship programme previously, aged between 20–35 years and must be a South African Citizen. Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Persons with Disabilities*

**OTHER POSTS**

**POST 04/112** : **INTERNSHIP PROGRAMME: FINANCIAL ACCOUNTING REF NO: 2023/29FA/OCJ (X1 POST)**

**STIPEND** : R6 360.20 per month  
**CENTRE** : National Office: Midrand  
**REQUIREMENTS** : Matric and a three year National Diploma/Degree in Financial Accounting/Commerce or a relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

**ENQUIRIES** : Technical enquiries: Mr H Lekwane Tel No: (010) 493 2590  
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

**POST 04/113** : **INTERNSHIP PROGRAMME: LEGAL SERVICES REF NO: 2023/30LS/OCJ (X1 POST)**

**STIPEND** : R6 360.20 per month  
**CENTRE** : National Office: Midrand  
**REQUIREMENTS** : Matric and a three year National Diploma/Degree in Law or a relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

**ENQUIRIES** : Technical enquiries Ms M Mondlane Tel No: 010 493 2500  
HR related enquiries Ms S Tshidino Tel No: (010) 493 2500

**POST 04/114** : **INTERNSHIP PROGRAMME: INFORMATION COMMUNICATION TECHNOLOGY (ICT) (X19 POSTS)**

**STIPEND** : R6 360.20 per month  
**CENTRE** : National Office: Midrand, Ref No: 2023/31ICT/OCJ (X3 Posts)  
Eastern Cape Division of the High Court: PE Ref No: 2023/32ICT/OCJ (X1 Post)  
Eastern Cape Division of the High Court: Mthatha Ref No: 2023/33ICT/OCJ (X1 Post)  
Eastern Cape Division of the High Court: Tribunal East London Ref No: 2023/34ICT/OCJ (X1 Post)  
Eastern Cape Division of the High Court: Bisho Ref No: 2023/35ICT/OCJ (X1 Post)  
Eastern Cape Division of the High Court: Makhanda Ref No: 2023/36ICT/OCJ (X1 Post)

Limpopo Division of the High Court: Thohoyandou, Ref No: 2023/37ICT/OCJ, (X1 Post)

Supreme Court of Appeal: Bloemfontein Ref No: 2023/38ICT/OCJ (X1 Post)

Constitutional Court: Braamfontein Ref No: 2023/39ICT/OCJ (X2 Posts)

KwaZulu Natal Provincial service centre Ref No: 2023/40ICT/OCJ (1 Post)

Northern Cape division of the High Court: Kimberly Ref No: 2023/41ICT/OCJ (1 Post)

North West Division of the High Court: Mafikeng Ref No: 2023/42ICT/OCJ (X1 Post)

Mpumalanga Division of the High Court: Nelspruit Ref No: 2023/43ICT/OCJ (X1 Post)

Mpumalanga Division of the High Court: Middleburg Ref No: 2023/44ICT/OCJ (X1 Post)

Free state Division of the High Court: Bloemfontein Ref No: 2023/45ICT/OCJ (X1 Post)

Supreme Court of Appeal: Free State Ref No: 2023/100ICT/OCJ (X1 Post)

**REQUIREMENTS** : Matric and a three year National Diploma/Degree in Information Technology or an equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.

**ENQUIRIES** : National Office: Midrand: Technical enquiries: Ms T Mafumo Tel No: (010) 493 2625. HR related enquiries Ms S Tshidino Tel No: (010) 493 2500  
Eastern Cape: Technical /HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217

Limpopo Division of the High Court Technical/HR related enquiries: Mr T Masemola Tel No: (015) 230 4000

Supreme Court of Appeal Technical /HR related enquiries: Ms M Luthuli Tel No: (051) 406 8191

Constitutional Court Technical enquiries:Mr M Ngonyama, Tel No: (011) 359 7590. HR related enquiries Ms S Tshidino, Tel No: (010) 493 2500

KwaZulu Natal: Technical /HR related enquiries Ms S Mvuyana Tel No: (031) 372 3176

Northern Cape Technical /HR related enquiries Ms M Seithamo Tel No: (053) 807 2733

North West Technical /HR related enquiries Mr OPS Sebatso Tel No: (018) 397 7114

Mpumalanga Technical /HR related enquiries Mr V Maeko Tel No: (013) 758 0000

Free State Technical /HR related enquiries Ms M Luthuli Tel No: (051) 406 8191

**POST 04/115** : **INTERNSHIP PROGRAMME: JUDICIAL SERVICE COMMISSION REF NO: 2023/46JSC/OCJ (X1 POST)**

**STIPEND** : R6 360.20 per month  
**CENTRE** : National Office: Midrand  
**REQUIREMENTS** : Matric and a three-year National Diploma/Degree in Office management/Information Management and Technology/Public/Business Administration or a relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

**ENQUIRIES** : Technical enquiries: Ms K Moretlwe Tel No: (010) 493 2500  
National Office: Ms S Tshidino Tel No: (010) 493 2500

**POST 04/116** : **INTERNSHIP PROGRAMME: JUDICIAL SUPPORT SERVICES REF NO: 2023/101JSS/OCJ (X1 POST)**

**STIPEND** : R6 360.20 per month  
**CENTRE** : Office of the Chief Justice (Pretoria)  
**REQUIREMENTS** : Matric and a three-year National Diploma/Degree in Office management/Public Administration/Business Administration or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

**ENQUIRIES** : Technical/HR enquiries: Ms C Schubert, Tel No: (012) 493 2500

**POST 04/117** : **INTERNSHIP PROGRAMME: INSTITUTIONAL SECRETARIAT REF NO: 2023/47IS/OCJ (X2 POSTS)**

**STIPEND** : R6 360.20 per month  
**CENTRE** : National Office: Midrand

**REQUIREMENTS** : Matric and a three-year National Diploma/Degree in Office management/Information Management and Technology/Public/Business Administration/Corporate Governance or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

**ENQUIRIES** : Technical enquiries: Ms S Ratshifola Tel No: (010) 493 2628  
National Office: Ms S Tshidino Tel No: (010) 493 2500

**POST 04/118** : **INTERNSHIP PROGRAMME: FACILITIES AND AUXILLIARY (X9 POSTS)**

**STIPEND CENTRE** : R6 360.20 per month  
National Office: Midrand Ref No: 2023/45AS/OCJ (X1 Post)  
Western Cape Provincial Service Centre Ref No: 2023/48AS/OCJ (X1 Post)  
Eastern Cape Provincial Service Centre Ref No: 2023/49AS/OCJ (X1 Post)  
Limpopo Provincial Service Centre: Polokwane Ref No: 2023/50AS/OCJ (X1 Post)  
Supreme Court of Appeal: Bloemfontein Ref No: 2023/51AS/OCJ (X1 Post)  
Constitutional Court: Braamfontein Ref No: 2023/52AS/OCJ (X1 Post)  
Free State provincial Service Centre Ref No: 2023/53AS/OCJ (X1 Post)  
Gauteng Provincial Service Centre: Johannesburg Ref No: 2023/54AS/OCJ (X1 Post)  
Mpumalanga provincial Service Centre: Nelspruit Ref No: 2023/55AS/OCJ (X1 Post)

**REQUIREMENTS** : Matric and a three-year National Diploma/Degree in Facilities Management/Built environment or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

**ENQUIRIES** : National Office: Midrand Technical enquiries: Ms M Modisakeng Tel No: (010) 493 2541  
HR related enquiries Ms S Tshidino Tel No: (010) 493 2500  
Western Cape Technical /HR related enquiries Ms M Baker Tel No: (021) 469 4000  
Eastern Cape Technical/HR related enquires Mr S Mponzo, Tel No: (043)726 5217  
Limpopo Division of the High Court Technical/HR related enquiries: Mr T Masemola Tel No: (015) 230 4000  
Supreme Court of Appeal Technical /HR related enquiries: Ms M Luthuli Tel No: (051) 406 8191  
Constitutional Court Technical enquiries: Ms Z Sondlo Tel No: (010) 493 2500  
HR related enquiries Ms S Tshidino Tel No: (010) 493 2500  
Free State Technical /HR related enquiries: Ms M Luthuli Tel No: (051) 406 8191  
Gauteng Technical /HR related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404  
Mpumalanga Technical /HR related enquiries: Mr V Maeko Tel No: (013) 758 0000

**POST 04/119** : **INTERNSHIP PROGRAMME: SAFETY MANAGEMENT REF NO: 2023/56SM/OCJ (X1 POST)**

**STIPEND CENTRE** : R6 360.20 per month  
National Office: Midrand

**REQUIREMENTS** : Matric and a three-year National Diploma/Degree in Safety/Environmental Management or qualifications related to Occupational Health and Safety or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

**ENQUIRIES** : Technical enquiries: Ms M Modisakang Tel No: (010) 493 8774  
HR related enquires: Ms S Tshidino Tel No: (010) 493 2500

**POST 04/120** : **INTERNSHIP PROGRAMME: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT (X3 POSTS)**

**STIPEND CENTRE** : R6 360.20 per month  
National Office: Midrand: Human Resource Practices Ref No: 2023/57HRM/OCJ (X2 Posts)  
National Office: Midrand, HRM&D and OD Ref No: 2023/58HRM/OCJ (X1 Post)

**REQUIREMENTS** : Matric and a three-year National Diploma/Degree in Human Resources Management/Development/Organisational Design /Management Services or

relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

**ENQUIRIES** : Technical enquiries/HR Related enquiries, Ms S Tshidino Tel No: (010) 2500

**POST 04/121** : **INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT REF NO: 2023/59SCM/OCJ (X1 POST)**

**STIPEND** : R6 360.20 per month  
**CENTRE** : National Office: Midrand  
**REQUIREMENTS** : Matric and a three-year National Diploma/Degree in Logistics/Procurement/Public Administration or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

**ENQUIRIES** : Technical enquiries: Ms M Mavuso Tel No: (010) 493 2603  
HR related enquires: Ms S Tshidino Tel No: (010) 493 2500

**POST 04/122** : **INTERNSHIP PROGRAMME: ASSET MANAGEMENT REF NO: 2023/60AM/OCJ (X1 POST)**

**STIPEND** : R6 360.20 per month  
**CENTRE** : National Office: Midrand  
**REQUIREMENTS** : Matric and a three-year National Diploma/Degree in Logistics or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

**ENQUIRIES** : Technical enquiries: Mr P Mahumane Tel No: (010) 493 2646  
HR related enquires: Ms S Tshidino Tel No: (010) 493 2500

**POST 04/123** : **INTERNSHIP PROGRAMME: COMMUNICATION REF NO: 2023/61CS/OCJ (X1 POST)**

**STIPEND** : R6 360.20 per month  
**CENTRE** : National Office: Midrand  
**REQUIREMENTS** : Matric and a three-year National Diploma/Degree in Graphic Design or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

**ENQUIRIES** : Technical enquiries: MS P Mafenya Tel No: (010) 493 2522  
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

**POST 04/124** : **INTERNSHIP PROGRAMME: E-LEARNING (SAJEI) REF NO: 2023/62SAJEI/OCJ (X1 POST)**

**STIPEND** : R6 360.20 per month  
**CENTRE** : National Office: Midrand  
**REQUIREMENTS** : Matric and a three-year National Diploma/Degree in Information Technology or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

**ENQUIRIES** : Technical enquiries: Mr T Maseko Tel No: 010 493 2599  
National Office: Ms S Tshidino Tel No: (010) 493 2500

**POST 04/125** : **INTERNSHIP PROGRAMME: INTERNAL AUDITING REF NO: 2023/63AUD/OCJ (X1 POST)**

**STIPEND** : R6 360.20 per month  
**CENTRE** : National Office: Midrand  
**REQUIREMENTS** : Matric and a three-year National Diploma/Degree in Internal Auditing or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

**ENQUIRIES** : Technical enquiries: Ms D Lebethe Tel No: (010) 493 2550  
National Office: Ms S Tshidino Tel No: (010) 493 2500

**POST 04/126** : **INTERNSHIP PROGRAMME: RISK MANAGEMENT REF NO: 2023/64RM/OCJ (X2 POSTS)**

**STIPEND** : R6 360.20 per month  
**CENTRE** : National Office: Midrand

**REQUIREMENTS** : Matric and a three-year National Diploma/Degree in Risk Management or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

**ENQUIRIES** : Technical enquiries: Ms M Maila Tel No: (010) 493 2688  
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

**POST 04/127** : **INTERNSHIP PROGRAMME: MONITORING AND EVALUATION REF NO: 2023/65ME/OCJ (X1 POST)**

**STIPEND** : R6 360.20 per month  
**CENTRE** : National Office: Midrand  
**REQUIREMENTS** : Matric and a three-year National Diploma/Degree in Public Administration/Developmental studies/Social Science or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

**ENQUIRIES** : Technical enquiries: Ms V Negogo Tel No: (010) 493 2500  
National Office: Ms S Tshidino Tel No: (010) 493 2500

**POST 04/128** : **INTERNSHIP PROGRAMME: OFFICE OF THE SECRETARY GENERAL REF NO: 2023/66SG/OCJ (X1 POST)**

**STIPEND** : R6 360.20 per month  
**CENTRE** : National Office: Midrand  
**REQUIREMENTS** : Matric and a three-year National Diploma/Degree in Public Administration/Office management/Business Administration or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

**ENQUIRIES** : Technical /HR enquiries: Ms S Tshidino Tel No: (010) 493 2500

**POST 04/129** : **INTERNSHIP PROGRAMME: STRATEGY AND SERVICE DELIVERY REF NO: 2023/67STR/OCJ (X1 POST)**

**STIPEND** : R6 360.20 per month  
**CENTRE** : National Office: Midrand  
**REQUIREMENTS** : Matric and a three-year National Diploma/Degree in Public Administration/Commerce/Strategic management and Planning/Developmental studies/Social Science or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

**ENQUIRIES** : Technical enquiries: Ms J Mokgokong Tel No: (010) 493 2495  
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

**POST 04/130** : **INTERNSHIP PROGRAMME: COURT ADMINISTRATION (SUPPORT SERVICES) (X13 POSTS)**

**STIPEND** : R6 360.20 per month  
**CENTRE** : National Office: Midrand Ref No: 2023/68CA/OCJ (X1 Post)  
Western Cape Division of the High Court: Cape Town Ref No: 2023/69CA/OCJ (X1 Post)  
Western Cape Provincial Service Centre Ref No: 2023/70CA/OCJ (X1 Post)  
Eastern Cape Provincial Service Centre Ref No: 2023/71CA/OCJ (X1 Post)  
Limpopo Provincial Service Centre: Polokwane Ref No: 2023/72CA/OCJ (X1 Post)  
Supreme Court of Appeal: Bloemfontein Ref No: 2023/73CA/OCJ (X1 Post)  
Constitutional Court: Braamfontein Ref No: 2023/74CA/OCJ (X2 Posts)  
KwaZulu Natal Provincial Service Centre: Durban Ref No: 2023/75CA/OCJ (X1 Post)  
Northern Cape Division of the High Court: Kimberley Ref No: 2023/76CA/OCJ (X1 Post)  
North West Division of the High Court: Mafikeng Ref No: 2023/77CA/OCJ (X1 Post)  
Mpumalanga Division of the High Court: Nelspruit Ref No: 2023/78CA/OCJ (X1 Post)

**REQUIREMENTS** : Matric and a three-year National Diploma/Degree in Public Management/Administration/Office Administration or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

**ENQUIRIES** : National Office: Midrand Technical enquiries: Ms Mr T Sebata, Tel No: (010) 493 2571. HR enquiries: Ms S Tshidino Tel No: (010) 493 2500

Western Cape Technical /HR related enquiries: Ms M Baker Tel No: (021) 469 4000  
 Eastern Cape Technical/HR related enquires: Mr S Mponzo Tel No: (043) 726 5217  
 Limpopo Division of the High Court Technical/HR related enquiries: Mr T Masemola Tel No: (015) 230 4000  
 Supreme Court of Appeal Technical /HR related enquiries: Ms M Luthuli Tel No: (051) 406 8191  
 Constitutional Court Technical enquiries:Mr M Ngonyama, Tel No (011) 359 7590  
 KwaZulu Natal: Technical /HR related enquiries: Ms S Mvuyana Tel No: (031) 372 3176  
 Northern Cape Technical /HR related enquiries: Ms M Seitlhamo Tel No: (053) 807 2733  
 North West Technical /HR related enquiries: Mr OPS Sebatso Tel No: (018) 397 7114  
 Mpumalanga Technical /HR related enquiries: Mr V Maeko Tel No: (013) 758 0000

**POST 04/131** : **INTERNSHIP PROGRAMME: CALL CENTRE SERVICES (COURT ADMINISTRATION) (X3 POSTS)**

**STIPEND CENTRE** : R6 360.20 per month  
 : Gauteng Division of the High Court: Johannesburg Ref No: 2023/79CCS/OCJ (X2 Posts)  
 : Gauteng Division of the High Court: Pretoria Ref No: 2023/80CCS/OCJ (X1 Post)

**REQUIREMENTS** : Matric and a three-year National Diploma/Degree in Public Management/Administration/Office Administration or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

**ENQUIRIES** : Technical /HR related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404

**POST 04/132** : **INTERNSHIP PROGRAMME: COURT ADMINISTRATION SERVICES (X27 POSTS)**

**STIPEND CENTRE** : R6 360.20 per month  
 : Gauteng Division of the High Court: Johannesburg Ref No: 2023/81LCD/OCJ (X2 Posts)  
 : Gauteng Division of the High Court: Pretoria Ref No: 2023/82LCD/OCJ (X2 Posts)  
 : Labour and labour Appeals Court: Johannesburg Ref No: 2023/83LCD/OCJ (X1 Post)  
 : Land Claims Court: Randburg Ref No: 2023/84LCD/OCJ (X1 Post)  
 : Limpopo Division of the High Court: Polokwane Ref No: 2023/85LCD/OCJ (X1 Post)  
 : Limpopo Division of the High Court: Thohoyandou Ref No: 2023/86LCD/OCJ (X1 Post)  
 : Free State Division of the High Court: Bloemfontein Ref No: 2023/87LCD/OCJ (X2 Posts)  
 : Supreme Court of Appeal: Bloemfontein Ref No: 2023/11/88LCD/OCJ (X1 Post)  
 : KwaZulu Natal Division of the High Court: Durban Ref No: 2023/89LCD/OCJ (X2 Posts)  
 : KwaZulu Natal Division of the High Court: Pietermaritzburg Ref No: 2023/90LCD/OCJ (X2 Posts)  
 : Northern Cape Division of the High Court: Kimberly Ref No: 2023/91LCD/OCJ (X1 Post)  
 : North West Division of the High Court: Mafikeng Ref No: 2023/92LCD/OCJ (X1 Post)  
 : Mpumalanga Division of the High Court: Nelspruit Ref No: 2023/93LCD/OCJ (X1 Post)  
 : Mpumalanga Division of the High Court: Middleburg, Ref No: 2023/94LCD/OCJ (X1 Post)  
 : Western cape Division of the High Court Ref No: 2023/95LCD/OCJ (X3 posts)  
 : Eastern Cape of the High Court: East London Ref No: 2023/96LCD/OCJ (X2 Posts)  
 : Eastern Cape of the High Court: Bisho Ref No: 2023/97LCD/OCJ (X1 post)



**REQUIREMENTS**

Eastern Cape of the High Court: Port Elizabeth Ref No: 2023/98LCD/OCJ (X1 Post)  
Eastern Cape division of the High Court: Umthatha Ref No: 2023/99LCD/OCJ (X1 Post)

**ENQUIRIES**

: Matric and a Degree in Law/LLB/BCom law or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.  
: Gauteng Technical /HR related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404  
Labour and labour Appeals Court Technical /HR related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404  
Land Claims Court: Randburg Technical /HR related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404  
Limpopo Division of the High Court Technical/HR related enquiries: Mr T Masemola Tel No: (015) 230 4000  
Free State Technical /HR related enquiries: Ms M Luthuli Tel No: (051) 406 8191  
Supreme Court of Appeal Technical /HR related enquiries: Ms M Luthuli Tel No: (051) 406 8191  
KwaZulu Natal Technical /HR related enquiries: Ms S Mvuyana Tel No: (031) 372 3176  
Northern Cape Technical /HR related enquiries: Ms M Seithamo Tel No: (053) 807 2733  
North West Technical /HR related enquiries: Mr OPS Sebatso, Tel No: (018) 397 7114  
Mpumalanga Technical /HR related enquiries: Mr V Maeko Tel No: (013) 758 0000  
Western Cape Technical /HR related enquiries: Ms M Baker Tel No: (021) 469 4000  
Eastern Cape Technical/HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217

## OFFICE OF THE PUBLIC SERVICE COMMISSION

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

## MANAGEMENT ECHELON

<b><u>POST 04/133</u></b>	:	<b><u>PROVINCIAL DIRECTOR: LIMPOPO REF NO: PD/LP/01/2023</u></b>
<b><u>SALARY</u></b>	:	R1 105 383 per annum, (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Public Service Commission, Provincial Office: Limpopo (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's Degree or equivalent qualification (NQF level 7) in the field of Human Resources, Public Management/Administration, Law or Social Sciences. Five (5) years' relevant experience in a middle/senior management post. Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Proficiency in collecting and analyzing data on public service performance indicators. Ability to analyze, summarize and comment on current debates in public administration. Ability to plan and coordinate activities at executive level. Appropriate experience in project management. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. A firm grasp on matters of service delivery, ethics and integrity; as well as leadership and human resources practices. An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs. Good communication and Presentation skills. Financial Management skills. Supervisory and appropriate people management experience. Stakeholder engagement skills. Proven managerial record. Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint. A Valid Driver's License (with exception of disabled applicants).
<b><u>DUTIES</u></b>	:	Manage, lead and provide effective support in the area of Leadership and Management Practices. Manage, lead and provide effective support in the area of Monitoring and Evaluation. Manage, lead and provide effective support in the area of Integrity and Anti-Corruption. Conduct and manage the evaluation and promotion of the CVPs in the Province. Monitor and report on the implementation of the PSC recommendations and directions bi-monthly (this includes everything from Monitoring and Evaluation, Integrity and Anti-Corruption, Leadership and Management Practices and Section 196. Provide strategic support to the Office and Commission in the execution of the mandate of the PSC. Conduct Research, Monitoring, Evaluation and Investigation in all areas covered by the values governing Public Administration. Promote a high standard of Professional Ethics in the Public Administration. Investigate grievances and complaints and make recommendations to the Public Service Commission (PSC). Advise the PSC on any matter regarding the execution of its mandate and performance of its functions in the Province. Provide corporate support services in the Provincial Office of the PSC. Liaise with the Head Office of the PSC and Provincial Commissioner in carrying out the roles and functions of the PSC in the Province. Submit contributions on the PSC's work in the Provincial Office for inclusion in the Annual Report.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr KG Sedibe Tel No: 012 352 1206
<b><u>APPLICATIONS</u></b>	:	Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, for attention Mr M Mabuza or you can email your application to <a href="mailto:recruitment@opsc.gov.za">recruitment@opsc.gov.za</a> .
<b><u>NOTE</u></b>	:	Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at <a href="http://www.dpsa.gov.za-vacancies">www.dpsa.gov.za-vacancies</a> ) and a recent comprehensive

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

- CLOSING DATE** : 24 February 2023, 15h45.
- POST 04/134** : **DIRECTOR: PEOPLE MANAGEMENT PRACTICES REF NO: D: PMP/01/2023**
- SALARY** : R1 105 383 per annum, all-inclusive remuneration package. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE REQUIREMENTS** : Head Office, Pretoria  
 : An appropriate recognised three- year National Diploma/Bachelor's Degree (new NQF level 6/7) in Human Resource Management or Public Administration or relevant qualification in related field. Extensive experience in the field of Human Resource Management and Development. Knowledge of the Public Service regulatory framework and regulations. Proven Experience in policy development and implementation. Understanding of the Employment Equity (EE) Act and overall knowledge of Government's transformation policies and priorities. Proven experience in implementation of Conditions of Services and Benefits. Good communication skills (interpersonal Skill, and report writing) and Stakeholder Liaison skills. Knowledge of the Public Finance Management Act, Treasury Regulations. People Management, Project Management, presentation and excellent writing and communication skills. Sufficient computer skills in the Microsoft Office Suite, e.g Excel, Word and PowerPoint. A Valid driver's license (with exception of disabled applicants).
- DUTIES** : Provide Overall strategic management and leadership in the Directorate. Provide strategic human resource advice to the OPSC. Lead the development and implementation of an effective strategy for the recruitment and retention of competent employees on a talent management. Provide overall strategic Human Resource Planning, Job Evaluation, Recruitment and Selection. Administration of Conditions of Service and Employee Benefits. Manage Performance Management and Human Resource Development. Manage Strategic Transformation interventions, Oversee Labour Relations Matters. Provide support to the Office. Analyse workplace skills plan and manage possesses to ensure successful completion of stated goals. Manage financial and human resource in the directorate. Serve as employer representative at the Departmental Bargaining Chamber.

- ENQUIRIES** : Ms AD Michael Tel No: 012 352 1241
- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria for attention Mr M Mabuza or you can email your application to [www.psc.gov.za](http://www.psc.gov.za)
- FOR ATTENTION** : Mr M Mabuza
- NOTE** : Applications must consist of: Only a fully completed and signed Z83 form (which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies)) and a recent comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated. Only shortlisted candidates' will be required to bring certified copies of ID, license and qualification on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applications. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.
- CLOSING DATE** : 03 March 2023, 15:45pm

#### **OTHER POST**

- POST 04/135** : **SENIOR STATE ACCOUNTANT - MANAGEMENT ACCOUNTING REF NO: SSA: MA/01/2023**
- SALARY** : R331 188 per annum (Level 08), plus benefits
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma (NQF6)/B-Degree (NQF7) or equivalent qualification) with a major in Accounting/ Financial Accounting and Cost and Management Accounting up to third year level. A minimum of 2-3 years' relevant experience in the financial environment. Extensive knowledge and experience of BAS and PERSAL systems. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and Financial Management. Knowledge of other Public Service procedures and prescripts applicable to your area of work. Must have a high level of computer literacy (Microsoft Excel and Word). Should possess the following skills: Ability to interpret and apply financial policies; Ability to apply technical/ professional skills; Ability to accept responsibility, and produce good quality of work; Good communication skills (written and verbal). A Valid driver's license (with exception of disabled applicants).
- DUTIES** : The successful candidate will be responsible for the following: Budget formulation-assist with the compilation and facilitating budget process (main budget and adjustment budget) in the Office. Monitor budget implementation (actual against budget)-monitor spending and receipts against expenditure and income budget respectively. Assist to consolidate and prepare supporting documents for completion of the budgeting processes (MTEF, ENE and AENE). Coordinate the process of monitoring of cash flow, revenue and expenditure and report on budget deviations (variances) to the supervisor on a

regular basis. Facilitate the process of budget shifts and virements and prepare requests to submit to the Manager. Facilitate the process of the loading of budget (MTEF), adjustment budget estimates (AENE) and budget shifts/ virements on the BAS System. Manage accounts-monitor any under/ overspending related to expenditure and report to the Manager on a regular basis. Compile and verify the accuracy of In-Year Monitoring (IYM) reports monthly and quarterly and submit to the supervisor and Manager for review. Analyse budget inputs from sections and make recommendations. Cost the operational & compensation of employee to ensure proper spending against budget. Adhere to ad-hoc requests from the Chief Financial Officer. Contribute to the preparation of the Interim Financial Statements and Annual Financial Statements.

**ENQUIRIES  
APPLICATIONS**

: Ms T Modise Tel No: (012) 352 1061  
: Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria for attention Mr M Mabuza or you can email your application to [www.psc.gov.za](http://www.psc.gov.za)

**FOR ATTENTION  
NOTE**

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

**CLOSING DATE**

: 03 March 2023, 15:45pm

**DEPARTMENT OF PUBLIC ENTERPRISES**

<b><u>APPLICATIONS</u></b>	:	The Department of Public Enterprises, Private Bag X15, Hatfield, 0028 or hand deliver at 80 Hamilton Street, Arcadia, Pretoria 0008 or by email stated below.
<b><u>FOR ATTENTION</u></b>	:	Human Resources
<b><u>CLOSING DATE</u></b>	:	17 February 2023
<b><u>NOTE</u></b>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Department will request certified copies of Qualifications and other relevant documents from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and identified candidates for competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applications. The department reserves the right not to fill these positions. Failure to submit the requested documents will result in your application not being considered. The department reserves the right not to fill these positions. People with disabilities are encouraged to apply and preference will be given to candidates that will contribute to the department's EE Targets.

**MANAGEMENT ECHELON**

<b><u>POST 04/136</u></b>	:	<b><u>CHIEF DIRECTOR: STRATEGIC HUMAN RESOURCES AND OFFICE MANAGEMENT REF NO: DPE/2023/001</u></b> Branch: Corporate Services
<b><u>SALARY</u></b>	:	R1 308 051 per annum (Level 14), all-inclusive salary package), consisting of a Basic salary of 70% and 30% flexible portion that can be structured according to the individual's personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria Applicants must be in possession a relevant undergraduate qualification at NQF level 7 as recognized by SAQA in one of the following fields, Human Resources or Public Management / Administration. At least 5 years appropriate human resource management experience at a senior managerial level. Experience in Security and Facilities management will be an added advantage. The following key competencies and attributes are essential: Knowledge of legislations, regulations, frameworks, etc. pertaining to Public Administration, specifically the Public Service Act and Regulations, BCEA, Skills Development Act, Public Finance Management Act, Employment Equity Act and Labour Relations Act. Understanding of Public Service and Human Resources in general. Good communication skills (oral and written). Knowledge of PERSAL. Must be computer literate. Ability to work under pressure. Ability to work independently and in a team. Good administrative, people management and empowerment skills. Proven strategic capability and leadership competencies. Planning and organizational skills. Problem solving and decision-making skills.
<b><u>DUTIES</u></b>	:	Manage and direct the provisioning of human resource strategy, policy, systems development and planning services: Develop and maintain an appropriate human resource management governance structure for the department, including the management of risks, implementation of mitigation mechanisms and establishment of internal control measures; Manage the Transformation agenda of the Department (gender mainstreaming, disability management, employment equity); Analyse management reports, Identify emerging trends and initiate pro-active measures to minimise the impact thereof on the operations of the Department; Manage and direct the development and maintenance of departmental human resource management instruments ensuring alignment to the provisions of the Public Service Act (PSA), Public Service Regulations (PSR) and collective agreements including forecasting of the department's human resource (HR) requirements to deliver on strategic objectives; the development and maintenance of the prescribed

Human Resource Plan to ensure that the department has the right number of people, with the right composition and competencies in the right place and at the right time; the setting of an implementation strategy and performance indicators for the HR Plan; analysis of national policy imperatives and the operationalization thereof; the development and maintenance of policies, delegations and standard operational procedures; monitoring and evaluation of the impact of HR plans/policy instruments and the performance of the human resource management system as an enabler for core business components/enable executive management to make well-informed decisions; meeting statutory reporting requirements. Manage and direct human resource provisioning practices and the administration of service benefits; Manage and direct the administration of recruitment, selection and appointment practices; Oversee the administration of lifecycle processes and the administration of employee service benefits; Ensure that HR records (both hard and electronic) comply with National Minimum Information and other systems standards; Monitor and evaluate the impact of provisioning and service benefit practices and drive on behalf of the department national alignment processes. Manage and direct human resource and organisational development practices; Manage and direct employee development practices including administering and promotion of the PMDS system, development, maintenance and implementation of the departmental Skills Development Plan and provisioning of targeted talent development programmes aligned to the critical institutional competency needs of the department; Manage and direct organisational design and development practices ensuring appropriate institutional structures and processes for service delivery including reviewing and timeous alignment of organisational arrangements and architecture against the objectives set in the Strategic and Annual Performance Plan; development and maintain the departmental job design and job description policies and instruments; Operationalization of the prescribed job evaluation and grading system in line with system standards; Maintenance of the post establishment structure on PERSAL. Manage the provisioning of employee relations, health and wellness services; Manage and direct the development and maintenance of employee engagement systems and procedures with a view to promote sound relationships and to clearly define the roles and responsibilities of stakeholders, ensure fair application of grievance, disciplinary and dispute resolution procedures and represent the department as part of policy development initiative and the development of norms and standards; Drive processes to obtain appropriate mandates from executive management for engagements with stakeholders, dispute resolution mechanisms, disciplinary action, etc; Analyse developments and trends in the collective bargaining space, alert executive management accordingly and reason departmental intent/response thereto for input purposes; Monitor, evaluate and report at a strategic level on the status of employee relations in the department; Provide early warning and contingency planning advisory services to executive management; Oversee the establishment and maintenance of an integrated employee health and wellness programme for the department; Identify and analyse trends in the health and wellness status of employees and alert executive management accordingly; Oversee processes for the implementation of occupational health and safety legislations and regulations. Manage the provisioning of security, facilities and office management services: Manage and direct the provisioning of security management services; Manage the provisioning of vetting services in line with MISS; Manage the provisioning of facilities and office management services. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Identify and manage the financial, human and equipment resources of the Programme required to optimally support the implementation of the Unit's Annual Performance Plan; Represent the strategic intent of the Programme as part of internal resource allocation processes; Manage and account for the utilisation of the financial resources of the Programme in line with the departmental delegations; Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources; Direct, manage and account for the utilisation of the Unit's human resources; Based on operational imperatives re-prioritise the allocation of resources within the Unit; Oversee strategic and annual planning processes for the Unit and ensure compliance with the DPE's Strategic Planning and Performance Review Agenda; Direct the utilisation of technology in support of the Unit's business processes.

- ENQUIRIES** : Mr George Malatsi Tel No: (012) 431-1117  
Applications for this post to e-mail: [recruitgm@dpe.gov.za](mailto:recruitgm@dpe.gov.za)
- POST 04/137** : **CHIEF FINANCIAL OFFICER REF NO: DPE/2023/002**  
Branch: Corporate Services  
(Re-advertisement, applicants who previously applied must re-apply to be considered)
- SALARY** : R1 308 051 per annum (Level 14), (all-inclusive salary package), consisting of a Basic salary of 70% and 30% flexible portion that can be structured according to the individual's personal needs
- CENTRE REQUIREMENTS** : Pretoria  
Applicants must be in possession of a relevant undergraduate qualification in Financial Management or Accounting (NQF level7) as recognized by SAQA. The incumbent must have at least 5 years' relevant financial management or accounting experience at SMS level. Knowledge and extensive experience of the Financial Management and Supply Chain Management functions. A track record in preparation and management of strategic plans, business plans and budgeting. Ability to implement internal systems and controls to ensure sound financial management. Broad knowledge of Government development objectives. Proven Leadership and strategic management skills. As well as project management skills. Advanced policy development and analysis skills. High level negotiation skills. Well-developed financial, analytical and problem-solving skills. Good communication skills (verbal and written) and interpersonal skills. Ability to work under pressure and meet deadlines.
- DUTIES** : Establish and maintain appropriate systems (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of financial resources and assets: Develop assessment models to analyse resource allocations to departmental programmes to enable the Accounting Officer to allocate resources in line with the Department's strategic objectives; Provide technical support to enable departmental governance structures to take well-informed decisions on the prioritisation of resource allocations or alignment thereof to support emerging service delivery imperatives; Manage and direct the development of resource utilisation policies, norms, standards and delegations; Monitor, evaluate and report on the utilisation of financial resources and assets. Strategically support the Head of Department and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999, the Treasury Regulations, Treasury Practice Notes and King IV Report: Analyse on a continuous basis the performance of budget programmes and enable Programme Managers and governance structures to implement timeous corrective action where needed; At a strategic level manage, the provisioning of effective and efficient management accounting, financial accounting, expenditure management and supply chain management services; Oversee and account for the implementation of national and generally accepted accounting norms and standards for the provisioning of financial management/reporting and supply chain management services; Provide high level technical support to executive management during budget hearings; Coordinate departmental processes to report on/account for the financial performance of the Department to Parliament and oversight bodies; Oversee and manage the development and publishing of departmental Financial Statements; Liaise on behalf of the department with National Treasury. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department: Coordinate and manage departmental processes to identify areas of inefficient and/or wasteful expenditure/utilisation of resources and facilitate strategic decision-making processes to endure corrective action; Identify in the context of the departmental operations cost-effective alternative service delivery options. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Identify and manage the financial, human and equipment resources of the Programme required to optimally support the implementation of the Branch's Annual Performance Plan; Represent the strategic intent of the Programme as part of internal resource allocation processes.
- ENQUIRIES** : Ms Henriette Strauss Tel No: 012 431 1022  
Applications for this post to e-mail: [recruiths@dpe.gov.za](mailto:recruiths@dpe.gov.za)



## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : 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** : 20 February 2023
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://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 for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.

## OTHER POST

- POST 04/138** : **DEPUTY DIRECTOR: INTERNAL EMPLOYEE HEALTH AND WELLNESS**  
**REF NO: DPSA 03/2022**
- SALARY** : R766 584 per annum (Level 11), (an all-inclusive remuneration package) Annual progression up to a maximum salary of R903 006 per annum is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior certificate, a four-year recognized tertiary qualification, or an equivalent qualification on NQF level 8 in Social work / Psychology / Industrial psychology. Three (3) years' appropriate hands-on experience within the Employee Health and Wellness (EHW) field at the middle management (ASD/DD) level. A minimum of 3–5 years of functional experience in the EHW environment, as well as knowledge of the OHS environment. Registration with the Health Professions Council of South Africa (HPCSA) as a Counsellor or Psychologist, or the South African Council for Social Service Professions (SACSSP) as a Social worker. Knowledge of the public service regulatory framework; a sound understanding of the EHW and job access strategic framework; the Occupational Health and Safety Act and Regulations; COIDA; the NEMA Act; service delivery best practices or initiatives; people management; project management; diversity management; computer literacy; facilitation skills; supervisory skills; conflict management; and team building.
- DUTIES** : Employee Health and Wellness Governance; draft / review policies to guide the implementation of EHW, productivity management; Implement the employee Health and Wellness Strategic Framework. Wellness, Health and Productivity Management; Coordinate and manage the rendering of the

employee Assistant Programme (EAP) for the Department, through provision of Psychosocial Services. HIV and Aids, TB and other Communicable Diseases Prevention, Support and Treatment Care Programmes; Draft / review policies to guide the implementation of HIV/Aids and TB Management; Conduct HIV counselling and testing campaigns and activities, medical screenings. Employment Equity and Disability Management; provide the secretariat services for the EE forum committee, compile EE annual reports in line with DoL prescripts. Occupational Health and Safety; Develop and monitor the implementation the DPSA SHE corporate standards and policy, coordinate SHERQ duties. Operations, systems and processes of the Sub-Directorate; Inputs made to the development of the Service Delivery model, service delivery standards and service delivery improvement plans and related reports, Inputs to the Directorates annual and operational plans and related monthly, quarterly and annual reports developed and submitted by the stipulated dated.

**ENQUIRIES**

:

Monica Phalane Tel No: 012 336 1291

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



**CLOSING DATE**  
**NOTE**

- : 17 February 2023 at 16H00
- : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding overcrowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.
- ERRATUM:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 01 dated 13 January 2023. (1) Control Works Manager: Electrical Ref No: 2023/02 Centre: Cape Town (2) Chief Works Managers: Building Ref No: 2023/04, Centre: Kimberly. Circular 2 dated 20 January 2023. (1) Administration Officer: Fraud Awareness Ref No: 2023/23, Centre: Head Office (Pretoria) (2) Chief Works Manager: Electrical Ref No: 2023/22, Centre: Cape Town Regional Office have all been withdrawn. . Circular 03 dated 27 January 2023. (1) Deputy Director: Financial Reporting, centre: Pretoria regional office was erroneously advertised as a permanent position, please note that the post is on contract as follows: Deputy Director: Financial Reporting (24 months contract), closing date extended to 17

February 2023. (2) Deputy Director: EPWP Large Projects Ref No: 2023/25, Centre: Head Office (Pretoria), is withdrawn.

#### OTHER POSTS

<b><u>POST 04/139</u></b>	:	<b><u>PRODUCTION ENGINEER: STRUCTURAL (GRADE A) REF NO: 2023/32</u></b>
<b><u>SALARY</u></b>	:	R750 693 per annum, all-inclusive salary package (total package to be structured in accordance with the rules of the OSD)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	At least a BSc or BEng in Civil Engineering. A minimum of 3 years post qualification relevant experience in the field of structural engineering. Compulsory registration as a Professional Engineer (Pr. Eng) with the Engineering Council of South Africa (Professional Engineering Technologist will not be considered). Experience in the field of structural engineering which includes but not limited to: design and construction of: concrete structures; Steel structures and masonry structures. Experience in computer aided programs such as Revit, Prokon, Strand and AutoCAD. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main types of contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards (ISO/SANS/OHSA). A valid driver's license (minimum code B) and the ability/willingness to travel are essential.
<b><u>DUTIES</u></b>	:	Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed design. Assist in compilation of tender documentation. Managing and carrying out projects from start to finish (All project life cycle stages). Conduct technical inspections and integrity surveys on various civil engineering assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of projects. Mentoring and training candidate engineers and technicians.
<b><u>ENQUIRIES</u></b>	:	Mr. T Rachidi, Tel No: (012) 406 1885
<b><u>APPLICATIONS</u></b>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 04/140</u></b>	:	<b><u>ARCHITECT PRODUCTION A REF NO: 2023/33</u></b>
<b><u>SALARY</u></b>	:	R656 559 per annum, (OSD Salary package)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A B degree in Architecture or relevant qualification, 3 years' post experience in Architectural, Registration with SACAP as a Professional Architect. Knowledge: Architectural design and analysis knowledge, Architectural principles, Project Management, Computer-aided engineering applications, Research and development, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management, Knowledge of and experience in working in a High Performance Centre environment to manage project delivery; Knowledge of and experience in the use of dashboards to track project progress. Knowledge of and experience in the development, implementation and oversight of recovery plans when projects are lagging. Skills: Ability to undertake critical review/analysis and provide technical advice, Ability to maintain integrity of confidential information, Financial administration, Effective verbal communication, Advanced technical report writing, Numeracy, Computer Literacy, Planning and Organising, Relationship management, Programme and project management, Interpersonal and diplomacy skills, Problem solving, Decision making,

Motivational skills, Conflict resolution, Negotiation skills. Personal Attributes: Analytical thinking, innovative, Creative, Solution orientated, Ability to work under stressful situations, Ability to communicate at all levels, People oriented, Trustworthy, Assertive, Hard-working, Ability to work independently. Valid Drivers' license. Prepared to travel. Willing to adapt to working schedule in accordance with office requirements.

**DUTIES** : Perform architectural activities on state-owned or leased buildings, structures or facilities; co-ordinate professional teams on all aspects regarding architecture; ensure adherence and compliance to legal, safety and health requirements; provide architectural advice and technical support in the evaluation of solutions; ensure the adoption of technical and quality strategies; develop architectural related policies, methods and practices; provide solution on non-compliance and failure of designs; review plans, drawings, specifications, and estimates accomplished by building, designers and/or sub-professional personnel; and ensure adherence to the requirements of professional registration. Human capital development - Mentor and train candidate architects and related technical and administrative. Personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; supervise architectural work and processes; Administer Performance management and development. Office administration and budget planning; manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement SCM and human resource administration, Monitor and control expenditure; Report on expenditure and service delivery. Research and development, Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; liaise with relevant bodies/councils on architectural-related matters.

**ENQUIRIES** : Mr T Rachidi Tel No: 012 406 1885  
**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 04/141** : **SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (MR 6) REF NO: 2023/34**  
(Re-advert all applicants who previously applied are encourage to re-apply).

**SALARY** : R480 927 per annum, (all-inclusive OSD salary package)  
**CENTRE** : Bloemfontein Regional Office  
**REQUIREMENTS** : A four-year degree (LLB) with at least 8 years appropriate post-qualification experience or 8 years' experience as an in-house legal advisor or legal/contract administrator, Willingness to travel on an adhoc basis and adapt to a work schedule in accordance with professional requirements. A valid driver's licence. Knowledge: Specialised knowledge of law of contracts and general administration of contracts within an organisational context, Legal research and professional legal assistance, In-depth knowledge of the Framework for Supply Chain Management [Regulations in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA)], Code of Conduct for Supply Chain Management Practitioners, the PFMA, Treasury Regulations, the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), the State Information Technology Agency Act, 1998 (Act No. 88 of 1998), the Public Service Act, 1994 (Act No. 103 of 1994), Public Service Regulations and other relevant legislation. Skills: Thorough and proven legal drafting, communication and presentation skills, Sound analytical and problem identification and solving. Language proficiency. Maintenance of confidentiality of information. Computer literacy. Relationship management. Decision-making skills. Interpersonal and diplomacy. Motivational. Negotiation.

**DUTIES** : Manage departmental contracts and related legal matters (issue letters of acceptance to contractors; verify the correctness of contract documentation, as legally-binding documents for respective parties; manage and safeguard guarantees; manage and implement court orders as instructed; ensure the safe-keeping of legal records and documents, such as contracts, guarantees, etc.; and engage with Legal Services and Contract Administration, Head Office, as and when required) Ensure the extent and effectiveness of managed contracts and related legal matters Ensure the extent and effectiveness of the safety and integrity of legal records Provide advice, guidance and opinions

regarding the interpretation and implementation of contracts and related legal matters Implement and monitor delegated powers as required by National Treasury and the PFMA Conduct research and provide professional legal assistance, advice and support Draft and verify legal documents Render assistance to and liaise with the Office of the State Attorney, in conjunction with Head Office Legal Services regarding litigation and arbitration in which the Department is involved Provide an advisory and supportive role to Project Managers and the Regional Office Ensure the extent and effectiveness of advice, guidance and opinions provided Ensure the extent of compliance with related standards Ensure the extent and effectiveness of legal assistance provided.

**ENQUIRIES APPLICATIONS** : Ms. T Zulu Tel No: (051) 408 7306  
 : 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 04/142** : **CHIEF ARTISAN: WORKSHOP CARPENTRY REF NO: 2023/35**

**SALARY CENTRE REQUIREMENTS** : R404 052 per annum, (all-inclusive OSD salary package)  
 : Pretoria Regional Office  
 : Grade 10 with Trade Test Certificate, and Ten (10) years' post qualification experience required as an Artisan Foreman in Carpentry. Knowledge of the PFMA and the OHSWA. A valid driver's license. Knowledge Computer-aided technical applications, Knowledge of legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills. A valid driver's Licence.

**DUTIES** : Effective supervision of day to day activities of the respective section in workshop, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment and vehicles, attend maintenance related meetings with client departments. Assist with financial and procurement administration processes of workshops. Manage staff according to the PMDS. Compile reports on Workshop activities.

**ENQUIRIES APPLICATIONS** : Mr J. de Wit Cell: (082) 889 0283  
 : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

**FOR ATTENTION** : Ms M Masubelele

**POST 04/143** : **ICT SYSTEM DEVELOPER REF NO: 2023/36**

**SALARY CENTRE REQUIREMENTS** : R393 711 per annum  
 : Head Office (Pretoria)  
 : A three year tertiary qualification (NQF Level 6) in Information Technology or related qualifications. Relevant working experience as a Software Developer, Designing and Building systems. Database knowledge of Oracle, MS SQL, PostgreSQL and MySQL. Desirable knowledge and understanding of two or more of the following programming languages are required: C/C++.Visual Basic, C#. Java, XML. Angular and any BI reporting tool. Knowledge and understanding Mobile App development. Knowledge of Business Process principles, practices, technique and tools. Knowledge and appreciation of business concept and requirements. Ability to develop and deliver presentation. Ability to create, compose and edit written materials. Knowledge of change management. Performance management. Ability to manipulate and analyse information to support decision making .Interpretation of policies, guidelines etc. Research, Analytical and Problem Solving on Business Systems and Technical Architecture. Risk Analysis. Service Delivery. Quality Assurance and Innovative. Planning and Organizing. Project Management. Good verbal and written communication. Ability to communicate at all levels. Creative and Independent person. A valid driver's licence.

**DUTIES** : Organise and manage the activities of the Sub-Directorate. Ensure Information and Communication Technology Governance in the Public Sector through service level agreement (SLA's). Design and develop software systems to meet specific user requirements. Maintain and support new and existing systems. Identify and troubleshoot software bugs and issues. Test and

evaluate new software and system updates. Collaborate with cross-functional teams to design, develop, and implement new features. Write and maintain detailed documentation of software systems and processes. Continuously monitor system performance and make recommendations for improvement. Stay up-to-date with the latest industry trends and technologies to ensure the software systems are competitive and efficient. Collaborate with other developers and stakeholders to plan, design, and execute projects. Prepare reports on systems and projects as and when required. Ensure that the software systems developed are secure and comply with industry standards and regulations. Provide technical support and guidance to other members of the development team and end-users.

**ENQUIRIES APPLICATIONS** : Mr K Nekhumbe Tel No: (012) 406 1738  
 : The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

**FOR ATTENTION** : Ms N.P Mudau

**POST 04/144** : **ICT ANALYST DEVELOPER REF NO: 2023/37**

**SALARY CENTRE REQUIREMENTS** : R393 711 per annum  
 : Head Office (Pretoria)  
 : A three year tertiary qualification (NQF Level 6) in Information Technology or related qualifications. Relevant working experience on System Analysis, System Development and Software Testing. Database understanding of Oracle, MS SQL, PostgreSQL and MySQL. Desirable knowledge and understanding of two or more of the following programming languages are required: C/C++, Visual Basic, C#. Java, XML, Angular and any BI reporting tool. Knowledge and understanding Mobile App development. Knowledge of Business Process principle, practices, technique and tools. Knowledge and appreciation of business concept and requirements .Ability to develop and deliver presentation. Ability to create, compose and edit written materials. Knowledge of change management. Performance management. Ability to manipulate and analyse information to support decision making. Interpretation of policies, guidelines etc. Research, Analytical and Problem Solving on Business Systems and Technical Architecture. Risk Analysis. Service Delivery. Quality Assurance and Innovative. Planning and Organizing. Conduct JAD sessions. Good verbal and written communication. Ability to communicate at all levels. Creative and Independent person. A valid driver's licence.

**DUTIES** : Organise and manage the activities of the Sub-Directorate. Ensure Information Technology Governance in the Public Sector through service level agreement (SLA's). Develop, maintain and implement policies and strategies pertaining to business processes and systems. Provide operational leadership with regard to business processes and systems. Provide advice on the interpretation and application of the Department's strategy on business processes and systems. Designing software solutions that meet business needs and technical requirements. Developing, testing, and deploying software applications. Collaborating with cross-functional teams, such as designers, developers and project managers. Troubleshooting and resolving any issues or bugs that arise in existing systems. Participating in code reviews and ensuring adherence to coding standards. Continuously monitoring and improving the performance of systems. Staying up-to-date with emerging technologies and trends in software development. Conducting research and providing recommendations for new tools or technologies that can improve the development process. Promote the utilisation of technology as key enablers for service delivery and transformation.

**ENQUIRIES APPLICATIONS** : Mr K Nekhumbe Tel No: (012) 406 1738  
 : The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

**FOR ATTENTION** : Ms N.P Mudau

**POST 04/145** : **ICT JUNIOR DEVELOPER REF NO: 2023/38**

**SALARY CENTRE REQUIREMENTS** : R331 188 per annum  
 : Head Office (Pretoria)  
 : A three year tertiary qualification (NQF Level 6) in Information Technology or related qualifications. Relevant working experience as a developer. Database

knowledge of Oracle, MS SQL, PostgreSQL and MySQL. Desirable two or more of the following programming languages are required: C/C++, Visual Basic, C#. Java. XML. HTML, Angular and any BI reporting tool. Knowledge and understanding Mobile App development. Computer literate. Ability to think innovatively and adapt to different approaches to systems/applications. Ability to work under pressure. Analytical and problem solving skills. Good verbal and written communication. Interpersonal, Planning and organizational skills. Integrity and honesty.

**DUTIES** : Write, test, and debug code in various programming languages, such as Java, SQL, XML, HTML, C# or C++. Participate in JAD sessions and code reviews and ensure that all code adheres to DPWI's standards. Apply Directorate's development and security policy. Collaborate with other team members to identify and resolve bugs and improve application performance. Provide technical support, compile and assess user feedback to improve software performance. Learn and stay updated on new technologies and programming languages relevant to the company's products. Assists in the design, development and maintenance of software systems Participate in meetings with other team members to discuss project progress and timelines. Create and maintain documentation for code, processes, and procedures. Provide technical support and troubleshoot issues for end-users as needed. Be able to understand and implement tasks given by the senior developer or project manager.

**ENQUIRIES** : Mr K Nekhumbe Tel No: (012) 406 1738  
**APPLICATIONS** : The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

**FOR ATTENTION** : Ms N.P Mudau

**POST 04/146** : **SENIOR INTERNAL AUDITOR - INTERNAL AUDIT REF NO: 2023/39**

**SALARY** : R331 188 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Auditing or Accounting. Applicant must be a member of Institute of Internal Auditors. Internal Audit Technician (IAT) and Professional Internal Auditor (PIA) programmes will be an added advantage. A relevant practical experience in the Internal Auditing field. Good understanding and implementation of the Audit process .Good communication and supervisory skills. Effective report writing. Computer literacy. Ability to follow a proactive and creative problem solving approach. A valid driver's license is a requirement. Knowledge of Teammate, Data Analytics systems such as ACL will be an added advantage.

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

**ENQUIRIES** : Mr. S Khomo Tel No: (012) 492 3066  
**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 04/147** : **SENIOR ADMIN OFFICER: LEGAL SERVICES REF NO: 2023/40**

**SALARY** : R331 188 per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Law or Public Management. Appropriate relevant working experience, verbal & written sound communication skills, writing skills, Language proficiency, Maintenance of confidentiality of information, Knowledge of Contract Administration, Constitution of the Republic of South Africa, Mandate and Functions of the Department, Functioning of National, Provincial and Local Government Public Service Act, Promotion of Access to Information Act, Promotion of



		Administrative Justice Act. Computer literate. A valid Driver's licence. Law Degree will be an added advantage.
<b><u>DUTIES</u></b>	:	Respond professionally and promptly to questions and queries raised by attorneys who act on behalf of contractors dealing with the Department. Provide continuous Departmental support to all the Offices of the State Attorney, in respect of all matters which are referred to them. Send documents, correspondence, including information on the redirecting of the litigation documents.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms B. Dumezweni Tel No: 012 310 5113
	:	Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms M Masubelele
<b><u>POST 04/148</u></b>	:	<b><u>ARTISAN FOREMAN MECHANICAL/ WELDING: WORKSHOP (X2 POSTS) REF NO: 2023/41</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R318 090 per annum
	:	Pretoria Regional Office
	:	Grade 10 plus five years post qualification experience as an Artisan in the respective trades Mechanical (Fitter) or Welding. Appropriate Trade Test certificate. Knowledge of OHSA Act. A valid driver's license and be able to drive.
<b><u>DUTIES</u></b>	:	Spot check technical faults for repairs or maintenance required. Oversee and ensure that quotations are received and purchase required equipment and materials. Oversee and ensure that the maintenance and faults repair registers updated. Report writing. Repairs of faults. Effective supervision of staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr J. De Wit at (082) 889 0283
	:	Pretoria regional office applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms M Masubelele
<b><u>POST 04/149</u></b>	:	<b><u>ADMINISTRATION OFFICER: ENGINEERING SERVICES REF NO: 2023/42</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 214 per annum
	:	Head Office (Pretoria)
	:	A three year tertiary qualification (NQF Level 6) in Office Administration/ Management or equivalent qualification with appropriate experience as admin support. Willing to adapt work schedule in accordance with office requirements. Knowledge: Departmental Legislative Framework, Procurement directives and guidelines, Time Management, Office management and administration, PFMA, SCM and NT regulations, Must be fully conversant with the Microsoft Office suite (i.e. Word, Excel, Outlook and PowerPoint), Understanding of project and programme management, Knowledge of WCS, LOGIS, REAPATALA and PMIS systems would be an added advantage. Skills: English and business language proficiency, Ability to maintain integrity of confidential information, Report writing, Computer literacy, Mathematical literacy, Data capturing and archiving, Programme and project management, Financial Administration, Risk Management, Client orientation and customer focus, Problem solving skills, Conflict resolution and Negotiation skills, Communication Skills. Personal Attributes: Analytical thinking, Innovative, Solution orientated – ability to design ideas without direction, Ability to work under stressful situations, Ability to work independently, Ability to communicate at all levels, People orientated, Hard-working, Highly motivated, Sense of urgency and drive.
<b><u>DUTIES</u></b>	:	Provide project administration support services: Capture and record received projects/requests correctly. Ensure that requests received are distributed timeously to the relevant officials. Effectively follow-up on deliverables from staff after expiry of the delivery date. Liaise with stakeholders regarding deliverables of projects. Ensure that delays and extensions of the delivery dates are communicated and recorded accordingly. Submit deliverables to the stakeholders within the prescribed time after receipt from staff. Provide feedback to the supervisor on the progress of projects as captured in the projects tracking system. Draft service level agreements and addenda for service providers. Maintain the unit's projects tracking system and contractor and consultant database. Render effective logistical and financial administration: Make travel and accommodation arrangements for staff.

Process subsistence and travel claims for staff. Assist the unit/team in procurement of operational supplies and consumables. Maintain the administration of budget and ensure that everyone operates within the allocation. Capture payments on WCS. Compile and update payments reconciliation reports. Handle payments related enquiries. Coordinate audits queries. Render secretariat support service to the professionals committees and internal meetings: Schedule meetings and secure attendance of members. Book venues for meetings, workshops and planning sessions. Prepare meeting packs. Take minutes of meetings and distribute accordingly. Facilitate the implementation of resolutions with relevant role-players and follow-up on progress made. Manage the flow of information and documents in the office. Render office administration support services: Process training requests from staff and assist in organising training of common interest. Administrate leave arrangements and telephone accounts. Coordinate common submissions and compliance requirements of staff such as performance agreements and assessments. Assist in compiling, processing and tracking of submissions. Printing, photocopy and bind documentation folders. Consolidate monthly reports and submit to the supervisor timeously.

**ENQUIRIES** : Ms. M Vuso Tel No: (012) 310 5111  
**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 04/150** : **ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2023/43**

**SALARY** : R269 214 per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Financial Management and/or relevant qualification. Appropriate experience in property payments or experience in the account payments section. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver's license. Computer literacy. The following will serve as recommendations: knowledge of SAGE and PMIS, knowledge of property industry, knowledge of property payments, knowledge of procurement and tender regulations. Good verbal and written communication skills.

**DUTIES** : Timeous processing of payments of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Ensure that all property payments invoices are countersigned and authorized. Ensure that all payments comply with related prescripts, delegations and procedures. Provide budget inputs on property payments and liaise with clients regarding property payments. Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of queries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Writing monthly reports. Assist in capturing of batches and general administration of the section.

**ENQUIRIES** : Ms. M Vuso Tel No: (012) 310 5111  
**APPLICATIONS** : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

**FOR ATTENTION** : Ms M Masubelele

**POST 04/151** : **ADMIN OFFICER: CLEANING SERVICES FACILITIES MANAGEMENT REF NO: 2023/44 (X2 POSTS)**

**SALARY** : R269 214 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Public Administration or related qualification with appropriate experience, understanding of and Facilities Management including relevant experience in Cleaning Services. A good understanding of project management. Valid driver's license. Computer literacy. Understanding of the Government Procurement System and SCM prescripts. An understanding of the PFMA and EPWP principles. Ability to compile quotations/tenders. Sound analytical and interpersonal skills, proven problem-solving approach, proven financial skills, strong verbal and written

	:	communication skills. Knowledge and understanding of the Occupational Health and Safety Act. Ability to implement systems and exercise control to ensure sound management of equipment and materials. Ability to perform regular inspections. Willingness to travel.
<b><u>DUTIES</u></b>	:	Manage service contracts and contractor's performance and quality of work for the duration of contracts. Manage related budgets and financial planning. Compile specifications for tenders and quotations and handle inspections in the cleaning field. Manage and control equipment and material register. Manage multi-disciplinary consultant teams. Administrative procedures for cleaning maintenance. Manage performance-based contracts. Knowledge of the management of Human Resources (Staff supervision and performance, Work plans and motivation of sub ordinates).
<b><u>ENQUIRIES</u></b>	:	Mr. D Lewin Tel No: (021) 402 2104
<b><u>APPLICATIONS</u></b>	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.
<b><u>FOR ATTENTION</u></b>	:	Ms. C Rossouw
<b><u>POST 04/152</u></b>	:	<b><u>ASSISTANT ADMIN OFFICER: UDM (HELPDESK AND COMPLAINT) REF NO: 2023/45</u></b>
<b><u>SALARY</u></b>	:	R181 599 per annum
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 / National Senior Certificate with relevant experience in User Demand Management (KAM). Willing to adapt work schedule in accordance with office requirements. Knowledge: Office administration, Works Control System (WCS), Basic Accounting System (BAS), Public Finance Management Act (PFMA), Treasury Regulations, Financial management and administration, State budgetary systems, Financial systems, Archibus, Logis. Skills: Numeracy, Accounting, Organising, Interpersonal skills, Diplomacy, Ability to follow a pro-active and creative problem, Solving approach, Communication, Computer literacy Personal Attributes: Patience, Trustworthy, Team player, Reliable, Resourceful, Ability to work under stressful situations, People orientated, Punctuality, Assertive, Hard-working, Self-motivated, Ability to work independently.
<b><u>DUTIES</u></b>	:	Attend to client's complaints and queries: Maintain an active query register for the unit. Address enquiries or refer them to the necessary manager. Follow up on outstanding complaints and queries. Ensure resolutions of meetings are addressed within established timeframes. Administer the Archibus System as and when required. Render general clerical support services: Update and maintain electronic and physical records for procurement instructions. Furnish information for reports to internal and external stakeholders. Record, organise, store, capture, update and retrieve correspondence and data. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Assist with ordering of material and equipment from suppliers. Provide personnel and financial administration support services in the component: Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Arrange travelling and accommodation. Distribute personnel pay slips and ensure that a payroll certificate has been signed and submitted to HR. Maintain a leave register for the component. Provide a meeting management service to the sub-directorate: Plan the diary for the sub-directorate. Book a meeting venue. Arrange meetings and confirm attendance with stakeholders. Take minutes and distribute to meeting attendees. Assist with procurement of a service provider for catering where required.
<b><u>ENQUIRIES</u></b>	:	Mr P Chabalala Tel No: 012 406 1393

**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 04/153** : **ADMINISTRATION CLERK: PROPERTY ACQUISITION REF NO: 2023/46**

**SALARY** : R181 599 per annum  
**CENTRE** : Bloemfontein Regional Office  
**REQUIREMENTS** : A Grade 12 / National Senior Certificate or equivalent qualification with appropriate administration experience in property or real estate environment. Understanding and Knowledge of the PFMA and PPPFA/SCM. Understanding of the property market. Good verbal, written and interpersonal skills. Computer literate.

**DUTIES** : To prepare letters and submissions to internal and external clients, Reconcile and process rental accounts, Maintain the Property Information System for all leased and state owned properties by updating it on a regular basis and ensure that accurate information is captured, Prepare and compile reports required in the directorate. Maintain and update property asset conditions surveys, Carry out inspections to investigate property utilization, Perform general administrative functions

**ENQUIRIES** : M. Lekoeneha Tel No: (051) 408 7351  
**APPLICATIONS** : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street, Bloemfontein, 9300.

**FOR ATTENTION** : Mr D Manus

**POST 04/154** : **ADMINISTRATIVE CLERK: HELPDESK AND COMPLAINTS REF NO: 2023/47**

**SALARY** : R181 599 per annum  
**CENTRE** : Port Elizabeth Regional Office (Gqeberha)  
**REQUIREMENTS** : A Grade 12 / National Senior Certificate and demonstration of relevant exposure or experience within the field. Willing to adapt work schedule in accordance with office requirements and must be committed to designated tasks. Must have Computer Literacy, Communication, Organizing, Interpersonal, Numeracy, Accounting, Diplomacy and the ability to Pro-actively follow up on incidents and have creative Problem solving approach skills. Knowledge of the PFMA and Treasury Regulations. Must be self-motivated, hardworking, ability to work independently, assertive, punctual, people orientated, ability to work under pressure, be resourceful, a team player, trustworthy and patient. Knowledge of the Built Environment / Property Management, Works Control Systems (WCS) / Logis / Archibus and a three year tertiary qualification (NQF Level 6) in Office /Business / Public administration, Office/ Business/ Public management, or equivalent qualification as recognized by SAQA will serve as an advantage.

**DUTIES** : Follow up on of outstanding complaints and address enquiries to ensure service delivery is being maintained. Provide a meeting management service by assisting with the planning of the diary for the unit and managers, facilitating the booking of venue(s), taking and distributing minutes of meetings. Perform travel arrangements for managers in line with directives, assist and timely submit subsistence and travel (S&T) claims of managers. Administer the procurement of goods and services for the sub-directorate. Liaise with internal executing units on accommodation related services as required. Coordinate meetings and documents for Repairs and Renovations Budget Committee submissions. Updating and filing of record systems for Human Resources of the unit, accommodation Procurement Instructions and Project Execution Plans. Act in Supervisory capacity when required. Furnish information for reports for internal and external clients. Assist the region in the administration of the Archibus system as and when required.

**ENQUIRIES** : Mr. K Rampou Tel No: (012) 406-1597  
**APPLICATIONS** : Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

**FOR ATTENTION** : Ms S Mafanya

**POST 04/155** : **ASSISTANT ADMINISTRATIVE OFFICER: PROVISIONING REF NO: 2023/48**

**SALARY** : R181 599 per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENTS** : A Grade 12 / National Senior Certificate with experience in provisioning. Understanding of Government procurement systems and relevant policies. Interpersonal, report-writing, planning, organizing, problem solving and decision –making skills. Strong written and verbal communication skills. Computer literacy, knowledge and understanding of the following will serve as recommendations: Bid procedures. PPPFA .PFMA. BEE and LOGIS. Supply chain management.

**DUTIES** : Capture requests for the procurement of goods and services on the LOGIS system. Provide support with the provisioning of goods and services. Maintain stock levels on the Logis system. Provide administrative support with regard to the resolution of audit queries.

**ENQUIRIES** : Ms. K Chwano Tel No: (012) 310 5941  
**APPLICATIONS** : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

**FOR ATTENTION** : Ms M Masubelele

**POST 04/156** : **PRINCIPAL BOILER OPERATOR WORKSHOP REF NO: 2023/49 (X2 POSTS)**

**SALARY** : R181 599 per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENTS** : A Grade 12 / National Senior Certificate. Recognized National Steam Certificate. Appropriate working experience. Interpersonal skills. Supervisory skills. Planning and organizing. Knowledge of Boiler Operation. Occupational Health and Safety Act. Operation of equipment, tools and materials. Knowledge of general built environment.

**DUTIES** : Supervise Boiler Operations Ensure correct usage and flow of chemicals. Monitoring boiler pressure in accordance with demand. Monitor the steam pressure constantly. Monitoring the water/fuel level in the boiler. Undertake routine inspection on the boiler performance and attend to malfunctioning and defects. Ensure adherence and compliance with Occupational Health Standards and Occupational Health and Safety Acts. Ensure the boiler environment is well maintained. Ensure proper usage of protective clothing. (Self. /Visitors/ Sub ordinates). Ensure that the boiler environment is clean and safe. Ensure that the brine tank and water filter are cleaned as prescribed. Ensure the removal ash from boilers, grit arrester and smoke box. Perform boiler administrative duties: Log and keep record of all daily operations; Control and keep record of mechanical tools, equipment, material and maintain in good working condition; Supervise to ensure an effective service delivery; Develop and update the monthly duty roster; Allocate duties and perform quality control on the work delivered in line with inspections.

**ENQUIRIES** : Mr. P. Ramoroka at 072 108 4345  
**APPLICATIONS** : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

**FOR ATTENTION** : Ms M Masubelele

**POST 04/157** : **PROCESS CONTROLLER: WASTEWATER TREATMENT PLANT OPERATOR WORKSHOP REF NO: 2023/50 (X3 POSTS)**

**SALARY** : R151 884 per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENTS** : Matric/Grade 12 (or NTC III); plus [a] Operators Certificate; or (b) Water Treatment Practice N3; or © Wastewater Treatment Practice N3; or (d) the Core Unit Standard from the appropriate NQF 4 Qualification; ORNTC III in Water Treatment Practice; ORNTC III in Waste Water Treatment Practice; or Appropriate NQF 4 Qualification. Valid driver's license.

**DUTIES** : Screen and strain incoming raw wastewater. Monitor and record raw wastewater inflow rate. Regularly rake the coarse solids from screens. Remove the grit from chambers. Properly dispose the screenings and grit. Skim off

scum from the surface of the tanks. Pump the wastewater for further processing.

**ENQUIRIES** : Mr P. Ramoroka at 072 108 4345  
**APPLICATIONS** : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

**FOR ATTENTION** : Ms M Masubelele

**POST 04/158** : **TRADESMAN AID PRETORIA WORKSHOP REF NO: 2023/51 (X4 POSTS)**

**SALARY** : R128 166.per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENTS** : Grade 10 Certificate or Abet level 4 Certificate plus general experience of workshop practices and clerical services. Good communication, leadership and organizational skills. Code 8 driver's license will be an added advantage.

**DUTIES** : The incumbent will assist with the maintenance and repairs technical faults related to mechanical, building, carpentry, painting, scaffolding, plumbing, welding, and electrical and boiler operating and cleaning of equipment. Assists Artisans with obtaining quotations related to equipments and materials required cut grass and clean surrounding environments at sewage plants, fish ponds and boiler houses.

**ENQUIRIES** : Mr J. De Wit at 082 889 0283  
**APPLICATIONS** : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

**FOR ATTENTION** : Ms M Masubelele

**POST 04/159** : **SECURITY OFFICER SECURITY MANAGEMENT REF NO: 2023/52**

**SALARY** : R128 166 per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIEREMENTS** : Grade 10/ ABET level 3 plus Grade B (PSIRA), Basic communication, client liaison, basic security training, utilisation of firefighting equipment, evacuation processes. Relevant experience. Knowledge of legislative framework, Control of Access to Public Premises and Vehicles Act 53 of 1985. OHS&A & First Aid, Basic literacy, basic communication. Knowledge of personnel movement within the work premises, Being able to receive people and refer them as required, Basic Computer skills, Basic report writing skills, client orientation, Problem solving, Polite and friendly, Being able to present the image of the Department, High tactful and diplomatic, Creativity, ability to work in a team, ability to work under pressure, Hardworking, high standard of integrity, excellent interpersonal skills. Must be prepared to work abnormal working hours/shifts. A driver's license will be an added advantage.

**DUTIES** : To provide physical security services at all Head office buildings. To protect the lives, property assets and interest of department at the Head Office. Implement security services policy and procedures, to safeguard personnel and property/ assets. To provide a client's relationship between security and personnel, visitors and suppliers. To conduct effective and efficient access control, positive identification of individuals, patrols, escorts etc. The provision of support to the administration of physical security services.

**ENQUIRIES** : Ms M. Shingange Tel No: (012) 492 3137  
**APPLICATIONS** : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

**FOR ATTENTION** : Ms M Masubelele

**POST 04/160** : **DRIVER OPERATOR: WORKSHOP REF NO: 2023/53**

**SALARY** : R128 166 per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENTS** : ABET/ Grade 10 coupled with relevant experience. Valid driver's license. Good writing skills. The following will serve as recommendation: Ability to read and write and good interpersonal skills. Good interpersonal / Human relation skills and possess the ability to communicate freely and easily with other employees, the general public and clients.

**DUTIES** : To render a service as a driver and to ensure safe transportation of mail, officials, tools and equipment. Drive departmental officials, clients and visitors

as may be requested; transport mechanical material and equipment to sites; Complete transport schedule regarding trips travelled. Carryout general housekeeping of the boiler house; Report defects and faults to the supervisor. Remove rubbish and cut-off material from mechanical sites to dumping sites.

**ENQUIRIES APPLICATIONS** : Mr J. de Wit at 082 889 0283

**FOR ATTENTION** : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

**POST 04/161** : **DRIVER: HORTICULTURAL SERVICES FACILITIES MANAGEMENT REF NO: 2023/54**  
(Re-advert all applicants who previously applied are encourage to re-apply).

**SALARY CENTRE REQUIREMENTS** : R128 166 per annum  
: Cape Town Regional Office (Groote Schuur Estate, Rondebosch)  
: Applicant must have a Grade 10 / Standard 8/ Junior Certificate or Abet Level 4 Certificate plus three years' experience in transporting horticulture goods as well as workers. Applicant must be in conversant with the requirements of the Occupational Health and Safety Act and Regulations. The candidate must also have had experience in leading a team of workers and giving instructions to these workers. Have a good communication skills. The officer must be in possession of a heavy duty license (C1 and PDP).

**DUTIES** : The Transportation of employees and horticultural goods. Able to travel long distance areas for plot cleaning and firebreaks, Supervision of lorry assistance. Removal garden refuse and offloading to dumping site. Receiving instruction from supervisor and reporting back. Reporting of disciplinary matters to supervisor. Support supervisor and colleagues

**ENQUIRIES APPLICATIONS** : Mrs. E. Bessick Tel No: (021) 402 2406  
: 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 Rossow

**POST 04/162** : **GROUNDSMAN: HORTICULTURAL SERVICES FACILITIES MANAGEMENT REF NO: 2023/55 (X2 POSTS)**  
(Re-advert all applicants who previously applied are encourage to re-apply).

**SALARY CENTRE REQUIREMENTS** : R107 196 per annum  
: Cape Town Regional Office (Groote Schuur Estate, Rondebosch)  
: Applicant must have a Grade 10 / Standard 8/ Junior Certificate or Abet Level 4 Certificate with 1 year experience or Grade 8 with 2 years experiences only in general garden maintenance. Interpersonal and Basic Literacy skills. An added advantage is that the candidate has had previous experience in operating machinery. Knowledge of Occupational Health and Safety Act.

**DUTIES** : Maintain premises and surroundings. To perform general garden maintenance tasks as given by the supervisor, planting, pruning, paving, watering, mowing and tree felling work. Maintenance of flower beds and weeding etc. Remove garden refuse and load onto truck to be transported to dumping site. Able to performed chainsaw or mowing duties when required. Ensure adherence and compliance with occupational and health standards.

**ENQUIRIES APPLICATIONS** : Mrs. E Bessick Tel No: (021) 402 240  
: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.

**FOR ATTENTION** : Ms. C Rossouw

**POST 04/163** : **FOOD SERVICE AID: CLEANING SERVICES REF NO: 2023/56**

**SALARY CENTRE REQUIREMENTS** : R107 196 per annum  
: Pretoria Regional Office  
: Grade 10 or basic literacy ABET. Must be able to read and write.

**DUTIES** : The successful candidate will be responsible for washing of dishes during all tea breaks and lunch. Ensure availability of boiling water for all tea bears. Organize the trolley for conference set up. Facilitation of the serving of lunch

and refreshments for the meetings. Cleaning of kitchen equipment while ensuring kitchen hygiene is maintained at all time. Provide a food service functions in the located areas.

**ENQUIRIES**  
**APPLICATIONS**

- : Ms M. Lamani Tel No: (012) 310 5948
- : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
- : Ms M Masubelele

**FOR ATTENTION**



**DEPARTMENT OF TOURISM**

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

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.
- CLOSING DATE** : 17 February 2023 at 16:30 (Late applications will not be considered)
- NOTE** : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment. Shortlisted candidates may further be subject to a job related test. 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/>

**MANAGEMENT ECHELON**

- POST 04/164** : **DIRECTOR: GOVERNMENT INFORMATION AND TECHNOLOGY MANAGEMENT REF NO: DT01/2023**
- SALARY** : R1 105 383 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised B-degree (NQF7) in Information Technology or related field; minimum of 5 years' middle/senior Management experience within an Information Communication Technology (ICT) environment. ICT experience within the public service will be an added advantage. Extensive experience in the development and implementation of ICT enabling policies, framework and plans; Thorough understanding of, and experience in WAN, LAN's, VPN's, Servers, SAN's, enterprise system architecture, methodologies, frameworks and technologies in systems development and maintenance. Required proven skills: Strategic Management & Leadership, Stakeholder Management, Programme & Project Management, People Management and Empowerment, Service Delivery Innovation, Financial Management, Knowledge Management, Client Orientation and Customer Care, Good communication skills (verbal and written), Good interpersonal and stakeholder liaison skills. Required Knowledge: Corporate Governance of Information Communication Technology Policy Framework, Information Communication Technology regulatory frameworks, Public Finance Management Act (PFMA) and Treasury Regulations, Public Service Act and its Regulations. Knowledge of government planning and delivery cycle. In-depth Knowledge of Business Continuity and Disaster Recovery strategies.
- DUTIES** : Reporting to the Chief Director: Systems and Strategy the incumbent will manage the provision of ICT support (user support), maintenance of back and front end productions including network connectivity (server hardware, software maintenance) and telephone systems. Manage the provision of application support and information services inclusive of ICT acquisition, maintenance of business applications, information system and databases.

		Manage the department's Enterprise Architecture and oversee development, implementation of strategic ICT solutions on business processes to enhance system integration. Manage and provide ICT security measures on networks, services and application. Oversee ICT procurement, manage and monitor service providers in accordance with SLA's. Manage the ICT Governance landscape and ensure compliance with the ICT regulatory framework.
<b><u>ENQUIRIES</u></b>	:	Ms N Bhengu Tel No: (012) 444 6741
<b><u>POST 04/165</u></b>	:	<b><u>DIRECTOR: HR UTILISATION AND EMPLOYEE HEALTH AND WELLNESS REF NO: DT02/2023</u></b>
<b><u>SALARY</u></b>	:	R1 105 383 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)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A SAQA recognised B-degree (NQF7) in Human Resources Management/Development/Industrial Psychology/Social Science or related field; minimum of 5 years' middle/senior Management experience in the relevant field. Extensive experience in Employee Health and Wellness, Human Resource Development, Training, Development and Performance Management. Required proven skills: Strategic Management & Leadership, Stakeholder Management, Project Management, People Management and Empowerment, Service Delivery Innovation, Financial Management, Change Management, Client Orientation and Customer Care, Good communication skills (verbal and written), Good interpersonal and mediation skills. Required Knowledge: Public Finance Management Act (PFMA) and Treasury Regulations, Public Service Act and Public Service Regulations. Knowledge of Government Planning and Delivery Cycle. Human Resource Development Strategy, National Skills Development Strategy for South Africa, Skills Development Act, Skills Development Levies Act, Employee Health and Wellness Strategic Framework. Monitoring and Evaluation framework for the Public Service.
<b><u>DUTIES</u></b>	:	Reporting to the Chief Director: HR Management and Development the incumbent champion the implementation of the Human Resource Development Strategy, develop, manage and monitor the implementation of training and development policies, Develop, manage and monitor the implementation of Performance Management Systems. Develop, Ensure effective skills development interventions. Develop and Implement Employee Health and Wellness Strategies and Programmes. Manage and facilitate HIV and Aids, TB prevention support and treatment care programmes. Facilitate and manage health and productivity management programmes. Facilitate and promote safety health, environment, risk and quality management (SHERQ). Promote adequate utilisation of human resources through sustainable retention and effective exit management processes.
<b><u>ENQUIRIES</u></b>	:	Mr S Ngomane Tel No: (012) 444 6436
<b><u>NOTE</u></b>	:	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 Preference will be given to Coloured and White females.

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL  
AFFAIRS**

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

- APPLICATIONS** : Quoting the reference number, applications must be forwarded to the Head of Department: Economic, Small Business Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein.
- FOR ATTENTION** : Ms M Parkies/ K Majafa
- CLOSING DATE** : 17 February 2023 at 16:00
- NOTE** : Directions to applicants: Applications must be submitted on a new Z.83 form (applications submitted on the old Z83 forms will not be considered), obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) and must be accompanied by a recently updated comprehensive CV only (separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short course certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA) and provide proof of such evaluation report (only when shortlisted). No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The Department reserves the right not to appoint.

**OTHER POST**

- POST 04/166** : **RISK MANAGEMENT PRACTITIONER REF NO: DESTEA 42/01/23**
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An undergraduate NQF level 6 in Risk Management / Internal Audit or equivalent qualifications. Experience in Risk Management processes. A valid driver's license. Computer literacy.
- DUTIES** : Assist with the development and implementation of the following on the departmental risk management: Risk Management Strategy, Management Policy and Plan. Assist with the development of Risk Management processes to ensure compliance to the Risk Management Framework. Maintain and update risk registers to determine the effectiveness of progress concerning Risk Management in the department. Assist with the promotion of a risk management culture and capacity in the department. Assist with the review of the implementation of Risk Management processes to ensure compliance in the department. Coordinate Risk Committee meetings and drafting quarterly Risk Committee reports. Implement Risk Management processes to ensure compliance to the Risk Management Plan.
- ENQUIRIES** : Ms C Mahlaba Tel No: 051 400 9503

**DEPARTMENT OF SOCIAL DEVELOPMENT**



- APPLICATIONS** : Applications for the Department of Social Development to be submitted to: Private Bag X20616, Bloemfontein 9300. Attention Ms. M.V. Mophethe – Human Resource Management (Recruitment Section) Old Standard Bank Building, or place applications in an application box at Cnr Charlotte Maxeke

and West Burger Street, Old Standard Bank Building, Bloemfontein. Tel No: 083 555 9270 or E-mail to [recruitment@fssocdev.gov.za](mailto:recruitment@fssocdev.gov.za).

**CLOSING DATE**  
**NOTE**

: 17 February 2023  
: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and 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: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply.

**OTHER POSTS**

**POST 04/167** : **PROFESSIONAL NURSE GRADE 2 (GENERAL NURSING – PN-A3) (X4 POSTS)**

**SALARY**

Grade 1: R268 584 per annum, (plus benefits)  
Grade 2: R330 324 per annum, (plus benefits)  
Grade 3: R400 644 per annum, (plus benefits)

**CENTRE**

: Botshabelo Haven Old Age Home Ref No: DSD 17/22 (X2 Posts)  
Leratong Child & Youth Care Centre Ref No: DSD 18/22 (X2 Posts)

**REQUIREMENTS**

: Appropriate National Diploma/Degree in Nursing. Current registration with the South African Nursing Council. Candidates are expected to have the recognizable applicable experience as determined by the OSD in terms of the different grades. Know nursing care processes and procedures, nursing statutes and other applicable legislations. The candidate must have good communication skills, both verbal and written and able to work in a team. Candidate must have good ethical practice and a caring attitude. Manage workplace discipline and have an in-depth knowledge and understanding of Batho-Pele principles.

**DUTIES**

: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resource and Financial policies and practices.

**ENQUIRIES**

: Botshabelo Haven: Ms. Sothoane at 083 800 9086, Leratong Child & Youth Care Centre Ms Skosana Tel No: 0609846799

**POST 04/168**

: **STAFF NURSE GRADE 1 REF NO: DSD 16/22 (X4 POSTS)**

**SALARY**

: R179 172 per annum, (plus benefits)

**CENTRE**

: Botshabelo Haven Old Age Home

**REQUIREMENTS**

: Qualification that allows current registration with the SANC as Staff Nurse. (Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted) Candidate must have basic communication and writing skills. Be able to function as part of a team.

**DUTIES**

: Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in

accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined as determined by the relevant health facility.

- ENQUIRIES** : Ms Sothoane Tel No: 0838009086
- POST 04/169** : **NURSING ASSISTANT GRADE 1 (X6 POSTS)**
- SALARY CENTRE** : R138 549 per annum, (plus benefits)  
: Tshireletsong Children's Home Ref No: DSD 19/22 (X2 Posts)  
: Leratong Child & Youth Care Centre Ref No DSD 20/22 (X4 Posts)
- REQUIREMENTS** : Qualification that allows current registration with the SANC as Nursing Assistant. (Applicants are not submitting copies/attachments/proof/certificates/ID/Driver license/qualifications on application, only when shortlisted)
- DUTIES** : Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility
- ENQUIRIES** : Tshireletsong Child and Youth Care Centre, Mr Speelman at 0664875955  
Leratong Child and Youth Care Centre, Ms Skosana at 0609846799

#### **DEPARTMENT OF TREASURY**

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



- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows: The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, Ground floor, Fidel Castro Building, Cnr. Markgraaff and Miriam Makeba Streets, Bloemfontein.
- FOR ATTENTION** : Ms. D Motloug, Fidel Castro Building Tel No: (051) 405 4274
- CLOSING DATE** : 17 February 2023
- NOTE** : Directions to applicants: Applications must be submitted on form the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must only be accompanied by a detailed Curriculum Vitae (Subjects of relevant qualifications should be mentioned in the CV). Applicants are requested to complete the Z83 form properly and in full. (Sections A, B, C and D are compulsory and Sections E, F and G do not need to be completed if a detailed CV covering the Sections is attached). The Department, post name and reference number of the advertised post should be stated on the Z.83. Only short listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. Candidates may also be subjected to a practical test. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s).

## OTHER POST

<b><u>POST 04/170</u></b>	:	<b><u>NETWORK ADMINISTRATOR REF NO: FSPT: 001/23 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07), (A basic salary)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A relevant qualification (NQF level 6 or higher) in Information Technology with certification in either A+ or N+. A minimum of three years' experience in an information technology environment. Knowledge of ITIL, Treasury Regulations, relevant Delegations, Database Management and Departmental information technology policies. Problem solving-, analytical-, communication-, reporting- and presentation skills. Computer literacy.
<b><u>DUTIES</u></b>	:	Perform the installation, configuration and ongoing stability of desktop computers, peripheral equipment and software. Ensure desktop computers interconnect seamlessly with the following diverse systems: associated validation, files, emails, computer conferencing, applications and administrative systems. Provide relevant IT equipment specifications, validate and recommend accordingly. Liaise with help desk to determine and resolve problems received from clients. Revise and recommend upgrades on software and systems to be performed to ensure effective service delivery. Keep abreast with new technology through research as well as train, advice and inform users in utilization of ICT resources to improve their efficiency and effectiveness.
<b><u>ENQUIRIES</u></b>	:	Mr. B J Lekwene Tel No: (051) 405 5031

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
PROVINCIAL TREASURY**

- APPLICATIONS** : Applications are submitted using one of the following options: The e-Recruitment System which is available at: <https://erecruitment.ecotp.gov.za>. The system closes at 23:59 on the closing date. To Report technical glitches, or for any assistance regarding the system, and/or for activation of your profile / password, send an e-Mail with your ID Number, your profile email address, and give details of the issue to: [theliswa.nkonyile@ectreasury.gov.za](mailto:theliswa.nkonyile@ectreasury.gov.za) (NOT CVs). The technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications to [theliswa.nkonyile@ectreasury.gov.za](mailto:theliswa.nkonyile@ectreasury.gov.za) and not as specified, your application will be regarded as lost and will not be considered.
- CLOSING DATE** : 17 February 2023
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the EC DoE Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

## MANAGEMENT ECHELON

<b><u>POST 04/171</u></b>	:	<b><u>DIRECTOR: CFO SUPPORT REF NO: PT 01/01/2023</u></b> (12 Months Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 105 383 per annum (Level 13), (all-inclusive) Bhisho Three-year Degree (NQF level 7) in Financial Management/ Local Government Finance with Accounting as a major, coupled with 7-8 years' experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Postgraduate qualification and completion of SAICA training programmes will be an added advantage. Previous experience in monitoring or working in municipal environment is essential.
<b><u>DUTIES</u></b>	:	Lead and champion financial management reforms towards best practice in local government finance as encapsulated in the Municipal Finance Management Act (MFMA), local government regulations and other Municipal Acts. Provide dynamic leadership to a team at head office, in districts and effective hands on support to municipalities in the following areas: budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management and promotion of transparency through the publication of local government revenue and expenditure. Expend networks and collaborative effort with other role players in the district toward promoting intergovernmental relations for effective planning and implementation of financial management that translate into service delivery in municipalities. Provide project management support to a team, including human resource management, planning, risk management and reporting. Skills and Competencies: Extensive knowledge of local government sector, finance and related reforms in the areas of Budgeting, Financial Management and Reporting, Supply Chain Management, Asset and Liability Management, Internal Audit, Audit Committee and Risk Management. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards, mSCOA & Local Government Framework for Infrastructure Delivery and Procurement Management.
<b><u>DUTIES</u></b>	:	Personal attributes: Self-driven, confident and innovative, with an output to result orientation. Ability to interact at both strategic and operational level, with the ability to build teams and inspire positive action. Strong research, analytical and writing skills and the ability to succeed in a highly demanding work environment, with attention to detail. High computer literate with a proven knowledge of advanced Microsoft office applications. Coaching, skills development and mentoring skills. Good understanding of local government prescripts.
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574 For e-Recruitment Enquiries, email to: <a href="mailto:Thelisiwa.nkonyile@ectreasury.gov.za">Thelisiwa.nkonyile@ectreasury.gov.za</a>
<b><u>POST 04/172</u></b>	:	<b><u>CHANGE MANAGEMENT SPECIALIST: DIRECTOR LEVEL REF NO: PT 02/01/2023</u></b> (12 Months Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 105 383 per annum (Level 13), (all-inclusive) Bhisho A Bachelor's Degree (NQF level 7 as recognised by SAQA) in Human Resource Management, Industrial Psychology or any other related qualification (NQF 7) coupled with minimum of 7 years' relevant experience, of which five (5) must be in relevant middle management position (Deputy Director Level) in Change Management or related field environment.
<b><u>DUTIES</u></b>	:	Facilitate Changes in Technology, Human Behaviour and processes with minimal cost and disruption to the Department, in a manner that enhances and ensures achievement and delivery of Departmental Objectives: Manage and lead the identification, initiation and prioritization of change processes within the department. Facilitate the development of change management frameworks, methods and implementation plans. Evaluate the impact and effectiveness of change management frameworks. Engage the line and executive managers on change strategies and facilitates the executive decision making on the change agenda of the department. Manage the



implementation of change processes that strengthen the strategic, organizational, cultural and environmental domains of the department. Manage and lead the training of change agents within the department and the development of capacity to deliver change management internal consulting services by HR practitioners. Training specifically on PROSCI Change Methodology to be facilitated. Systematically Analyse Departmental Activities or Processes With A View To Improving the Department's Alignment with the Strategic Goals And Or Its Effectiveness and Efficiency: Facilitate the development of revised or new processes to enhance efficiency and effectiveness in the department. Manage and lead the identification and initiation of process improvement opportunities within the department. Facilitate acceptance and buy in of improvement initiatives within the department. Manage and lead the change.

**ENQUIRIES** : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574  
For e-Recruitment Enquiries, email to: [Theliswa.nkonyile@ectreasury.gov.za](mailto:Theliswa.nkonyile@ectreasury.gov.za)

#### **OTHER POSTS**

**POSTS 04/173** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT EXPERT REF NO: PT 04/01/2023**

Management of Medico Legal Claims Project and Other Interventions  
(Fixed Term of 12 Months Contract)

Purpose: To support financial management interventions in province for institutions managed under the Public Finance Management Act and Municipal Finance Management Act, with immediate priority given to departments of Health and Education.

**SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), (all-inclusive)  
: Head Office  
: A Three-year Degree (NQF level 7) in Financial Accounting / Financial Management / Public Finance / Accounting coupled with Minimum of 5 years' work experience in financial management of which 3 years should be and Assistant Director Level.

**DUTIES** : To assist in providing effective financial internal control measures for the project and ensure compliance to the financial management legislative framework. Assist in ensuring implementation of approved and signed Delegations of Authority. Assist in the verification and validation of accruals that arose as a result of paying medico-legal claims and differentiate from current through aging analysing, utilising the set process flow for the project. Assist in the verification of the supporting documentation attached to a claim before payment is made, utilising the set process flow for the project. Assist in supporting the project stakeholders' communication and information sharing through the use of financial management information. Assist in ensuring financial management input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO.

**ENQUIRIES** : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574  
For e-Recruitment Enquiries, email to: [Theliswa.nkonyile@ectreasury.gov.za](mailto:Theliswa.nkonyile@ectreasury.gov.za)

**POST 04/174** : **DEPUTY DIRECTOR: TRANSVERSAL RISK MANAGEMENT REF NO: PT 05/01/2023**

Purpose: To manage, promote and enforce the implementation of risk management services in Provincial Departments and Public Entities.

**SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), (all-inclusive)  
: Head Office  
: Three year Bachelor's Degree (NQF7) as recognized by SAQA in Risk Management / Internal Auditing/Accounting /Commerce and / or related field plus minimum of 5 years relevant experience in the field of Risk Management, Auditing, Strategic planning, Monitoring and Evaluation, or Norms and Standards of which 3 years should be at an Assistant Director Level or similar level. Membership of the Institute of Risk Management and relevant professional designation or certification will add as advantage (e.g. CRM, CRMA, Ethics Officer Certification, CRISC, CCSA, IIA Certification etc). Drivers licence is a prerequisite.

**DUTIES** : Develop and maintain provincial risk register within Departments; Develop risk mitigation plans, Facilitate the development of provincial risk register. Compile Provincial Risk Register in accordance to risk management framework and

best practices principles. Maintain and ensure accuracy of the provincial risk register. Monitor, Enforce and Report on the Implementation of Risk Management Framework; Monitor bi-annual Risk Assessments in Provincial Departments, Public Entities and Municipalities. Draft oversight reports on the assessments. Facilitate development of risk assessment profiles for provincial departments, Public Entities and Municipalities. Conduct risk assessments, develop risk management plan and monitor implementation of the plan and report on progress. Develop risk management protocols and monitor implementation thereafter. Provide technical support on risk management to provincial departments, Public Entities and Municipalities. Assist in the development and facilitate the implementation of risk management guidelines and procedures. Facilitate and conduct training on Risk Management. Manage Capacity Building To Provincial Departments And Public Entities; Facilitate capacity building initiatives. Manage Risk Management Forums. Development and review of Risk Management framework. Manage Area of Responsibility; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Ensures that assets are managed, maintained and kept safely. Skills and Competencies: Public Finance Management Act. Risk Management Policies. Governance Practices. Internal Control Systems and ability to monitor risk management activities and programmes. Enterprise Risk Management Concepts, frameworks and methodology. Knowledge and understanding of public risk management legislative framework such as Public Service Regulations, PFMA, Treasury Regulations, Understanding of Good Corporate Governance principles (King Report), 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. Networking and Building Bonds. Planning and Organising. Problem Solving and Decision Making. Project Management. Team Leadership.

**ENQUIRIES**

: Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574  
For e-Recruitment Enquiries, email to: [Theliswa.nkonyile@ectreasury.gov.za](mailto:Theliswa.nkonyile@ectreasury.gov.za)

**POST 04/175**

: **ASSISTANT DIRECTOR: TRANSVERSAL RISK MANAGEMENT REF NO: PT 06/01/2023**  
Purpose: To facilitate the implementation of risk management services in Provincial Departments, Public Entities and Municipalities.

**SALARY CENTRE REQUIREMENTS**

: R393 711 per annum (Level 09)  
: Head Office  
: Three year Bachelor's Degree (NQF level 7 as recognised by SAQA) in Risk Management / Internal Auditing/Accounting /Commerce or relevant field plus Minimum of 3 years relevant experience at a level 7 or higher within Risk management / Internal Audit environment. Registered with the institute of Risk Management of South Africa (IRMSA) and/or Institute of Internal Auditors SA (IIASA), Institute of Risk Management (IRM) and any other relevant profession institute would be an added advantage. Driver's licence is a prerequisite.

**DUTIES**

: Facilitate, Coordinate Information on the Development and Maintenance of the Provincial Risk Register; Facilitate the development of the Provincial Risk Register. Coordinate compilation provincial risk register. Maintain and update provincial risk register. Assist the development of risk mitigation plans. Provide Support in Monitoring, Facilitation and reporting on the implementation of the risk management framework; Render support on the monitoring of bi-annual risk assessments in provincial departments, public entities and municipalities. Coordinate drafting of oversight reports on the assessments. Facilitate and coordinate information on the development of the risk management plan and monitoring of implementation. Input on the development of risk management protocols and assist in the monitoring thereafter. Assist with the provision of technical support on risk management to provincial departments, public entities and municipalities. Coordinate provincial trainings on risk management.

Provide Support and Capacity Building to Provincial Departments and Public Entities; Assist in capacity building initiatives. Facilitate Risk Management Forums. Provide inputs into the development and review of Risk Management Frameworks. Skills and Competencies: Public Finance Management Act. Risk Management Policies. Governance Practices. Internal Control Systems and ability to monitor risk management activities and programmes. Enterprise Risk Management Concepts, frameworks and methodology. Interpersonal. Problem Solving. Interviewing. Leadership Skills. Planning and Organising. Communication Skills (verbal & written). Computer literacy. Driving.

**ENQUIRIES**

: Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574  
For e-Recruitment Enquiries, email to: [Theliswa.nkonyile@ectreasury.gov.za](mailto:Theliswa.nkonyile@ectreasury.gov.za)

**POST 04/176**

: **CHIEF REGISTRY CLERK: OFFICE SUPPORT AND AUXILIARY SERVICES REF NO: PT 07/01/2023**  
Purpose: To render registry services

**SALARY CENTRE REQUIREMENTS**

: R269 214 per annum (Level 07)  
: Head Office  
: Three year Degree (NQF level 7) or National Diploma (NQF Level 6) as recognised by SAQA) in Information Management / Records Management, coupled with Minimum of two (2) years' relevant work experience In records management environment.

**DUTIES**

: Render Administrative Duties to the records management services of the department; Review, analyse and code incoming and outgoing paper and electronic correspondence, including faxes. Maintain remittance registers. Assist in the development master list of archives, registry procedures and practise. Administer all incoming mail. Monitor development and maintenance of registers of files opened and files closed, circulars, remittances, registered mail; certified mail and letter deliveries. Ensure franking of envelopes before postage. Ensure documents due for couriering are couriered. Assist In The Management Of Information Of Projects And Administration; Ensure that all records and information projects are managed according to the requirements of the National/Provincial Archives and Records Service and good governance. Ensure that all audio-visual records are managed according to the requirements of the National / Provincial Archives / and Records Service and good governance. Manage the Safekeeping and disposal of records in the department; Supervise filling of documents by ensuring that filling of documents is in accordance to the approved departmental file index. Sorting and filing of all records coming from other directorates. Monitor and maintain all records of the department and apply the approved filing system. Ensure that records are safe and filed in a proper and correct manner. Ensure maximum protection of files against, fire, insects, heat, water. Ensure that correspondence is conducted on correct files and mail is posted. Ensure that there is a systematic disposal programme in place. Manage Area of Responsibility; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality, quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff, based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities, Manage employee performance daily and ensure timely. Ensure development & implementation of work plans for all subordinates. Skills and Competencies: Basic understanding of legislative framework that governs the Public Services. Understanding and application of relevant standards and statutory framework and procedures that governs the records management function. Understanding of Records Management Practices. Project Management. Analytical thinking. Report Writing. Presentation. People Management.

**ENQUIRIES**

: Ms T. Nkonyile 083 8755 707 /Ms B Ndayi 060 543 5574  
For e-Recruitment Enquiries, email to: [Theliswa.nkonyile@ectreasury.gov.za](mailto:Theliswa.nkonyile@ectreasury.gov.za)

**DEPARTMENT OF TRANSPORT - GFMS**

**APPLICATIONS**

: Applications are submitted using one of the following options: The e-Recruitment System which is available at: <https://erecruitment.ecotpt.gov.za>. The system closes at 23:59 on the closing date. To Report technical glitches, or for any assistance regarding the system, and/or for activation of your profile / password, send an e-Mail with your ID Number, your profile email address,

and give details of the issue to: [Sibusiso.Nonkqoza@ectransport.gov.za](mailto:Sibusiso.Nonkqoza@ectransport.gov.za) (No CVs). The technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications to [Sibusiso.Nonkqoza@ectransport.gov.za](mailto:Sibusiso.Nonkqoza@ectransport.gov.za) and not as specified, your application will be regarded as lost and will not be considered.

**CLOSING DATE**  
**NOTE**

: 17 February 2023  
: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the EC DoE Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**OTHER POSTS**

**POST 04/177**

: **ASSISTANT DIRECTOR: LOSS CONTROL REF NO: DOT GFMS 01/01/2023**  
Programme: Fleet Risk and Logistics Management  
(One Year Contract)

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

: R393 711 per annum (Level 09), plus 37% in lieu of benefits  
: East London  
: National Senior Certificate, National Diploma (NQF Level 6) / B Degree (NQF level 7) in Forensic Investigations / Policing / Legal with at least 3 years at supervisory level or salary level 7/8 experience in a Loss control environment / General Investigations / Motor Vehicle Accident related investigations. A valid Code 08 Driving license is essential. Skills and Competencies: Creative Thinking. Decision Making. Diversity Citizenship. Organisational

Communication. Effectiveness. Problem Analysis. Self-Management. Team Membership. Technical Proficiency.

**DUTIES** : Conduct and manage forensic investigations to determine liability for accident damage including claims by 3rd parties. Conduct and manage investigations for all financial misconduct cases in line with PFMA (Irregular, unauthorised, fruitless & wasteful expenditures, etc.). Conduct and manage other investigations (theft, fraud, corruption, etc.). Support GFMS planning processes. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

**ENQUIRIES** : Mrs. P. Mbewu Tel No: 043 731 1249/ Mr. K. Valashiya-043 731 2319  
For e-Recruitment technical enquiries e-mail to:  
[Sibusiso.Nonkqoza@ectransport.gov.za](mailto:Sibusiso.Nonkqoza@ectransport.gov.za)

**POST 04/178** : **WAREHOUSE CONTROLLER: FLEET RISK & LOGISTICS MANAGEMENT**  
**REF NO: DOT GFMS 02/01/2023**  
Programme: Fleet Risk and Logistics Management

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : OR Tambo Government Garage  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) / B Degree (NQF level 7) in Logistics / Public Administration/ Public Management/ Engineering/ Business Management/ Supply Chain Management with 3 years' relevant working experience in a warehouse/depot at supervisory level or SL 7/8 of which one (1) year must be in a fleet environment. A valid code 08 driving license is essential. Skills And Competencies: Good communication skills. Team player. Self-management. Problem Solving and Decision Making. Computer Literacy.

**DUTIES** : Responsible for overall running of the depot / Warehouse. Manage the receipt of vehicles (new, awaiting repairs, accident, rental, relief and returned non-compliant vehicles). Manage the installation of accessories as per specification with the various accessory suppliers (e.g. decals, tracking system, number plates, sirens, lights, etc.). Manage the accessory suppliers. Manage the dispatching of vehicles to the different users. Vehicle stock reconciliation and reporting. Manage the vehicle post delivery services and key management of all vehicles. Manage the allocated resources. Manage provisioning of facilities and Security Services. Liaise with service providers.

**ENQUIRIES** : Mrs. P. Mbewu Tel No: 043 731 1249/ Mr. K. Valashiya-043 731 2319.  
For e-Recruitment technical enquiries e-mail to:  
[Sibusiso.Nonkqoza@ectransport.gov.za](mailto:Sibusiso.Nonkqoza@ectransport.gov.za)

**POST 04/179** : **WAREHOUSE CONTROLLER: FLEET RISK & LOGISTICS MANAGEMENT**  
**REF NO: DOT GFMS 03/01/2023**  
Programme: Fleet Risk and Logistics Management  
(One Year Contract)

**SALARY** : R393 711 per annum (Level 09), plus 37% in lieu of benefits  
**CENTRE** : Gqeberha Government Garage  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) / B Degree (NQF level 7) in Logistics / Public Administration/ Public Management/ Engineering/ Business Management/ Supply Chain Management with 3 years' relevant working experience in a warehouse/depot at supervisory level or SL 7/8 of which one (1) year must be in a fleet environment. A valid code 08 driving license is essential. Skills And Competencies: Good communication skills. Team player. Self-management. Problem Solving and Decision Making. Computer Literacy.

**DUTIES** : Responsible for overall running of the depot / Warehouse. Manage the receipt of vehicles (new, awaiting repairs, accident, rental, relief and returned non-compliant vehicles). Manage the installation of accessories as per specification with the various accessory suppliers (e.g. decals, tracking system, number plates, sirens, lights, etc.). Manage the accessory suppliers. Manage the dispatching of vehicles to the different users. Vehicle stock reconciliation and reporting. Manage the vehicle post delivery services and key management of all vehicles. Manage the allocated resources. Manage provisioning of facilities and Security Services. Liaise with service providers.

**ENQUIRIES** : Mrs. P. Mbewu 043 731 1249/ Mr. K. Valashiya-043 731 2319

For e-Recruitment technical enquiries e-mail to:  
[Sibusiso.Nonkqoza@ectransport.gov.za](mailto:Sibusiso.Nonkqoza@ectransport.gov.za)

**POST 04/180** : **STATE ACCOUNTANT: ASSET MANAGEMENT REF NO: DOT GFMS 04/01/2023**

Programme: Financial Management

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: East London  
: National Senior Certificate (NQF level 4) and National Diploma (NQF Level 6) in Finance / Auditing majoring in Accounting plus at 2 years' experience in asset management, in an accrual environment. Knowledge of Pastel or a financial system in an accrual environment is advantageous. A valid Code 8 driving license is essential. Applicants will be required to submit academic transcripts on or before the interview date. Skills And Competencies: Creative thinking. Decision Making. Problem Solving. Team Player. Technical Proficiency. Practical Knowledge of Accounting Standards.

**DUTIES** : Maintain the asset registers for fleet assets under finance and operating leases. Maintenance of inventory registers. Manager maintenance of fixed asset register and ordering of assets (office furniture, equipment, computers, vehicle tracker etc.) Preparing reconciliation for all categories for PPE, Leases and Inventory. Other asset management administration.

**ENQUIRIES** : Mrs. P. Mbewu Tel No: 043 731 1249/ Mr. K. Valashiya-043 731 2319  
For e-Recruitment technical enquiries e-mail to:  
[Sibusiso.Nonkqoza@ectransport.gov.za](mailto:Sibusiso.Nonkqoza@ectransport.gov.za)

**POST 04/181** : **SECRETARY/ADMIN CLERK: INTERNAL AUDIT AND FLEET DEVELOPMENT&PROVISIONING REF NO: DOT GFMS 05/01/2023**

Programme: Internal Audit and Fleet Development & Provisioning  
(One Year Contract)

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05), plus 37% in lieu of benefits  
: East London  
: National Senior Certificate (NQF level 4), One (1) year relevant working experience as a secretary, or Office Management/ Administration will be an added advantage. A valid Code 08 driving license is essential. Skills And Competencies: Computer Literacy, Language Skills, Telephone Etiquette, Report writing skills, Customer Orientation, Time Management, Planning and Organising.

**DUTIES** : Provide a support service to the office of the Head. Co-ordinate office administration relating to Entity performance. Administer submissions and request information by different stakeholders (internal and external). Co-ordinate governance and oversight reports and ensure timely submission. Provide secretarial duties to EXCO and management structures and track resolutions. Maintain Entity project register and follow up on targets. Provide clerical and administrative support service. Scrutinize, re-direct correspondence and follow up on due responses and actions. Manage risk register of the unit. Manage unit budget. Respond to queries in person, via telephone or email. Develop and implement office procedures. Maintain general company record systems to uphold accurate file. Compose letters, memos and emails. Screen documents, book meeting rooms, set up conference calls and take messages. Perform administration tasks including filing and photocopying.

**ENQUIRIES** : Mrs. P. Mbewu Tel No: 043 731 1249/ Mr. K. Valashiya-043 731 2319  
For e-Recruitment technical enquiries e-mail to:  
[Sibusiso.Nonkqoza@ectransport.gov.za](mailto:Sibusiso.Nonkqoza@ectransport.gov.za)

**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](http://www.gautengonline.gov.za) / <http://professionaljobcentre.gpg.gov.za>
- CLOSING DATE** : 17 February 2023
- NOTE** : Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. The Department will not accept emailed, posted or hand delivered applications.

**OTHER POST**

- POST 04/182** : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT**  
**ADVERTISEMENT REF NO: REFS/015888**  
Directorate: Human Resource Management
- SALARY** : R766 584 per annum, an all-inclusive remuneration package
- CENTRE** : Johannesburg (Head Office)
- REQUIREMENTS** : Matric and National Diploma (NQF level 6) or bachelor's degree (NQF level 7), in Human Resource Management/Human Resource Development/Public Administration or Relevant equivalent qualification. 3-5 years' management /working experience i.e. Skills Development Facilitator, Assessor, and Moderator. Valid driver's license. No criminal record/ cases pending against you. Knowledge and Skills: Relevant legislation, strategies and public service regulation. Treasury regulation. Knowledge management. Understanding of government programs and projects. Applied strategic thinking. Applying technology. Knowledge of 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. Networking and Building Bonds. Planning and organizing. Problem-solving and decision-making. Project management. Team leadership. Team Worker. Flexible. Change orientated. Customer focus and credible. Interpersonal skill.
- DUTIES** : To manage training, skills development, and learnerships. Coordinate and facilitate training and development programmes. Implement and monitor departmental HRD Strategy. Develop and manage departmental training database. Conduct orientation and induction programme. Monitor compliance of training programmes with relevant legislation. Coordinate and develop the department's WSP. Administer Bursaries and study assistance. Develop

learnership guidelines and curricula. Identify learnership areas and alignment with the department's strategic plan and SETA's. Establish, facilitate and implement learnership and mentorship programmes. To manage and implement performance management and development system. Develop and monitor performance management framework. Administer performance rewards. Maintain performance management database. Provide technical advice and assistance on performance management issues.

**ENQUIRIES** : Ms. Avhatakali Nemukula Tel: 073 464 0234/066 156 6669

#### 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.*

#### OTHER POSTS

**POST 04/183** : **MEDICAL SPECIALIST REF NO: REFS/016087**  
Directorate: Paediatrics and Child Health

**SALARY** : R1 156 308 per annum, (all-inclusive package). Please note that the salary will be adjusted according to years of experience as per OSD policy.

**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Paediatric and/or a sub specialist in Paediatric Gastroenterology. Registration with the HPCSA as Medical Specialty in Paediatric and/or paediatric Gastroenterology. No experience required after registration with the HPCSA as Medical Specialist. Applicant who are paediatric speciality will be offered fellow training in paediatric gastroenterology.

**DUTIES** : As a consultant, the candidate will be responsible for clinical management of Paediatric gastroenterology patients and other related disciplines in Paediatrics. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up and grand rounds. As a senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care, the performance of diagnostic and therapeutic procedures. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role and clinical mentor to junior doctors and associated clinical staff. Other clinical duties will include managing patients at OPD, Subspecialty OPD or Specialty Ward Consultations within a relevant Sub-specialty; Co-ordination of sub specialist services at CMJAH and cluster hospitals for both inpatient and outpatient services; supervision of clinical technology services as required; Overseeing the development of appropriate referral pathways and development of services at referral hospitals. As this is a joint post with WITS, the candidate will participate in the academic duties of the Wits Paediatrics and related Departments/ Sub Specialties. Performance of research and supervision of research for MMed student within the department. Training and supervision of senior registrars, Registrars, Medical Officers, Medical Interns and Medical students including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff and therapeutic team.

**ENQUIRIES** : Prof. MC. Mulaudzi Tel No: 011 488 4246, Mphelekedzeni.mulaudzi@wit.ac.za  
**APPLICATIONS** : Applications should be submitted strictly on a (PDF Format only) to the following email-address [Medicalhr.Cmjah@gauteng.gov.za](mailto:Medicalhr.Cmjah@gauteng.gov.za). Please use the reference as subject.

**NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview.



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

- CLOSING DATE** : 17 February 2023
- POST 04/184** : **MEDICAL SPECIALIST GRADE 1 (TRAUMA SURGERY FELLOW) REF NO: REFS/016090 (X1 POST)**  
Directorate: Surgery
- SALARY** : R1 156 308 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualification that allow registration with HPCSA as Medical Specialist. Full registration with the HPCSA as a Specialist Surgeon (General Surgery). Desire to train in the Subspecialty of Trauma Surgery (declaration of interest in Trauma Surgery and Critical Care is crucial).
- DUTIES** : To perform Clinical, Teaching and Research responsibilities as required by an academic surgical unit. Clinical duties: Clinical history taking, examination and assessment of patients. Requesting and analysing special investigations. Prescribing of medications and other therapies. Communicate effectively with colleagues. Ensure proper keeping of records. Perform any other duties relevant to the clinical management of patients as required by the hospital you are rotating through. Performance of diagnostics and therapeutic surgical procedures in the field of Trauma surgery. Ability and willingness to perform at least 5-6 24hours on calls per month during the fellowship on the premises. The following would be an advantage: Ability to perform vascular, neck and cardiothoracic procedures, DSTC course attended and ATLS instructor Knowledge of legislation, policies and procedures pertaining to health care users in the public sector. Six months experience as a General Surgeon before appointment will be an advantage. Supervising the management of and managing Priority 1 patients resuscitations, guide junior staff in resuscitation and Trauma and emergency Unit. Daily ICU and ward rounds. 24 hour calls on the premises to give guidance and help with emergency surgery. The calls will be supervised by a qualified Trauma Surgeon to assist in logistics and assist with unfamiliar procedures. Teaching ward rounds through the teaching hospital affiliated to the University of the Witwatersrand, Johannesburg. Duration: This is a two-year contract post. There will be a full performance appraisal after one year, and reappointment for the second year is dependent on a suitable appraisal. There will be no extension beyond a period of two years from initial appointment.
- ENQUIRIES** : Dr R Pretorius at 083 444 9128, Prof Smith Tel No: (011) 933 9267
- 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](http://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](http://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, service certificate 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. 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**

: 17 February 2023

**POST 04/185**

: **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/016091 (X1 POST)**

Directorate: Surgery (Fellow in Vascular Surgery)

Duration: This is a two-year contract post. There will be a full performance appraisal after one year, and reappointment for the second year is dependent on a suitable appraisal. There will be no extension beyond a period of two years from initial appointment.

**SALARY**

: R1 156 308 per annum, (all inclusive)

**CENTRE**

: Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**

: Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Surgery. Current FCS (SA) specialist registration with the HPCSA. Must be computer Literacy. A valid driver's license. Experience in the public sector would be an advantage. Competencies/Knowledge/Skills: Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with anaesthetic team, emergency unit nursing team, ward nursing team. Surgical skillset to manage emergency general surgery patients. 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. Knowledge of legislation, policies and procedure pertaining to health care users.

**DUTIES**

: Supervising the management of and managing patients with vascular diseases performing and supervising appropriate surgical operations. Teaching and training of interns, medical officers, registrars undergraduate teaching ward rounds and theatre management at cluster hospitals. Provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Medical Registrars and Fellows in Surgery. Administrative duties within the Department. Coordinating logistics and obtaining equipment and pharmaceuticals. Ability to initiate and conduct research is required. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both

undergraduates and postgraduates. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES**  
**APPLICATIONS**

: Dr Arain Tel No: (011) 933 9267/8804  
: 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](http://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](http://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, service certificate 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. 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**

: 17 February 2023

**POST 04/186**

: **MEDICAL SPECIALIST (INTERNAL MEDICINE) REF NO: HRM/2023/05**  
Directorate: Clinical

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

: R1 156 308 – R1 918 284 per annum, (OSD)  
: Mamelodi Regional Hospital  
: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine. The successful candidates 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 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 meeting and completing MEDCO 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 plants. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related department at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities. Commuted Overtime Is Compulsory.
<b><u>ENQUIRIES</u></b>	:	Dr EB Mankge Tel No: (012) 841 8305
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>FOR ATTENTION</u></b>	:	HR Manager, Mr MH Hlophe Tel No: (012) 841 8329
<b><u>NOTE</u></b>	:	Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV only. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. 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.
<b><u>CLOSING DATE</u></b>	:	24 February 2023
<b><u>POST 04/187</u></b>	:	<b><u>MEDICAL SPECIALIST – INTERNAL MEDICINE GRADE 1-3 REF NO: FERH/MED 02-2023 (X1 POST)</u></b> Directorate: Medical
<b><u>SALARY</u></b>	:	R1 156 308 - R1 227 255 per annum, (all-inclusive package) R1 322 100 - R1 403 235 per annum, (all-inclusive package) R1 534 356 - R1 918 284 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Far East Rand Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine and current registration. No experience required after registration with the HPCSA as a Medical Specialist in Internal Medicine. The following will be an added advantage: preference will be given to candidates with FCP (Part 1); ACLS; AMLS; Diploma in HIV Management and with post community service Medical Officer work experience in Internal Medicine. Patient first mentality, General management skills, excellent communication skills, good professional judgement, integrity and professional dependability; leadership experience, conflict management, cost containment management, technology and computer skills, problem solving experience, coaching and mentoring experience.
<b><u>DUTIES</u></b>	:	As a consultant, the candidate will be responsible for clinical management of general medical patients. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow up and ward rounds. As the most senior doctor in the unit, the incumbent will be required to supervise medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at OPD, managing patients attending Subspecialty OPD or Specialty ward consultations within a relevant Sub-specialty. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role and clinical mentor to junior doctors and associated clinical staff. Co-ordination of services at Far East Rand Hospital and cluster hospitals for both inpatient and outpatient services. Supervision of clinical technology services as required. Overseeing the development of appropriate referral pathways and development of services at referral hospitals. Essential skills: patient first mentality; general management skills; excellent communication skills; good professional judgement; integrity and professional dependability; leadership experience; conflict management; cost containment; management training and experience; technology and computer skills; problem solving experience; coaching and mentoring experience. Invited candidates will be subjected to employment vetting process and medical surveillance. Academic: performance of research within the department. Supervision of research within the department. Training and

		supervision of Medical Officers, Medical Interns and Medical students including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr PS Lobo Tel No: 011 812 8546
	:	Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<b><u>NOTE</u></b>	:	Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. The communication from the HR department of the institution regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.
<b><u>CLOSING DATE</u></b>	:	17 February 2023
<b><u>POST 04/188</u></b>	:	<b><u>MEDICAL OFFICER REFS NO: SBAH 0012/2023 (X2 POSTS)</u></b> Directorate: Orthopaedics
<b><u>SALARY</u></b>	:	Grade 1: R858 528 per annum, plus benefits Grade 2: R981 639 per annum, plus benefits Grade 3: R1 139 217 per annum, plus benefits
<b><u>CENTRE REQUIREMENTS</u></b>	:	Steve Biko Academic Hospital
	:	Registration with HPCSA as an independent medical practitioner. Must have passed primary exam of College of Medicine South Africa. Six months' experience in orthopaedics will be an added advantage.
<b><u>DUTIES</u></b>	:	Clinical care of orthopaedic patients. Teaching of junior medical staff and medical students.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Prof. MV Ngcelwane Tel No: 012 354 1666
	:	Applications must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	The application <u>must only include</u> a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted 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.
<b><u>CLOSING DATE</u></b>	:	17 February 2023
<b><u>POST 04/189</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 REF NO: REFS/016092 (X1 POST)</u></b> Directorate: Cardiology
<b><u>SALARY</u></b>	:	R858 528 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA. No experience required.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible to on a daily basis review CCU patients and update their clinical records and treatment on appropriate charts or files; attend daily CCU ward rounds with the on call Fellow and/ or Consultant; perform all investigations on patients and ensure that same is recorded and kept up to date in the patient 's inpatient charts; performance of practical procedures relevant to the care of patients; attend to all out-patients clinics as allocated by

the head of the department; and attend to any other clinical, teaching or research as may be assigned by the head of the departments. Furthermore, the incumbent is expected to attend all relevant administrative departmental meetings and to complete MEDICO Legal Documents timeously (e.g. Death certificates); Reduce medical litigation by exercising good clinical ethos; Implement and monitor adherence to National Core Standards (norms and standards): and be willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

- ENQUIRIES** : Prof MR Nethononda Tel No: (011) 933 8197
- 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](http://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](http://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, service certificate 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. 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** : 17 February 2023
- POST 04/190** : **MEDICAL OFFICER REF NO: REFS/015963**  
Directorate: Radiology
- SALARY** : Grade 1: R858 528 per annum, (all inclusive)  
Grade 2: R981 639 per annum, (all inclusive)  
Grade 3: R1 139 217 per annum, (all inclusive)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : MBChB qualification. Registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Evidence of ongoing clinical work and experience. Ultrasound experience and qualification will be an added advantage.
- DUTIES** : Services rendering in ultrasound. Research initiatives and duties as needed by the HOD.
- ENQUIRIES** : Prof F.E Suleman Tel No: (012) 318 6877
- APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand

- Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts.
- CLOSING DATE** : 17 February 2023
- POST 04/191** : **ASSISTANT MANAGER NURSING SPECIALTY PNB-4 (MIDWIFERY) REF NO: REFS/TMH/2023/01/01 (X1 POST)**  
Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R642 942 – R723 624 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. At least six (6) years of the period referred to above must be appropriate/ recognizable experience in the speciality after obtaining the one-year post-basic qualification in Advanced Midwifery. At least 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 Maternity component, in conjunction with team members within a professional and legal framework. Ensure the maintenance of quality care standards in the Obstetrics & Gynaecological services. Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost effective manner. 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. Ability to present PIPP and CHIPP programme. Monitor and evaluate Maternity and perinatal statistics. Oversee all aspects related to Mother and child (Malnutrition, FP, BFHI and CARMMA). Improve quality care through reduction of public complaints and waiting times.
- ENQUIRIES APPLICATIONS** : Mrs. C.M Malekane Tel No: (011) 898 8311  
: 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 licence where necessary on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. 17 February 2023, Time: 12h00

**CLOSING DATE**

:

**POST 04/192**

:

**ASSISTANT MANAGER (SPECIALITY) REF NO: JHBHEATLH/01**

Re-advertisement, those who have previously apply must re-apply.

**SALARY**

:

R642 942 per annum, plus benefits

**CENTRE**

:

JHB Health District (Place of Work: Zola CHC)

**REQUIREMENTS**

:

A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Candidate should be currently registered with SANC. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management/supervisory level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management; Leadership, organizational, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy is compulsory.

**DUTIES**

:

Demonstrate effective communication with patients, supervisors, other Health Professionals, and junior colleagues including more complex report writing when required. Work as part of a multi-disciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial, and religious differences. Be able to manage own work, time, and that of junior colleagues to ensure proper nursing service delivery. Promote patient advocacy and ensure that all clinics adhere to the Batho Pele principles and quality priorities. Be able to develop contacts, build & maintain a network of professional relations to enhance service delivery. To always ensure compliance to professional and ethical standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facilities. Facilitate provision of a comprehensive package of service at PHC level. Support all clinics to adhere to effective implementation of Service and Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, norms and standards within the clinics. Support clinics to adhere to the Office of the Health Standards Compliance requirements, Ideal clinic compliance and support PHC re-engineering program implementation at all clinics. Support management and control of Human, Financial and material resources. Monitor utilization of budget to ensure that the clinics function within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS); develop and implement staff training plan. Attend to grievances of managers and staff. Administer discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly reports, annual reports and any other required report using the expected submission standard. Manage implementation of Infection Prevention and Control guidelines. Oversee implementation of the COVID 19 vaccination program. General administration duties and management soft skills is mandatory.

**ENQUIRIES**

:

Mrs. M. Mazibuko Tel No: (010) 345 4324 / 011 527 1086



- APPLICATIONS** : must be submitted to this email: SubDistrictD.JobApplications@gauteng.gov.za, Applicants must indicate the post reference number as subject of the email.
- NOTE** : Applications must be filled on a new Z83 form and recently updated CV. Candidates need not to attach copies of supporting documents (ID & Qualifications). Only shortlisted candidates will be required to bring certified documents during or before interview date. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body (Only when shortlisted) Recommended candidates will be subjected to security screening, reference, vetting and medical process. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender, and disability. People with disabilities are welcome to apply.
- CLOSING DATE** : 17 February 2022
- POST 04/193** : **PNA7 ASSISTANT MANAGER NURSING AREA (GENERAL) REF NO: REFS/015964**  
Directorate: Nursing Management
- SALARY** : R588 378 per annum, (plus benefit)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12. Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e. Diploma / Degree in Nursing as a Professional nurse or equivalent qualification that allows registration with SANC as a Professional Nurse (Statutory requirements). Diploma in Nursing Management / Administration will be given a priority. Diploma in Education will be an added advantage. A minimum of 8 years appropriate / recognizable experience in nursing after registration as 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 preferably for inpatient management in the Hospital. Current (2023) SANC receipt. Computer literacy and driver's license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing statutes, National Core Standards and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counseling. Effective communication with supervisors and other health professionals including more complex report writing.
- DUTIES** : Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively supervision and utilization of resources. i.e. human, material and monitoring of services. Coordination of provision of effective training and research. Maintain professional growth / ethical standards and self-development. Display a concern of patients by promoting, advocating, facilitating proper treatment and care by ensuring that the unit adheres to the Principles of Batho Pele and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and Nursing Standards. Promote quality of Nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Able to manage own work and that of units reporting to the post and ensure appropriate interventions to enhance nursing services at facility level. Work effectively and amicably, at management level with persons of diverse intellectual, cultural racial or religious differences.

- ENQUIRIES APPLICATIONS** : Ms K.A Kelembe Tel No: (012) 318-6634  
 : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 17 February 2023
- POST 04/194** : **PNA7 ASSISTANT MANAGER (GENERAL) NURSING AREA (NIGHT DUTY) REF NO: REFS/015965**  
 Directorate: Nursing Management
- SALARY CENTRE REQUIREMENTS** : R588 378 per annum, (plus benefit)  
 : Kalafong Provincial Tertiary Hospital  
 : Grade 12. Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e. Diploma / Degree in Nursing as a Professional nurse or equivalent qualification that allows registration with SANC as a Professional Nurse (Statutory requirements). Diploma in Nursing Management / Administration will be given a priority. Diploma in Education will be an added advantage. A minimum of 8 years appropriate / recognizable experience in nursing after registration as 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 preferably for inpatient management in the Hospital. Current (2023) SANC receipt. Computer literacy and driver's license will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes, National Core Standards and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counseling. Effective communication with supervisors and other health professionals including more complex report writing.
- DUTIES** : Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively supervision and utilization of resources. i.e. human, material and monitoring of services. Coordination of provision of effective training and research. Maintain professional growth / ethical standards and self-development. Display a concern of patients by promoting, advocating, facilitating proper treatment and care by ensuring that the unit adheres to the Principles of Batho Pele and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and Nursing Standards. Promote quality of Nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Able to manage own work and that of units reporting to the post and ensure appropriate

interventions to enhance nursing services at facility level. Work effectively and amicably at management level with persons of diverse intellectual, cultural racial or religious differences.

**ENQUIRIES** : Ms K.A Kelemebe Tel No: (012) 318-6634  
**APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE** : 17 February 2023

**POST 04/195** : **ASSISTANT MANAGER NURSING AREA: NIGHT DUTY - PN-A7 REF NO: CHBAH 625 (X1 POST)**  
Directorate: Nursing Services (Medicine & Psychiatry Functional Business Unit)

**SALARY** : R588 378 per annum, (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of (8) eight years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least (3) three years of the period referred to above must be appropriate/recognizable experience at Management Level or as a Night Coordinator/Supervisor in Medicine or Psychiatry Departments. A post basic qualification in Nursing Administration will be an added advantage. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (MS Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.

**DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e., inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources in the department at night. Provide management support, guidance and direction to personnel under her or his supervision towards the realization of strategic goals and objectives of the Nursing Department on night duty. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES** : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134  
**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. 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](http://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, service certificate 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, service certificate 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. 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**

: 17 February 2023

**POST 04/196**

: **OPERATIONAL MANAGER SPECIALTY (PNB3) REF NO: CHBAH 626 (X1 POST)**

Directorate: Outpatient Department (Orthopaedic Clinic)

**SALARY CENTRE REQUIREMENTS**

: R588 378 per annum, (plus benefits)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with duration of (1) one year, accredited with SANC in Orthopaedic Nursing Science. A minimum of (9) nine years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least (5) five years of the period referred to above must be appropriate or recognisable experience after obtaining the (1) one year post basic qualification in Orthopaedic Nursing Science. Current registration with the South African Nursing Council. A post basic qualification in Nursing Administration will be an added advantage. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Qualification in Nursing Administration or one year experience in management will be an added advantage. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovate, problem solving, communication and decision-making skills. Strong leadership, conflict resolution and sound interpersonal skills are necessary. Understanding of Ideal hospital framework, PFMA, Labour relations and other relevant legislative frameworks. Prepared to do night duty and corridor supervision under the supervision of an Area Manager. Report writing skills.

**DUTIES**

: Supervision over day-to-day operations of the unit. Manage effective utilization and supervision of human, financial and material resources. Promote quality of nursing care as directed by the scope of practice. Maintain professional growth/ethical standards and self-development. Promote nursing ethos and professionalism. Involvement in the Hospital Quality Assurance and Quality Improvement programmes. Coordinate unit meetings and liaison with members of the multidisciplinary team. Maintain a positive practice environment and participate in education and training of nurses. Implement policies and standard operating procedures in Nursing Practise.

<b><u>ENQUIRIES</u></b>	:	Mr B Mulaudzi Tel No: (011) 933 9779/0134
<b><u>APPLICATIONS</u></b>	:	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. No faxed applications will be considered.
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . 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, service certificate 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, service certificate 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 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.
<b><u>CLOSING DATE</u></b>	:	17 February 2023
<b><u>POST 04/197</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALTY (PNB3) REF NO: CHBAH 627 (X1 POST)</u></b> Directorate: Medicine and Psychiatric Functional Business Unit)
<b><u>SALARY</u></b>	:	R588 378 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with duration of (1) one year, accredited with SANC in Psychiatric Nursing Science. A minimum of (9) nine years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least (5) five years of the period referred to above must be appropriate or recognisable experience after obtaining the (1) one year post basic qualification in Psychiatric Nursing Science. Current registration with the South African Nursing Council. Qualification in Nursing Administration or one year experience in management will be an added advantage. Competencies/knowledge/skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovate, problem solving, communication and decision-making skills. Strong leadership, conflict resolution and sound interpersonal skills are necessary. Understanding of Ideal hospital framework, PFMA, Labour relations and other relevant legislative frameworks. Prepared to do night duty and corridor supervision under the supervision of an Area Manager. Report writing skills.
<b><u>DUTIES</u></b>	:	Supervision over day-to-day operations of the unit. Manage effective utilization and supervision of human, financial and material resources. Promote quality of nursing care as directed by the scope of practice. Maintain professional growth/ethical standards and self-development. Promote nursing ethos and

professionalism. Involvement in the Hospital Quality Assurance and Quality Improvement programmes. Coordinate unit meetings and liaison with members of the multidisciplinary team. Maintain a positive practice environment and participate in education and training of nurses. Implement policies and standard operating procedures in Nursing Practise.

**ENQUIRIES  
APPLICATIONS**

: Mr B Mulaudzi Tel No: (011) 933 9779/0134  
: 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. 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](http://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, service certificate 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, service certificate 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. 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**

: 17 February 2023

**POST 04/198**

: **OPERATIONAL MANAGER SPECIALTY PNB-3 (MIDWIFERY) REF NO:  
REFS/TMH/2023/01/02 (X1 POST)**  
Directorate: Nursing Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R588 378 – R662 220 per annum, plus benefits  
: Tambo Memorial Hospital  
: Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in General Nursing Science) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post-basic qualification in Midwifery and Neonatal Nursing Science with duration of one year accredited with SANC in terms of Government Notice R212. A Minimum of 9 years appropriate/ recognizable experience in Nursing, after registration as a Professional Nurse with the SANC in General Nursing. Atleast 5 years of the period mentioned above must be appropriate recognizable experience after obtaining 1-year post-basic qualification in Midwifery and Neonatal Nursing Science.

**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  
APPLICATIONS**

: Mrs. T.R Mohlabane 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.

**NOTE**

: Applications must be filled on a new Z83 form (obtainable from any Public Service Department or on ([www.dpsa.gov.za/documents](http://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 driver's licence where necessary on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

**CLOSING DATE**

: 17 February 2023, time: 12H00

**POST 04/199**

: **OPERATIONAL MANAGER SPECIALTY PNB3- ONCOLOGY NURSING  
SCIENCE (GYNAECOLOGY) (X1 POST)**  
Directorate: Nursing

**SALARY  
CENTRE  
REQUIREMENTS**

: R588 378 – R652 434 per annum, (plus benefits)  
: Dr. George Mukhari Academic Hospital  
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC in the relevant specialty. Registration with SANC as Professional Nurse. Current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the Gynaecology Oncology Nursing, after obtaining the 1 year post basic qualification in the relevant specialty. Computer literacy and Nursing Management / Administration will serve as an added advantage. Ability to function as part of a team and display good professional image.

**DUTIES**

: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and subordinates, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Implement nursing legislations and related legal and ethical nursing practices. Compile and analyze reports to improve quality of patient care. Manage resources effectively and efficiently in the unit. Promote the achievement of National Core Standards/Ideal Hospital Realization Framework targets. Must be prepared to work night shifts when needs arise and relieve the supervisor when required.

- ENQUIRIES** : Dr FF Mafisa Tel No: 012 529 3873
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.
- NOTE** : 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.
- CLOSING DATE** : 17 February 2023, closing time will be 12h00 on the closing date
- POST 04/200** : **OPERATIONAL MANAGER SPECIALTY PNB3- ONCOLOGY NURSING SCIENCE (X1 POST)**  
Directorate: Nursing
- SALARY** : R588 378 – R652 434.per annum, (plus benefits)
- CENTRE** : Dr. George Mukhari Academic Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC in the relevant specialty. Registration with SANC as Professional Nurse. Current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the Oncology Nursing, after obtaining the 1 year post basic qualification in the relevant specialty. Computer literacy and Nursing Management / Administration will serve as an added advantage. Ability to function as part of a team and display good professional image.
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and subordinates, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Implement nursing legislations and related legal and ethical nursing practices. Compile and analyze reports to improve quality of patient care. Manage resources effectively and efficiently in the unit. Promote the achievement of National Core Standards/Ideal Hospital Realization Framework targets. Must be prepared to work night shifts when needs arise and relieve the supervisor when required.



- ENQUIRIES** : Dr FF Mafisa Tel No: 012 529 3873
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.
- NOTE** : 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
- CLOSING DATE** : 17 February 2023, closing time will be 12h00 on the closing date
- POST 04/201** : **OPERATIONAL MANAGER – MOU (SPECIALTY) REF NO: JHBHEALTH/02**  
Re-advertisement, those who have previously apply must re-apply.
- SALARY** : R588 378 per annum, (plus benefits)
- CENTRE** : Zola CHC & Lilian Ngoyi CHC
- REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Candidate should be currently registered with SANC. A minimum of 09 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). A post-basic nursing qualification in Advanced Midwifery and Neonatal Nursing Science with a duration of at least one year accredited with the SANC. At least 5 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty which is Advance Midwifery and Neonatal Nursing Science. Computer literacy. Knowledge of clinical work in obstetric nursing. Knowledge of all legislation relevant to healthcare service. Financial management and human resource management; Leadership, organizational, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation.
- DUTIES** : Ensure proper general management of the maternal obstetric unit, personnel, patients and resources. Teach, delegate, monitor and evaluate performance/ appraise personnel. Deputize the clinic manager in her/ his absence. Ensure clinical practice by the clinical team in accordance with the scope of practice and Nursing Standards. Compile reports, analyze data, identify gaps and take remedial steps. Ensure proper record keeping. Provide comprehensive Mother, Child, Woman, & Neonatal Services. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the Office of the Health Standards Compliance and Ideal Clinic. Ensure community participation, manage Labour Relation issues. Ensure implementation of government polices including quality priorities, Batho Pele and Patients' Rights. Liaise with all relevant stake holders to improve services rendered. Ensure management of multi-disciplinary teams within the facilities. Provide comprehensive Primary Health Care service. Ensure effective, efficient, coordination and integration of quality health care services. Empower staff to prevent occurrence of Patient Safety Incidents (PSI). Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS). Develop and implement staff training plan. Ensure effective implementation of services, Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, Norms and Standards within the

clinic. Adhere to the Office of the Health Standards Compliance requirements and ensure effective achievement on ministerial priorities, Ideal clinic compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Attend to grievances of staff, administer discipline, and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly and annual reports. Manage and implement COVID19 guidelines. General administration duties and management soft skills is mandatory.

**ENQUIRIES** : Mrs. M. Mazibuko Tel No: (010) 345 4324 / 011 527 1086  
**APPLICATIONS** : must be submitted to this email: SubDistrictD.JobApplications@gauteng.gov.za,

**NOTE** : Applications must be filled on a new Z83 form and recently updated CV. Candidates need not to attach copies of supporting documents (ID & Qualifications). Only shortlisted candidates will be required to bring certified documents during or before interview date. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body (Only when shortlisted) Recommended candidates will be subjected to security screening, reference, vetting and medical process. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Applicants must indicate the post reference number as subject of the email. If you have not being consulted in three months after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender, and disability. People with disabilities are welcome to apply.

**CLOSING DATE** : 17 February 2022

**POST 04/202** : **OPERATIONAL MANAGER (SPECIALTY) REF NO: JHBHEATLH/03**  
 This is re-advertisement, those who have previously apply must re-apply.

**SALARY** : R588 378 per annum, (plus benefits)  
**CENTRE** : Noordgesig Clinic  
**REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Candidate should be currently registered with SANC. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 09 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management; Leadership, organizational, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy.

**DUTIES** : To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the facility. To always ensure compliance to professional and ethical standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the principles of Batho Pele. Ensure effective implementation of Service and Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, norms and standards within the clinic. Adhere to the Office of the Health Standards Compliance requirements and ensure effective achievement on ministerial priorities, Ideal Clinic compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS), develop and

implement staff training plan. Attend to grievances of staff and administer discipline and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly, and annual reports. Participate in implementation of COVID19 vaccination and compliance to guidelines thereof. General administration duties and management soft skills is mandatory.

**ENQUIRIES** : Mrs. M. Mazibuko Tel No: (010) 345 4324 / 011 527 1086  
**APPLICATIONS** : must be submitted to this email:  
SubDistrictD.JobApplications@gauteng.gov.za

**NOTE** : Applications must be filled on a new Z83 form and recently updated CV. Candidates need not to attach copies of supporting documents (ID & Qualifications). Only shortlisted candidates will be required to bring certified documents during or before interview date. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body (Only when shortlisted) Recommended candidates will be subjected to security screening, reference, vetting and medical process. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Applicants must indicate the post reference number as subject of the email. If you have not being consulted in three months after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender, and disability. People with disabilities are welcome to apply.

**CLOSING DATE** : 17 February 2022

**POST 04/203** : **OPERATIONAL MANAGER NURSING GENERAL PNA-5 (X2 POSTS)**  
Directorate: Nursing

**SALARY** : R464 466 – R522 756 per annum, (plus benefits)  
**CENTRE** : Dr. George Mukhari Academic Hospital  
**REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of seven (7) years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Service record must be submitted. Computer literacy, Nursing Management / Administration and Knowledge in Priority Health Programmes will be an added advantage. Ability to function as part of a team and display good professional image.

**DUTIES** : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Able to manage own work, time and that of subordinate to ensure proper nursing service in the units. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Compile and analyse reports to improve quality of patient care. Participate in training, research, and self-development. Promote achievement of National Core Standards/Ideal Hospital targets. Be prepared to work shifts when the need arises, including rotating and relieving on night duty. Relieve Assistant Manager where necessary. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**ENQUIRIES** : Dr. FF Mafisa Tel No: 012 529 3873  
**APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or

posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

**NOTE**

: 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.

**CLOSING DATE**

: 17 February 2023, closing time will be 12h00 on the closing date

**POST 04/204**

: **MAMMOGRAPHER REF NO: HRM /2023/07**  
Directorate: Radiology

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

: R413 688 – R618 396 per annum  
: Mamelodi Regional Hospital  
: National Senior Certificate. National Diploma or Degree in Diagnostic Radiography Qualification, and a Speciality certificate in Mammography. Candidate must be registered with the HPCSA as an independent diagnostic radiographer and Mammography. Three years' experience required after registration with the HPCSA as a mammography. Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity, and high work ethic. Good interpersonal skills and teamwork necessary. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in mammography procedures, Quality Assurance and Quality Control, and Record keeping processes are essential. Work as a diagnostic radiographer in the absence of mammography work, and to do shifts as and when required is an essential requirement.

**DUTIES**

: Perform Mammography work in accordance with gained competencies and skills. Have a fair knowledge of, provisioning procedures, health and safety protocols and procedures. Work as a diagnostic radiographer in the absence of mammography patients. Observe QC and QA protocols and policies as required by Radiation Control, management of the mammography unit: booking of the mammography patients, doing mammography statistics, teaching of basic mammography techniques to students. Managing allocated resources, adhered to and ensure that the budget is controlled. Continuous personal and departmental development, departmental responsibilities and voluntary involvement, general patient support and patient care. Supervise subordinates. Ensure regular servicing of the mammography machine. Perform any other duty that may be delegated by the supervisor. Must be able to work independently without supervision. Participate in providing 24-hour Radiographic services in the hospital. Be part of the stand-by allocation or roster. Adhere to Batho Pele Principles, Regulated Norms and Standards and Ideal Hospital Realisation and Maintenance framework, Quality Assurance and other Public Service policies and Acts. Manage conflict and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental Management (Head Office). Must work harmoniously with other healthcare workers within the Institution.

**ENQUIRIES**  
**APPLICATIONS**

: Ms. MD Danke Tel No: 012-842- 0945  
: 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**

: HR Manager. Mr MH Hlophe Tel No: (012) 841 8329

- NOTE** : Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV only. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. 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** : 24 February 2023
- POST 04/205** : **MAMMOGRAPHY RADIOGRAPHER REF NO: REFS/015967**  
Directorate: Diagnostic Radiography
- SALARY** : Grade 1: R413 688 per annum, (plus benefits)  
Grade 2: R487 305 per annum, (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12 with National Diploma or Degree in Diagnostic Radiography Qualification. Certificate in Mammography. The applicant must have registered mammography as an additional qualification with HPCSA. Minimum of one (1) year experience as a Mammography Radiographer in a digital environment. Knowledge of different procedures and modalities for demonstrating breast anatomy and physiology. Knowledge of different invasive procedure and safety standards thereof. Knowledge of public service legislation, policies and procedures. Quality Assurance and accreditation standards. Must be willing to rotate in any different imaging areas within Radiography department to meet service needs. Must be able to cope with the physical demands of the position. Be able to work in a team and under pressure. Must be willing to work weekends, public holidays and overtime when required. Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethics. Good interpersonal relations. Knowledge of Public Service legislation, policies and procedures. Knowledge of current DOH guidelines and policies governing the Health sector and Radiography profession.
- DUTIES** : Perform examinations with the necessary patient care to maintain client satisfaction. Understand and know the anatomy, physiology and pathology of the breast. Understand and execute basic as well as advanced principles of Mammography, assist in invasive procedures. Perform quality assurance tests and procedures as required. Compile and present statistics. Teach and demonstrate different procedures to trainee radiographers as well as students. Retrieve and organise different laboratory results, promote importance of breast self-examination and organize breast health campaigns. Manage Mammography unit by planning, organising and controlling resources to aid in the imaging process. Supervise and manage staff. Participate and plan commissioning of the new imaging facilities. Maintain the ALARA.
- ENQUIRIES** : Mr. T Nyathi Tel No: (012) 318-6658
- APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date,

time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 17 February 2023
- POST 04/206** : **NUCLEAR MEDICINE RADIOGRAPHER (X1 POST)**  
Directorate: Nuclear Medicine  
(Re-advert)
- SALARY** : R401 640 – R459 231 per annum, (plus benefits)  
**CENTRE** : Dr George Mukhari Academic Hospital  
**REQUIREMENTS** : Bachelor of Nuclear Medicine Technology or equivalent. Registration with HPCSA as Nuclear Medicine Radiographer and current up to date registration. Competencies/skills: General gamma imaging skills, exposure and experience in PET/CT imaging. Ability to conduct camera quality control and hot lab experience with ability in labelling of radiopharmaceutical. Good planning, organisational and presentation skills. Sound knowledge of regulations pertaining to the Hazardous Substances Act of 1973 in accordance with the South African Health Products Regulatory Authority. Well versed with conditions of radiation safety practice. Excellent communication skills (verbal, written, conflict management) and interpersonal skills. A good knowledge of analytical, report writing skills and computer skills.
- DUTIES** : Hot lab duties and labelling of radiopharmaceuticals. Performing QC of all equipment, gamma camera imaging techniques and PET/CT imaging. Dosimetry evaluations in collaboration with medical physicist and radiation safety implementation. Scheduling of patients, patient booking, protocol updates, teaching and general Nuclear Medicine services.
- ENQUIRIES** : Dr FF Mafisa Tel No: 012 529 3873  
**APPLICATIONS** : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : Applicants who applied previously are encouraged to apply again. 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 qualification and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Only Shortlisted Candidates Will Be Required To Submit The Certified Documents. The specific reference must be quoted.. 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 checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 17 February 2023, closing time will be 12h00 on the closing date
- POST 04/207** : **PROFESSIONAL NURSE (SPECIALTY TRAUMA) REF NO: HRM/2023/08**  
Directorate: Nursing
- SALARY** : R400 644 – R606 042 per annum, (plus benefits)  
**CENTRE** : Mamelodi Regional Hospital  
**REQUIREMENTS** : National Senior certificate basic R425 qualification, diploma/degree in nursing qualification that allows registration with SANC as a professional nurse. Current registration with SANC. A post basic qualification with a duration of at least one year accredited with SANC in trauma speciality. A minimum of 4 years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in general nursing.
- DUTIES** : Perform both clinical and administrative duties as required as per SANC requested. Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality 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 professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance program, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient's complaints and waiting time. Promote quality of nursing care as directed by the professional scope of practice and standard as determined by the institution and other regulating bodies.

- ENQUIRIES** : Ms. S Mahlangu Tel No: 012-841-8329
- 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** : HR Manager. Mr MH Hlophe Tel No: (012) 841 8329
- NOTE** : Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSSA website and a detailed CV only. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. 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** : 24 February 2023
- POST 04/208** : **OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: SBAH 014/2023 (X1 POST)**  
Directorate: Occupational Therapy
- SALARY** : R332 427 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Relevant Degree in Occupational Therapy. Registration with the Health Professional Council of South Africa as an independent practitioner. Candidates should have sound knowledge of general Occupational Therapy principles including rehabilitation, assessment and analysis in all the fields of Occupational Therapy. Good verbal and written communication skills. Ability to work in a multidisciplinary team. Ability to work under pressure in an acute and changing environment. Must be driven, customer focused individual with excellent planning, organizing, good inter-personal relations and presentation skills.
- DUTIES** : Render and manage Occupational Therapy services that comply with standards and norms. Implement individual and group programmes in keeping with recovery model. Adhere to provincial, hospital and departmental policies, procedures and regulations. Rotate in clinical sub-sections in Occupational Therapy. Participate in Quality Assurance Audits. Manage allocated human resources. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated area of work. Provide training to allocated occupational therapy students and medical students as required and contribute to research activities. Participate in research programmes. Exercise care with all consumables and equipment.
- ENQUIRIES** : Mr. T Ncwane Tel No: 012 354 1665
- 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](http://www.gov.za) and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted 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.
<b><u>CLOSING DATE</u></b>	:	17 February 2023
<b><u>POST 04/209</u></b>	:	<b><u>SPEECH THERAPIST REF NO: REFS/016086</u></b> Directorate: Speech Therapy and Audiology
<b><u>SALARY</u></b>	:	Grade 1: R332 427 per annum
<b><u>CENTRE</u></b>	:	Charlotte Maxeke Johannesburg Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the Speech and Audiology profession. (RSA: No experience required after registration with the HPCSA in the Speech and Audiology profession in respect of RSA qualified employees who performed community service in Speech and Audiology profession as required in South Africa). Foreigner: 1-year relevant experience after registration with HPCSA in the Speech and Audiology profession in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Knowledge: Public Service Act and Regulations. Batho-Pele principles. PFMA. Quality Assurance. Labour relations: Disciplinary and Conflict Management Procedures. Skills: Communication (written and verbal). Ability to work under pressure in a challenging environment. Interpersonal and Listening skills. Computer Literacy. Research skills. The following will be an added advantage: A degree in Speech Therapist or Speech Therapist and Audiologist from a recognized University. Experience in VFS/MBS, Alternative Augmentative Communication (Low and High Tech), Laryngectomy patients, Neurological disorders and TBI, Head and neck cancers, Tracheostomies and Voice disorders will be added advantage.
<b><u>DUTIES</u></b>	:	To provide effective speech, language and dysphagia therapy to in and out patients. Assessing, diagnosing and managing patients within a multi-disciplinary team setting. Planning and problem solving appropriately. Providing education and counselling to patients, family and caregivers. Selecting issuing and training appropriate use of assistive devices. Monitoring and reviewing patient progress. Documenting patient information, statistics, attending ward rounds, discussions and meeting within a multidisciplinary team. Contributing to serve development by monitoring, evaluating and co-ordinating existing and new services. Identifying departmental needs, managing waiting list, participating in implementing new services and developing management protocols for improved patients care. Providing public education regarding feeding and communication difficulties. To comply with all departmental procedures and protocols. To manage all resources appropriately. To complete monthly statistics and reports. To participate in all departmental, hospital and provincial activities. To work with in an MDT approach including attendance and participation in MDT meetings.
<b><u>ENQUIRIES</u></b>	:	Ms. T. Radebe Tel No: 011 488 4228/4296
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted strictly on a (PDF Format only) to the following email-address <a href="mailto:Medicalhr.Cmjah@gauteng.gov.za">Medicalhr.Cmjah@gauteng.gov.za</a> . Please use the reference as subject.
<b><u>NOTE</u></b>	:	The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial



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

- CLOSING DATE** : 17 February 2023
- POST 04/210** : **DIAGNOSTIC RADIOGRAPHER REF NO: REFS/015966**  
Directorate: Diagnostic Radiography
- SALARY** : Grade 1: R332 427 per annum, (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12 with National Diploma or Degree in Diagnostic Radiography Qualification. No experience required after registration with HPCSA as an Independent Diagnostic Radiographer. Must have completed community service as a diagnostic Radiographer. In respect to foreign radiographers, one-year relevant experience after registration with HPCSA must be completed. Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethics. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current DOH guidelines and policies governing the Health sector and Radiography profession.
- DUTIES** : Produce Radiography images according to prescribed protocols, radiation control measures and medico-legal requirements. Provide diagnostic radiographic services which comprise: General Radiography, Fluoroscopic, CT scanner, Mobile Radiography and Theatre work, MRI scanning and mammography. Deliver Radiology images of high diagnostic quality. Perform duties as a general Radiographer during the week, weekends, public holidays as well as night duties (after hour shifts). Must be focused, must be prepared to work overtime whenever the need arises. Supervise and participate in departmental quality assurance tests. Participate in departmental quality assurance programmes. Participate and facilitate in CPD as required by HPCSA.
- ENQUIRIES** : Mr. T Nyathi Tel No: (012) 318-6658
- APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 17 February 2023

- POST 04/211** : **ENGINEERING TECHNICIAN CANDIDATE REF NO: SBAH 0013/2023 (X1 POST)**  
 Directorate: Clinical Engineering
- SALARY** : R280 926 per annum, plus benefit  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : National Diploma in Engineering or relevant (Clinical Engineering) qualification. Registration with ECSA. One-year post qualification technical (Clinical Engineering) experience or at least 6 years appropriate/ recognizable experience in the Clinical Engineering area after registration with ECSA with relevant experience in repair and maintenance of medical equipment, good communication skills (verbal and written), ability to work under pressure, must be available to perform standby and after hour duties, good creative and analytical skills, must be skilled in the use of various hand tools and test equipment such as ECG simulator, defibrillator analyzer, infusion pump analyzer, multi meter, and other resources within Clinical Engineering , good understanding of Microsoft Office applications such as Word, Excel and Access.
- DUTIES** : Repair and maintain all medical equipment, attend call outs and ward rounds. Keep documented and electronic record of repairs and maintenance of equipment, monitor maintenance contract and report monthly thereon, monitor and manage equipment maintenance schedule.
- ENQUIRIES** : Mr K P Dahlen Tel No: 012 354 1261  
**APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag X169, 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](http://www.gov.za) and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted 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** : 17 February 2023
- POST 04/212** : **SENIOR ADMINISTRATION OFFICER: TRANSPORT REF NO: REFS/015969**  
 Directorate: Fleet Management
- SALARY** : R269 214 per annum, (plus benefit)  
**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : Grade 12 with Diploma / Degree in Transport / Fleet Management or equivalent with 3 years' experience in transport or Grade 12 with at least 5 years' experience in transport. Valid endorsed drivers licence with PDP. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of procedure for motor vehicle maintenance, storage requirement, messenger services, routine office support i.e. registry, secondary function of making copies, procedure to operate the motor, procedure to obtain trip authorisation, completion of log book of the motor vehicle, writing of fuel consumables and writing of kilometres services. Skills required: analytical, good financial management, communication (written and verbal). Ability to work under pressure. Willingness to work extended hours.
- DUTIES** : To implement Gauteng Department of Health Motor Vehicle Policy, undertake the administrative and analytical tasks outlined in the document including the following inter alia: keeping an up to date vehicle inventory and full vehicle records, plan monthly and weekly vehicle use to support delivery services, prepare feedback to the districts on the performance of their vehicles, able to manage drivers fairly, provide day to day management of vehicles in terms of usage maintenance. Ensure licensing and registration of vehicles. Ensure servicing of state vehicles within the service intervals. Ensure that log sheets are controlled and completed for all official trips. Issuing of trip authorisation forms. Keep vehicle maintenance schedules and coordinate maintenance v requirements. Provide management with information on vehicle theft. Ensure that all the vehicles are kept clean at all times. Coordinate the movement of vehicles and other transportation assets. Compile accident reports and make

follow- ups. Monitoring the utilisation of petrol cards and analyse the transaction from the bank and GG fleet. Monitor compliance of transport policy and advise accordingly. Supervise drivers and manage their performance management and development system (PMDS). Management of all resources allocated to the Transport department.

**ENQUIRIES  
APPLICATIONS**

: Mr A.L Dikgale Tel No: (012) 318 6406  
: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**NOTE**

: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE**

: 17 February 2023

**POST 04/213**

: **ADMINISTRATION OFFICER REF NO: SBAH 0016/2023 (X1 POST)**  
Directorate: Surgery

**SALARY  
CENTRE  
REQUIREMENTS**

: R269 214 per annum, plus benefits  
: Steve Biko Academic Hospital  
: The incumbent must have three years Degree or Diploma in Business Administration. 3 years' experience in student administration of which three years should be management/supervisor level in academic student administration. Proven experience and advanced knowledge of all student administration process and procedures. Management of formal meetings. Experience in all aspects and process of student administration of postgraduate's students, form application to graduation (life cycle of students); experience in general financial and management. Organization skills, communication skills, project management skills, financial skills, problem solving skills and software skills. Good communication skills, interpersonal skills, good computer skills (MS Word, Excel Powerpoint) , ability to work individually and as a team, ability to work under pressure, extensive hours, multi-tasking and self-supervision.

**DUTIES**

: Provide general administrative support within the directorate. Manage all the department of surgery operations. Organize the department events. Supervise and manage staff and see if that all tasks are done promptly. Manage office's supplies stock and place orders. Prepare regular report on expenses and office budgets. Maintain and update department database. Organize a filing system for important and confidential company documents. Answer queries by employees and clients. Update office policies as needed. Coordinate travel arrangements of the members of the department, guest speakers and external examiners. Facilitate logistical arrangements for the department meetings and workshops. Process travel claims of the members of the department. Arrange and attend departmental meetings and take minutes when required. Assist with arrangements of personal development training of staff members of the department of surgery. Communicate with clients and other stakeholders. Receives/sends and acknowledge all correspondences to and from provincial officer and stakeholders.

**ENQUIRIES  
APPLICATIONS**

: Prof. T.V Mulaudzi Tel No: 012 354 2105/2099  
: 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](http://www.gov.za) and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted 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** : 17 February 2023
- POST 04/214** : **HUMAN RESOURCE OFFICER (LABOUR RELATIONS) REF NO: REFS/016025**  
Directorate: Human Resource Department
- SALARY** : R269 214 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Diploma or Degree from a recognized SAQA accredited tertiary institution in Human Resource (Labour Relations) with a maximum of 2 years' relevant experience. Valid Driver's License. Knowledge: Sound knowledge of Human Resource Management with emphasis on Staff Relations, in-depth knowledge of Legislative Prescripts, Computer Literacy - Ms. Office (Word, Excel, Outlook & PowerPoint), PERSAL system, a range of work procedures such as Finance, HR matters, Safety, Labour matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Planning and organising, Sound analytical thinking, good interpersonal relations, problem solving and decision-making. Mathematics, relationship and maintaining discipline. Formulation and editing, conflict resolution, research and Competencies Required. Good verbal communication and report writing skills.
- DUTIES** : Key Performance Areas amongst others; Investigate allegations of misconduct and grievance cases. Write misconduct and grievance reports. Be able to draft charge sheets, prepare witnesses and represent the employer in disciplinary and grievance hearings. Advise management on labour relations issues. Analyse trends on misconduct, grievances and provide training. Identify labour relations training needs for managers, supervisors and employees in the department and provide training. Maintain and promote sound labour peace within the institution. Facilitate bilateral and multilateral meetings between management and organized labour. Assist head office with preparation of disputes cases. Prepare and submit accurate statistics reports to management.
- ENQUIRIES** : Mr. S.M Mpyana Tel No: 011 488 4426/4657
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address [Supportthr01.Cmjah@gauteng.gov.za](mailto:Supportthr01.Cmjah@gauteng.gov.za). Only online application will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the

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

- CLOSING DATE** : 17 February 2023
- POST 04/215** : **ADMINISTRATION OFFICER (CASH MANAGEMENT) REF NO: REFS/016026**  
Directorate: Finance Department
- SALARY** : R269 214 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Grade 10 or equivalent/Grade 12 or equivalent with more than 10 years' relevant experience and a National Diploma or Degree from a recognized SAQA accredited tertiary institution in Administration/ Office Management/ Public Administration or related field between 0 and 2 years' experience. Skills: Computer skills, good communication skills (verbal and written), interpersonal relation skills, good telephone etiquette and customer care, can work under pressure. Knowledge: Batho-Pele Principles, Patient's Rights and responsibilities. Knowledge and experience of SAP or MEDICOM serve as a recommendation. Comply with relevant prescripts and regulations. Ability to work independently and in a team.
- DUTIES** : Bank cash daily, manage and monitor petty cash, rotate to other clinics when requested. Daily recording of patient's statistics safekeeping of basic accounting records and face value documents. Correct capturing and implementation of downtime register and tool. Perform all other duties of cash management as delegated by the supervisor. Participation in the Performance Management Development System (PMDS).
- ENQUIRIES** : Ms. R. Mashikinya Tel No: 011 488 3430
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address [Supporthr02.Cmjah@gauteng.gov.za](mailto:Supporthr02.Cmjah@gauteng.gov.za). Only email applications will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with

		disabilities, Coloured Females and Males, Indian Males and Females and White Males and Females are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	17 February 2023
<b><u>POST 04/216</u></b>	:	<b><u>ADMINISTRATION OFFICER (BUDGET AND BOOKKEEPING) REF NO: REFS/016027</u></b> Directorate: Finance Department
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 214 per annum, (plus benefits) Charlotte Maxeke Johannesburg Academic Hospital Grade 10 or equivalent/Grade 12 or equivalent with more than 10 years' relevant experience and a National Diploma or Degree from a recognized SAQA accredited tertiary institution in Finance between 0 and 2 years' relevant experience. Valid driver's license. Knowledge and Skills: PFMA, Treasury regulations and financial policies and procedure. Must be computer literate (Microsoft, word, PowerPoint and Excel). Sound accounting skills. Ability to work under pressure and meet deadlines. Must have planning and organizational skills. Good written and verbal communication skills. The following will be an added advantage: Experience in BAS, SAP and SRM. Must have worked in Budget process and Accounts Payable.
<b><u>DUTIES</u></b>	:	Ensure that expenditure is aligned to the budget allocated. Process transfer payments on quarterly basis. Monitor commitment register. Ensure that variances between the transversal system are corrected monthly. Compile and ensure that the Recon is submitted to the Head Office on a monthly basis. Managing and monitoring budget, Compile and submit reports on Irregular, Fruitless and Wasteful expenditure. Ensure that donations are declared. Prepare monthly and quarterly expenditure reports. Ensure in preparing audit packs for internal and external audit purposes. Safekeeping of Basic Accounting records and face value documents. Responsible for PMDS. Perform any other finance related function as required by the manager. Attend to queries. Capture District budget on BAS per amount and in accordance with the relevant SCOA codes, receive RLS 01's from various units and check fund availability as well as per relevant SCOA codes. Identify mis allocations as well as allocations that need to be adjusted to where budget is available and pass journals accordingly. Compile quarterly reports on progress/challenges within the unit. Contacting, monitoring and quarterly evaluation as well as supervising and managing of staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. R. Mashikinya Tel No: 011 488 3430 Applications should be submitted on a (PDF Format only) to the following email-address <a href="mailto:Supportthr03.Cmjah@gauteng.gov.za">Supportthr03.Cmjah@gauteng.gov.za</a> Only email applications will be considered. Please use the reference as the subject.
<b><u>NOTE</u></b>	:	The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves

the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Females and Males, Indian Males and Females and White Males and Females are encouraged to apply.

- CLOSING DATE** : 17 February 2023
- POST 04/217** : **FINANCIAL CONTROLLER REF NO: REFS/016028**  
Directorate: Finance Department
- SALARY** : R269 214 per annum, (plus benefits)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Grade 10 or equivalent/Grade 12 or equivalent with more than 10 years' relevant experience and a National Diploma or Degree from a recognized SAQA accredited tertiary institution in Accounting/Finance between 0 and 2 years in Accounts Payable. Skills: Computer skills, planning and Organisational skills, ability to interpret and analyse report, Knowledge: BAS, SAP and SRM, understanding of PFMA, treasury regulations and financial policies and procedures.
- DUTIES** : Successful candidates will be expected to perform all office related tasks. Monitor and report on expenditure performance on accruals, GRV no invoice and web cycle. Ensure that payments due to creditors are paid within 30 days as per PFMA. Ensure that suppliers' statement are reconciled and submitted back to suppliers timeously. Arrange meetings with problematic suppliers to resolve challenges and issues. Report on exceptional report daily. Perform any other finance duties delegated by line managers.
- ENQUIRIES** : Mr. S Manyoni Tel No: 011 488 4784  
**APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address [Supporthr04.Cmjah@gauteng.gov.za](mailto:Supporthr04.Cmjah@gauteng.gov.za) Only email applications will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Females and Males, Indian Males and Females and White Males and Females are encouraged to apply.
- CLOSING DATE** : 17 February 2023

**POST 04/218** : **ADMINISTRATION OFFICER REF NO: REFS/016029**  
 Directorate: Patient Affairs

**SALARY** : R269 214 per annum, (plus benefits)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Grade 10 or equivalent/Grade 12 or equivalent with more than 10 years' relevant experience and a National Diploma or Degree from a recognized SAQA accredited tertiary institution in Patient Administration between 0 and 2 years in Patient Administration. Skills: Computer literacy, communication Skills, Organisational skills, Problem solving, good office management skills, ability to work under pressure, interpersonal skills. Knowledge: extensive knowledge of Hospital Information System (MEDICOM) are required, PFMA, Procedure Manual ||, Performance Management System and Disciplinary Code. Ability to maintain discipline, be prepared to rotate as a reliever to other sections within Patient Administration Department. Ability to implement policies including Code of Conduct, Batho-Pele and Ministerial priorities.

**DUTIES** : Manage Patient Admin Personnel in the section. Provide leadership and render advice to clerical personnel and co-ordinate their activities. Facilitate proper classification and re-classification of patients and sustain internal controls in ensuring revenue collection. Ensuring proper updating of patients information on MEDICOM. Train Patient Admin Staff. Meet all the deadlines and relive other admin officers on annual and sick leave as required. Ensure Personnel contracted, assessed and developed accordingly in terms of PMDS. Manage office supplies and stationery. Conduct regular meetings with staff to discuss issues of the unit. Be part of the strategic planning. Coordinates nominations for training and workshops. Oversee the smooth running of service delivery. Attend meetings as per institutional needs. Contribute to the sub-directorate planning, budgeting and procurement processes as well as monitoring and evaluations. Perform all duties as allocated by HOD.

**ENQUIRIES** : Ms. R. Mashikinya Tel No: 011 488 3430  
**APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address [Supportthr.Cmjah@gauteng.gov.za](mailto:Supportthr.Cmjah@gauteng.gov.za) Only email applications will be considered. Please use the reference as the subject.

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

**CLOSING DATE** : 17 February 2023



**POST 04/219** : **ADMINISTRATION OFFICER REF NO: REFS/016030**  
 Directorate: Risk Management and Internal Control

**SALARY** : R269 214 per annum, (plus benefits)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Grade 10 or equivalent/Grade 12 or equivalent with more than 10 years' relevant experience and a National Diploma or Degree from a recognized SAQA accredited tertiary institution in Auditing, Accounting or Risk Management between 0 and 2 years' in Auditing, Accounting or Risk Management experience. Knowledge: Sound knowledge of Auditing, Accounting or Risk Management. In-basic knowledge and insight in Treasury Regulations and Public Finance Management Act. Customer relations. Computer literacy- MS Office (Word, Excel, Outlook & PowerPoint), a range of work procedures such as Finance, HR matters, Safety, Labour Matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Planning and organising, sound analytical thinking, good interpersonal relation, problem solving, decision-making and maintaining discipline. Conflict resolution, Good verbal communication and report writing skills. Ability to liaise with internal and external stakeholders (i.e. Auditor General of South Africa, Gauteng Audit Service and any other stakeholders). Loyal and strongly orientated towards teamwork, ability to operate independently, must hold high level of professionalism, confidentiality, integrity and ethical conduct. The following will be an added advantage: Supervision skills, previous experience in audit environment or completed audit articles.

**DUTIES** : Monitor incidents and emerging risk reported. Monitor implementation of audit action plans. Prepare risk-based audits, financial and non-financial pre-audits and internal control assessments. Facilitate and monitor operational risk registers for all hospital business units. Monitor strategic risk register under manager's supervision. Orientate new staff on audit, risk and ethics. Conduct risk awareness campaigns. Delegated to various committees. Be abreast with legislative laws, regulations and guidelines as well as Department's circulars, policies and procedure manuals. Render Departmental administrative support service. Compile and draft management reports. (With recommendation were necessary).

**ENQUIRIES** : Ms. M. Dikamotse Tel No: 011 488 4841  
**APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address [Supporthr04.Cmjah@gauteng.gov.za](mailto:Supporthr04.Cmjah@gauteng.gov.za). Only email applications will be considered. Please use the reference as the subject.

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

The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Females and Males, Indian Males and Females and White Males and Females are encouraged to apply.

- CLOSING DATE** : 17 February 2023
- POST 04/220** : **PROFESSIONAL NURSE (PNA 2-4) GENERAL NURSING REF NO: REFS/016088 (X15 POSTS)**  
Directorate: Nursing
- SALARY** : R268 584 per annum, (plus benefits)  
**CENTRE** : Dr George Mukhari Academic Hospital  
**REQUIREMENTS** : Basic R425 (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with the SANC as Professional Nurse and current registration. No experience required after registration with the SANC as Professional Nurse. Preference will be given to Dr George Mukhari Academic Hospital.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a clinical nursing practice in accordance with the scope of practice and nursing standard as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Able to plan and organise 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 patients' needs, requirements, and expectations (Batho Pele). Willing to work shifts including night duty in different departments. Dr. FF Mafisa Tel No: 012 529 3575
- ENQUIRIES** : 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. 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.
- APPLICATIONS** :
- NOTE** : 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. NB: Shortlisted candidates will be subjected to Microsoft office skills assessment tests. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 17 February 2023, closing time will be 12h00 on the closing date.
- POST 04/221** : **PROFESSIONAL NURSE (PNA 2-4) GENERAL NURSING (MOTHER AND CHILD) REF NO: REFS/016089 (X1 POST)**  
Directorate: Nursing.
- SALARY** : R268 584 per annum, (plus benefits)  
**CENTRE** : Dr George Mukhari Academic Hospital  
**REQUIREMENTS** : Basic R425 (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and Midwife and current registration. Experience of working in

		Paediatrics, Obstetrics and Gynaecology Department required after registration with the SANC as Professional Nurse and Midwife. Preference will be given to Dr George Mukhari Academic Hospital.
<b><u>DUTIES</u></b>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a clinical nursing practice in accordance with the scope of practice and nursing standard as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Able to plan and organise 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 patients' needs, requirements, and expectations (Batho Pele). Willing to work shifts including night duty in different departments.
<b><u>ENQUIRIES</u></b>	:	Dr. FF Mafisa Tel No: 012 529 3575
<b><u>APPLICATIONS</u></b>	:	Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. 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.
<b><u>NOTE</u></b>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed CV, only shortlisted candidates will be required to submit the certified documents on or before the interview date. NB: Shortlisted candidates will be subjected to Microsoft office skills assessment tests. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<b><u>CLOSING DATE</u></b>	:	17 February 2023, closing time will be 12h00 on the closing date
<b><u>POST 04/222</u></b>	:	<b><u>SURGICAL FOOTWEAR TECHNICIAN REF NO: SBAH 0015/2023 (X1 POST)</u></b> Directorate: Orthotics and Prosthetics
<b><u>SALARY</u></b>	:	R220 137 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Registered at HPCSA as Surgical Footwear Technician. Good interpersonal skills and hand skills.
<b><u>DUTIES</u></b>	:	Consult and assist the Medical Orthotist and Prosthetist rereading the type of surgical footwear required. Manufacture of surgical boots/shoes, insoles, raises and any modifications to shoes/boots.
<b><u>ENQUIRIES</u></b>	:	Ms. A Du Toit Tel No: 012 354 6016
<b><u>APPLICATIONS</u></b>	:	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
<b><u>NOTE</u></b>	:	The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae. 3. 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.
<b><u>CLOSING DATE</u></b>	:	17 February 2023

**POST 04/223** : **FOOD TECHNOLOGIST REF NO: MAS/01/2023**  
 Directorate: Cook Freeze Factory

**SALARY** : R218 064 per annum, (plus benefits)  
**CENTRE** : Masakhane Provincial Laundry and Cook Freeze Factory  
**REQUIREMENTS** : National Diploma in Food Technology or equivalent (3 Years) (NQF level 6), B Tech Food Technology will be an added advantage. Minimum of 3 years' relevant experience. Certificates in FSSC 22000 and/ HACCP will be an added advantage. Skills and Competences Required: Knowledge of clinical food production processes and procedures and other relevant legal frameworks i.e. foodstuff, cosmetic and disinfectants Act, Knowledge in ISO 90001, Occupational Health & Safety Act, Patients' rights Charter, Batho Pele principles, Public Service Regulation, Public service Act,. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to Clinical food production. Be able to handle clients complains. Team building and interpersonal relations. Good communication skills and Computer skills. Driver's license is a requirement.

**DUTIES** : Ensure hygiene standards and policies are implemented in the factory. Ensure pest control policy and schedule is implemented. Ensure that all laboratory equipment is clean and sterilised daily. Assist with continuous control and supervision on hygiene practices in the factory. Issue cleaning material according to scheduled times. Ensure compliance to laboratory and factory safety measures at all times. Ensure good quality on all factory products. Be safety conscious at all times. Analyse, investigate and advice on all laboratory test results including cliets Cook freeze product tests. Assist with stock taking and inventory in Cook Freeze according to the food service unit policy. Conduct training on prescribed orientation programme for new appointees of Cook Freeze Conduct continuous hygiene and quality trainings to Cook Freeze aids and supervisors .Accept responsibility to equip yourself for a career through persistent training and self-Development. Conduct client trainings on equipment and regeneration of delivered products. Testing of received raw products randomly. Testing of cooked and portioned (end) products randomly. Ensure intensive cleaning of laboratory equipment. Apply financial cost saving measures of Cook Freeze factory at all times. Be cost aware, report savings and discourage wastage in the factory daily. Ensure receiving of good quality products from suppliers. Participate on BAC committee for appointment of contract suppliers for Cook Freeze food products. Responsible for the admin duties at your area. Ensure auditing of clients food service units regarding Cook Freeze products. Ensure that FIFO system is used in the factory. Conduct spot checks on all Cook Freezer products randomly. Monitor cold and freezer room temperatures at least twice daily. Conduct tasting sessions daily and during client meetings. Assist Food Service managers when necessary. Attend all relevant meetings.

**ENQUIRIES** : Mr. AL Mokgetle Tel No: 012-564 6300  
**APPLICATIONS** : Applications should be sent to Human Resource Manager, Masakhane Provincial Laundry and Cook Freeze Factory, Private Bag X 06, Rosslyn, 0200 or Hand Delivered at the Security gate 06 Piet Pretorius Street Rosslyn (Between 7:30am to 15:30pm Mondays to Fridays) and online at Gauteng Provincial Government <http://professionaljobcentre.gpg.gov.za>

**NOTE** : The fully completed and signed new Z83 form should be accompanied by a recent updated CV only and only shortlisted candidates will be required to submit certified documents when invited for the interviews). (Attach Z83 when applying online). Please note that application will close at 12:00 pm on the 17 February 2023. Please ensure that the reference number is quoted correctly. The recommended will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and will be subjected to positive results of the security clearance process (criminal records), and the verification of educational qualifications certificates. Incomplete applications or applications received after closing date will not be considered. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was not successful.

**CLOSING DATE** : 17 February 2023

**POST 04/224** : **WARD ATTENDANTS REF NO: CHBAH 628 (X18 POSTS)**  
 Directorate: Nursing

**SALARY** : R107 196 per annum (Level 02), (plus benefits)  
 Medicine and Psychiatry (X6 Posts)  
 Hast Department (X1 Post)  
 Surgical and Ophthalmology (X1 Post)  
 Gynae (X8 Posts)  
 Obstetrics and Paediatrics (X2 Posts)

**CENTRE REQUIREMENTS** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
 : Adult Education and Training (AET) Level 3 or equivalent Grade 5-7 No experience Competencies/Knowledge/Skills Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature and work independently and in a team. High level of reliability. Good customer skills and competencies. Ability to handle information confidentially. Must be able to work under pressure and to take initiative. Basic understanding of Policies (Batho Pele Principles, Patients Right Charter, Occupational Health and Safety, Six Priorities and National Core Standards). Knowledge of regulations and the legislative framework related to Supply Chain Management.

**DUTIES** : Clean And Create and Orderly Environment: In Ward Prepare disinfectant solution for the day's use. Carbonise and make beds after patient has demised, discharged, or transferred. Prepare boxes/ bins for disposal of medical waste and place red plastic bag inside Label boxes /bins and place them in the designated area for collection. Provide and change refuse bags in the ward. Ensure and maintain cleanliness in all areas in the ward. Clean equipment and furniture used in the ward. Clean medical equipment under supervision e.g., vital monitors, drip stands. Replenish toilet paper, hand towels and soap in the toilet, bathrooms, and hand basins. Receive, count, record and store clean linen from the laundry. Sorting and sealing of contaminated linen. Adhere to policies and procedures. Proper utilization of cleaning materials. Adhere to recommended dress code (protective clothing). Ensure waste is sorted accordingly. Assist with messaging when necessary. Replenish /supply linen/draw sheets. Ensure A Clean Environment In The Kitchen. Provide the patients with water, ice, water bottles and glasses. Cleaning of food utensils. Care for and cleaning of the kitchen floor, cupboards, and walls. Controlling of crockery and stock in the unit kitchen and report to supervisor. Prepare food trolley and serve. Help with feeding of patients under supervision of nursing staff. Remove leftovers and clean. Wash baby bottles (for lodger babies). Defrost and cleaning of fridges in the unit once a week. Ensure a clean environment in the Sluice Room Clean and tidy sluice room. Clean urinals, bedpans, wash basins and small bowls. Disinfect, bedpans, urinals, washbasin, and small bowls. Provide A Support Role for the Nursing Personnel to Ensure a Quality Health Care Updated inventory available. Assist supervisor with inventory count. Availability of cleaning material.

**ENQUIRIES APPLICATIONS** : Mr B Mulaudzi Tel No: (011) 933 9779/0134  
 : 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. 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](http://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, service certificate 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, service certificate 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. 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**

:

17 February 2023

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL  
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 14th Floor North Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg.
- FOR ATTENTION** : Mr LA Zulu
- CLOSING DATE** : 24 February 2023
- NOTE** : (Applications received after this date will not be accepted). The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability. Note to Applicants: Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. The post of Water Engineer is being re-advertised and replaced. All applicants who applied previously must re-apply if they wish their applications to be considered. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.

**OTHER POSTS**

- POST 04/225** : **DEPUTY DIRECTOR: TRADITIONAL GOVERNANCE REF NO: 3/2023 (TGCM)**  
Chief Directorate: Traditional Governance and Conflict Management  
Directorate: Traditional Governance and Anthropology
- SALARY** : R908 502 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Public Administration/ Social Sciences/ Arts or a related qualification coupled with 3 years' junior management experience within the traditional affairs / cultural or related academic environment and a valid code EB Driver's Licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Understanding and Interpretation of relevant legislation, Understanding of Traditional Leadership and institutional matters, Sound working knowledge of the PFMA, Ability to analyse policies and apply correctly, Comprehensive report writing skills, Presentation and financial management skills, Research and database management skills, Good communication skills (verbal & written), Computer literacy in MS Office.
- DUTIES** : The successful candidate will be required to ensure institutional governance compliance with the following key responsibilities: Establish and maintain strategies of Traditional Institutions, Manage the establishment and recognition of Traditional Institutions, Managing Traditional Institutional governance compliance, Manage the code of conduct of Traditional Institutions, Manage the resources of the Sub-Directorate.
- ENQUIRIES** : Ms KTB Ndlovu Tel No: 033 8975608
- POST 04/226** : **ENGINEER: WATER REF NO: 172023 (MID)**  
Chief Directorate: Municipal Infrastructure  
Directorate: Infrastructure Development
- SALARY** : R750 693 - R1 140 018 per annum, (OSD)

- CENTRE REQUIREMENTS** : Pietermaritzburg  
 : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Civil Engineering coupled with 3 years post qualification engineering experience and a valid code 8 driving license. Registration with ECSA as a Professional Engineer is a prerequisite. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - A sound knowledge and understanding of policy analysis, Knowledge of legislation (MPRA, MFMA, Municipal Systems Act), Knowledge of engineering design and analysis, Knowledge of research and development, Knowledge of computer-aided engineering applications, Knowledge of legal compliance, Knowledge of technical report writing, Ability to create a high performance culture, Good professional judgement, Decision making and team leadership skills, Conflict management, problem solving and analysis skills, Planning, organising and presentation skills, Innovation, analytical and creativity skills, Self-management and financial management skills, Customer focus and responsiveness skills, People and change management skills, Programme and project management skills, Information management and reporting skills, Good communication skills (verbal & written), Computer literacy in MS Office.
- DUTIES** : The successful candidate will be required to perform all aspects of varied innovative and complex engineering and facilitate municipal infrastructure development programmes and projects with the following key responsibilities:  
 - Design new systems to solve practical engineering challenges, Improve efficiency and enhance safety, Conduct research and development, Perform office administration and budget planning, Manage the effective utilization of resources.
- ENQUIRIES** : Ms C Jama Tel No: 033 8975672

**DEPARTMENT OF HEALTH**

*This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.*

**OTHER POSTS**

- POST 04/227** : **MEDICAL SPECIALIST: (GRADE 1, 2, 3) - VARIOUS DISCIPLINES REF NO. GS 10/23**  
 (Multidisciplinary Adult Critical care)  
 Component: Critical Care  
 Re-Advertised
- SALARY** : Grade 1: R1 156 308 per annum  
 Grade 2: R1 322 100 per annum  
 Grade 3: R1 534 356 per annum  
 All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually. Rural allowance 18% of basic salary (when posted at Edendale Hospital)
- CENTRE REQUIREMENTS** : Grey's Hospital- Pietermaritzburg  
 : **Grade 1:** Experience: Not Applicable: - Registration with HPCSA as a Medical Specialist after Registration as a Medical specialist in Anaesthesia, Surgery, Emergency Medicine, Internal Medicine, or Obstetrics and Gynaecology  
**Grade 2:** Experience: A Minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthesia, Surgery, Emergency Medicine, Internal Medicine or Obstetrics and Gynaecology  
**Grade 3:** Experience: A minimum of 10 years' experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthesia, Surgery, Emergency Medicine, Internal Medicine or Obstetrics and Gynaecology Senior Certificate (Grade 12) or equivalent MBChB or equivalent Specialist qualification in either Anaesthesia, Surgery, Emergency Medicine, Internal Medicine or Obstetrics and Gynaecology  
 Current registration with HPCSA as a "Specialist: in Anaesthesia, Surgery, Emergency Medicine, Internal Medicine or Obstetrics and Gynaecology (Only shortlisted candidates will be required to submit Proof of all documents) The Knowledge, Skills and Experience: Sound clinical knowledge within the relevant parent discipline Good communication and human relations Sound knowledge of clinical procedures and protocols within the parent discipline



**DUTIES**

Assessment and management of patients Behavioural Attributes Stress tolerance, ability to work as an integral part of a team, self-confidence, and the ability to build and maintain good relationships with colleagues, nursing staff, allied medical staff and clinicians from other disciplines.

: The incumbent would be required to work fulltime in the multidisciplinary Adult Critical Care Unit, including overtime duties To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. To efficiently and appropriately assess and manage a broad spectrum of critically ill patients referred from the departments of Surgery, Orthopaedic Surgery, Surgical Specialties, Obstetrics & Gynaecology, and Internal Medicine. Assessing pre- and post-admission high-risk patients in the wards and providing clinical guidance to clinicians referring patients to the critical care units in Pietermaritzburg. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in 16 hours commuted overtime per week, is essential. Overtime work will encompass the three hospitals in the PMB metropole Actively participate in, and assist in the progressive development of, training programmes across the Metropolitan Anaesthesia and Critical Care system to facilitate postgraduate training in Anaesthesia and Critical Care for Medical Officers, and for Registrars specialising in other clinical disciplines Participating in the teaching programmes co-ordinated by the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management for vocational, postgraduate and nursing staff. Liaise with other Metropolitan hospitals and Medical School as and when necessary, in consultation with the Head of Department. Supervision of postgraduate and undergraduate training Participating in outreach programmes for the development of Critical Care services in Area 2 of KwaZulu Natal Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Ensure the proper and economical use of equipment and other resource Co-ordinate participation in Quality Improvement measures by staff Undertaking appropriate clinical research and supporting the research efforts of junior staff in the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management. This is a metropolitan post and the incumbent will be expected to be available for work at any of the metropolitan hospitals (Grey's, Northdale and Edendale) After achieving competency in critical care skills, the candidate will be afforded up to 20% of clinical time in their base discipline in order to maintain those skills Candidates must remain within 30 minutes of the relevant PMB Hospital during all periods of on call at that hospital The incumbent of this post will report to the Head Clinical Unit: Adult Critical Care in all aspects of their job description.

**ENQUIRIES  
APPLICATIONS**

: Dr A Ramkilawan Tel No: 033 8973241  
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION  
NOTE**

: Mrs M Chandulal  
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. Employment Equity Target for this post is: African Male, African Female or Coloured Male

**CLOSING DATE**

: 17 February 2023

**POST 04/228**

: **CLINICAL MANAGER GRADE 1 REF NO: RIET 05/2023 (X2 POSTS)**  
Component: Medical (HAST, O & G and Paediatrics)  
Re Advertisement

**SALARY**

: Grade 1: R1 227 255 per annum, (TCE package). Benefits: 22% rural allowance and commuted overtime subject to approval.

**CENTRE  
REQUIREMENTS**

: Rietvlei Hospital  
: Grade 1 Grade 12 (senior certificate)/ Standard 10. MB ChB or equivalent Degree Registration with the HPCSA as a Medical Practitioner .Current registration with HPCSA as a Medical Practitioner. A minimum of 3 years appropriate/ recognizable experience after registration with HPCSA as a Medical Practitioner. PLUS certificate of service endorsed by Human Resource Knowledge, Skills, Training and Competencies Required: Good knowledge of applicable legislation, regulations, national and provincial policies. HPCSA regulations. Internal and external policies. Provincial drainage area mapping. National norms and standards for relevant clinical results. Patient rights

responsibility Charter. Local regulations and rules regarding administrative duties. Institution's budget and PFMA. Regulatory framework of the institution. Labour Relations Act. Code of Conduct. National norms for relevant clinical results. Good interpersonal and communication skills. Interpersonal relations. Strong leadership, organizational, operational and contingency planning skills. Medical/clinical skills. Conflict management. Reporting. Administrative. Analytical and creative thinking. Independent decision-making and problem solving skills. Planning, organization and problem solving. Verbal and written communication.

**DUTIES** : Ensure effective comprehensive clinical services with respect to patient care at inpatients, outpatients and outreach levels. Ensure an effective administered clinical department. Effective education, training and research. Ensure the development and implementation of quality assurance programs in line with Provincial, National and International standards.

**ENQUIRIES** : Dr N.T Dabata-Hlaneki at 0673555314

**APPLICATIONS** : All applications must be directed to: Rietvlei Hospital, and Private Bag X 501, Stafford's Post, Via Port Shepstone, 4686 or hand deliver to Rietvlei hospital Human Resource Component.

**FOR ATTENTION** : Miss Ntuzela

**NOTE** : The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to candidates: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.kznhealth.gov.za](http://www.kznhealth.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RIET 01/2022. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Candidates who previously applied for the posts should re apply. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience.

**CLOSING DATE** : 17 February 2023

**POST 04/229** : **CLINICAL MANAGER GRADE 1 REF NO: OTH CHC 02/2023 (X1 POST)**

**SALARY** : R1 227 255 per annum. Other Benefits: 22% Rural Allowance of Basic Salary, Medical aid (optional) and housing allowance (employee must meet prescribed requirements)

**CENTRE** : Othobothini Community Health Centre (Jozini)

**REQUIREMENTS** : Senior certificate / Grade 12. MBCHB degree or an equivalent qualification. Valid driver's license code EB. A minimum of 6 years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Knowledge of legislative and policy framework as well as journals and papers informing the area of operation. Ability to prioritize issues and other work related matters and comply with the time frames. Team management skills. Good communication, leadership, problem solving, interpersonal, ethical and professional skills. Sound knowledge of Human Resource Management, information Management and Quality Assurance Programme. Knowledge of current Health and Public Service Legislations and policies.

**DUTIES** : Provide management, support, mentorship and supervision of all medical staff, pharmacy services and allied health professional services. Provide a 24hrs

coverage when services require such, in line with application commuted overtime policy. Provide quality care, quality assurance, quality improvement projects, morbidity and mortality reviews, monthly audits, development of clinical guidelines and policies. Pioneer the management of financial and Human Resources for medical and allied component. Ensure the provision of safe, ethical and high quality medical care. Provide, implement and review clinical management protocols, policies and procedures and ensure that they are in accordance with the current statutory regulations and guidelines. Lead and manage the overall functions of clinical audit and governance to meet the combined objectives of excellence in healthcare and upholding of the patient's Rights Charter. Assist clinical personnel in the Medical and Allied Health domains with quality assurance, quality assurance improvement projects, provision of quality obstetric services, morbidity and mortality reviews, monthly audits, risk management and development of clinical guidelines and policies. Ensure, early, correct and cost effective, investigation and follow up treatment of patients. Provide a holistic patient care, inclusive of examining and formulating of patient treatment plans. Maintain accurate health records in accordance with legal and ethical considerations. Implement and maintain Employee Performance Management and Development System.

**ENQUIRIES  
APPLICATIONS**

: Ms. N.I Mthethwa Tel No: 035 572 9002  
 : Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC, HR Department.

**NOTE**

: Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website-[www.kzhealth.gov.za](http://www.kzhealth.gov.za) . Curriculum Vitae (CV) only. Applicants are not required to submit copies of ID, Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer such Documents will be required only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful. African Males are most welcome to apply.

**CLOSING DATE**

: 24 February 2023

**POST 04/230**

: **DEPUTY DIRECTOR: HRM REF NO: DDHRM 1/2023**  
 Component: Human Resource Services

**SALARY**

: R766 584 per annum (Level 11), (all-inclusive remuneration package). Benefits: 13<sup>th</sup> Cheque, Medical Aid (Optional) And Housing Allowance (Employee Must Meet Prescribed Requirements)

**CENTRE  
REQUIREMENTS**

: Ladysmith Regional Hospital  
 : An appropriate Degree/National Diploma in Human Resource Management / Public Administration or Public Management plus At least Five (5) years' experience in a Human Resource Component, of which a minimum of Three (3) years must be Managerial experience. Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Recommendations: Drivers Licence PERSAL Certificates Knowledge, training and competencies required: Broad knowledge and understanding of Human Resource Management. In-depth knowledge of relevant acts, policies and regulations in Human Resource Management. Sound knowledge of Human Resource Practices, Staff Relations and Training and Development matters. Computer Literacy (Only shortlisted Candidates should submit proof) Sound knowledge of PERSAL (Only shortlisted Candidates should submit proof). Sound decision making, planning and leadership skills. Good communication skills – verbal & written. Financial Management. Problem solving and conflict management skills.

**DUTIES**

: Manage all Human Resource components ie. Human Resource Practices, Human Resource Planning and Development, Staff Relations and Employee Wellness and ensure the provision of accessible and efficient services. Advise Managers on all aspects of Human Resource Management. Participate in the recruitment and selection of staff in different fields within the institution. Ensure adequate availability and efficient utilization of staff. Plan, monitor & control the use of budget and equipment allocated to the Human Resource Component

.Participate in the strategic and other planning processes within the institution. Develop Human Resource policies that are in line with Human Resource strategies of the department and ensure the implementation thereof. Maintain discipline and deal with Labour Relation issues in terms of laid down policies and procedures .Identifying training needs and ensure the implementation of suitable training programmes. Manage the day to day function of the HR Department in the institution to ensure the rendering of high quality HR services. Serve on various committees such as Cash Flow, HRD, Hospital Board etc Provide Human Resource Management services in line with the requirements of National Core Standards.

- ENQUIRIES** : Dr ME Pule Tel No: 036 637 2111
- APPLICATIONS** : Applications to be posted to: The Hospital CEO (applications) Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370 Or hand delivered to: 36 Malcolm Road, Hospital park, Ladysmith, 3370
- CLOSING DATE** : 24 February 2023
- POST 04/231** : **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: MURCHISON 04/2023 (X1 POST)**  
(Re: Advertisement)
- SALARY** : R588 378 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE** : Murchison Hospital-Izingolweni Clinic
- REQUIREMENTS** : Senior Certificate Degree / Diploma in General nursing plus 1 year post basic qualification in Primary Health Care or 1 year post basic qualification in Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care as per R212 SANC Regulation. Current registration with SANC as a General Nurse and Primary Health Care Nurse A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which 5 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care or one year post basic qualification in Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care as per R212 SANC Regulation. Valid Code 08 Drivers license. Certificate of service from previous and current employer endorsed and stamped by HR. Knowledge, Skills and Competencies Knowledge of nursing care and processes and procedures, nursing statutes, and other relevant legal frameworks Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework and good communication skills Interpersonal skills including public relations, negotiating, conflict handling and counseling skills Financial and budgetary knowledge pertaining to the relevant resources under management In sight into procedures and policies pertaining to nursing care Computer skills in basic programmes.
- DUTIES** : Monitor and evaluate the performance of primary health care services and systems within the designated services area in line with, public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyze health policy and programme imperatives with a view to develop customized implementation strategies to guide the primary health care service providers in the service area towards complying with the stated norms, standards and targets. Identify “transversal “primary” health care and systems barriers (including emerging health trends in the service area) with a view to ensure corrective action at an appropriate level. Ensure and monitor that primary health care services within the designated services area are provided with adequate support by multi-disciplinary teams attached to the CHC / district hospital as well as from shared corporate service providers attached to the mothering institution. Ensure an integrated approach with the implementation of various primary health care programmes to provide a seamless service delivery platform, including the prioritizing of needs within the service area and the allocation of resources accordingly. Ensure the effective and efficient utilization of allocated resources, including the development of staff, budgetary, procurement planning inputs and maintenance of prescribed information management systems(s).
- ENQUIRIES** : Mr LG Nyawo Tel No: 039-6877311 ext. 130

<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: Chief Executive Officer P/Bag X701, Portshepstone, 4240 or Hand Delivered To: Human Resources Department Murchison Hospital
<b><u>NOTE</u></b>	:	The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 04/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
<b><u>CLOSING DATE</u></b>	:	17 February 2023
<b><u>POST 04/232</u></b>	:	<b><u>ASSISTANT MANAGER (PLANNING, MONITORING AND EVALUATION)</u></b> <b><u>REF NO: UNTU 01/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R588 378 - R682 089 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) 8% Rural Allowance Housing Allowance: Employee must meet prescribed requirements. Component: The successful candidate will report directly to the office of the CEO
<b><u>CENTRE REQUIREMENTS</u></b>	:	Untunjambili Hospital Senior certificate STD 10/ (Grade 12), Diploma/Degree in General Nurse & Midwifery or equivalent qualification that allows registration SANC as a Professional Nurse. Current receipt with SANC to practice in (2023). A minimum of Eight years' appropriate/recognisable experience after registration with SANC in General Nursing. At least Three Years of the period referred to above must be appropriate/recognisable experience in the management level .Alternatively ten years (10) as a Professional of which six (6) must be experience as a Clinical Programme Co-ordinator. A valid driver's licence (code 8/10). Software applications: MS Office. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities Knowledge of the legislative, policy and Monitoring & Evaluation Framework informing health service delivery. Knowledge of hospital quality assurance and infection prevention control practices. Knowledge of hospital functions and operations. Understand HR Policies and practices and staff relations. Ability to critically analyse complex information and interpret that in relation to performance, health outcomes relevant to institution, and performance reports. Strong leadership. Planning and organizational skills. Advanced Project Management skills Financial Management skills. Decision making skills. Ability to work independently and under pressure. Problem solving. High level of communication skills, both written and verbal. Computer skills. Human Resource Management skills. Analytical skills and the ability to capture in concise reports. Advanced facilitation skills to manage consultation.
<b><u>DUTIES</u></b>	:	Co-ordinate development of the operational plan in the institution with the input from all departments in the facility. Ensure all plans for the departments are in place, facilitate and co-ordinate planning sessions. Monitor implementation of plans against determined objectives/targets. Ensure alignments of plans with

APP and DHP, Co-ordinate functions of HIT (Health Information Team). Ensure data is collected and analysed on a monthly basis and validated as per data management standard operational procedure. Provide reports to management and governance structure. Provide feedback to source of data generation. Adhere to reporting requirements of the district, compile monthly/quarterly/ad-hoc reports for stake holders. Co-ordinate and control activities of the component, provide training, advice and guidance to staff. Monitor audits inspection of investigation of quality & utilization of services. Monitor inspection process that is in keeping with the established quality assurance goals, which seek to ensure that patient care is maintained at an optimal level and delivered in a cost effective manner. Promote patient care practices and professional performance that is regularly assessed using valid and reliable criteria. Monitor implementation plans to promote clean audits, monitoring & evaluation to consolidate inspection reports. Ensure compliance to infection, prevention and control norms and standards. Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Monitor and ensure proper utilization of financial and physical resources. Assist in the implementation of priority programs to reduce morbidity and mortality rate, communicable and non-communicable diseases. Improve the facility efficiencies. Ensure accurate reliable statistics and reports are generated through the information management section. Ensure that units comply with National Core Standard –Ideal Clinic, Batho Pele principles to meet the needs and demands of the clients. Manage the Employee Performance Management Development System.

**ENQUIRIES  
APPLICATIONS**

: Mrs CN Ndadane Tel No: 033-444 1707  
: Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268

**NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. 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](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

**CLOSING DATE**

: 17 February 2023

**POST 04/233**

: **ASSISTANT NURSING MANAGER: (MONITORING AND EVALUATION)  
REF NO: MBO 08/2023 (X1 POST)**

**SALARY  
CENTRE**

: R588 378 – R682 089 per annum  
: Mbongolwane District Hospital

**REQUIREMENTS**

: Grade 12/standard10 or Senior Certificate. Diploma/degree in General nursing that allows registration with SANC as a General Nurse. Current registration with South African Nursing Council as a Professional Nurse. A minimum of 8 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 3 years of the period referred to the above must be appropriate / recognisable experience at management level of clinical programme co-ordination. Computer literacy in Microsoft word and Excel. A Valid driver's Licence. Previous and current working experience endorsed by the Human Resource. Recommendations: A supporting qualification in monitoring and evaluation will be an added advantage Knowledge, Skills, Training and Competencies Required: Knowledge of Legislative, current public service and health related legislations and quality assurance Framework. Knowledge of risk management clinical and non-clinical safety incidence. Empathy and counselling skills and knowledge. Strong interpersonal, communication and presentation skills. Promotes quality of care a directed by the professional scope of practices and standards as determines by the health facility. Ability to make independent decisions. An understanding of challenges facing the public health sector. Ability to translate transformation. Report writing skills. Knowledge of norms and standards, Ideal clinic realization and maintenance framework. Ability to translate transformation objectives into practical plans. Knowledge of provincial National priority programmes and guidelines. Proficiency in the application of computer software packages (Ms. Word, Power Point, Excel ect). Ability to prioritize issues and other work related matters and comply with timeframes. Provide initiative, decisiveness and to acquire new knowledge swiftly. Ability to critically analyze complex information and to interpret that in relation to performance, health outcomes relevant to institution, and performance reports. Strong leadership and management skills. Planning and organizational skills. Planning and organizing skills. Project management skills.

**DUTIES**

: Co-ordinate to development of the operational plan in the institution with the input from all departments in the facility. Ensure all plans are for all departments are in place. Monitor implementation of plans against determined objective or targets. Facilitate and co-ordinate planning sessions. Ensure alignments of plans with APP and DHP. Co-ordinate functions of HIT (health information team). Ensure data is collected and analyzed on a monthly basis and is validated as per data management standard Operating procedure. Provide report to the management and governance structure. Provide feedback to source of data generation. Adhere to the reporting requirements of the district. Compile monthly / quarterly / ad-hoc reports for stakeholders. Co-ordinate and control activities of the component. Provide training, advice and guidance to staff. Monitor audits inspection or investigation of quality and utilization of services. Monitor inspection process that is in keeping with the established quality assurance goals, which seeks to ensure that patient care is maintained at an optimal level and delivered in a cost effective manner. Promote patient care practices and professional performance that is regularly assessed using valid and reliable criteria. Monitor implementation plans to promote clean audits. Monitoring and evaluation to consolidate inspection reports. Ensure compliance to infection prevention and control norms and standards.

**ENQUIRIES  
APPLICATIONS**

: Mrs. SI Mkhwanazi Tel No: 035 4766 242 OR Ext 1008  
: All applications should be posted to: The CEO, Private Bag X126, Kwa-Pett, 3280 or hand Delivered to Mbongolwane District Hospital

**FOR ATTENTION  
NOTE**

: Human Resource Manager  
: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks

(security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered. 17 February 2023

**CLOSING DATE**

:

**POST 04/234**

:

**OPERATIONAL MANAGER NURSING (MATERNITY) REF NO: MBO 02/2023 (X1 POST)**

Re-advert, Those who applied previously must re - apply

**SALARY**

:

R588 378 – R662 220 per annum

**CENTRE**

:

Mbongolwane District Hospital

**REQUIREMENTS**

:

National Senior Certificate / Grade12/ standard10. Degree/National Diploma in General Nursing with Midwifery. Current registration with South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General nursing. At least 5 years of the period referred to above must be appropriate or recognizable experience in maternity after obtaining the post basic qualification of advanced midwifery. Previous and current work experience /certificate of service endorsed by your Human resource department. Knowledge, Skills and Competences Required: Knowledge of nursing care policies and procedures, nursing statutory rules regulations, guidelines and other relevant legal framework. Knowledge of nursing care delivery approaches. Strong interpersonal relations, communication, verbal, report writing and facilitation skills. Ability to make independent decisions problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. Insight into the public health sector strategies and priorities including nursing strategy, standard procedures and policies pertaining to nursing care. High level of accuracy, initiative and innovation. Good leadership, organization and decision making skills Knowledge of Human Resource and Financial policies and practices. Basic computer skills.

**DUTIES**

:

Provide effective management and professional leadership by ensuring that the ward is organized to provide quality. Ensure the implementation of the Essential Package of neonatal care. Strengthen the resuscitation services in the unit. Manage and supervise the efficient and effective use of resources in the unit. Ensure implementation and adhere to National Core Standards, Departmental policies, Guidelines and procedures. Ensure implementation, monitoring and evaluation of all maternal child and women healthcare programs, make proposals for improvement that is supported by a strong work ethics and maintain accurate records. Ensure implementation of Mother Baby Friendly initiatives. Maintain a constructive working relationship with multidisciplinary health care team and all other stakeholders in health promotion. Provide unit staff supervision and mentoring. Monitor and evaluate staff performance, EPMDS. Provide unit staff and therapeutic environment that allows for the practices of safe nursing care as laid down by the Occupational Health and Safety and all other applicable prescripts. Manage and ensure that performance standards remain adequate and that responsibilities are adhered to within the budget limits. Deal with grievances and discipline according to prescribed policies and procedures. Demonstrate concern for patient, promoting and advocating a proper treatment and care. Improve quality of care through reduction of patient complaints public complaints and waiting times. Ensure accurate reliable statics and reports are submitted timeously.

**ENQUIRIES**

:

Mr NM Mhlongo Tel No: 035 4766242 or ext 1011

**APPLICATIONS**

:

Applications to be forwarded to: The Human Resource Manager Mbongolwane Hospital Private Bag X 126 Kwa-Pett 3820

**FOR ATTENTION**

:

Human Resource Manager

**NOTE**

:

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae Only, Therefore only shortlisted candidates will be required to submit certified document on or before



the day of the interview following communication from HR. The circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

<b><u>CLOSING DATE</u></b>	:	17 February 2023
<b><u>POST 04/235</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING NIGHT DUTY SERVICES REF NO: OTH CHC 04/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R464 466 per annum. Other Benefits: 12% Rural Allowance, 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Othobothini Community Health Centre (Jozini) (Grade 12) Matric /Diploma / Degree in General Nursing and Midwifery. Registration with SANC in General Nursing, Science and Midwifery. Minimum of 7 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with SANC in General nursing and Midwife. Recommendation: Degree /Diploma in Nursing Services Management / Nursing Administration. Knowledge, Skills, Training and Competencies Required: Knowledge and insight into nursing processes and procedures. Knowledge of Nursing statutes and other relevant Public Service Acts/ legislations. Decision making & problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Bathos Pele principles. Supervisory and analytical thinking skills. Stress tolerance, flexibility, empathy and the ability to communicate constructively at all leave.
<b><u>DUTIES</u></b>	:	Provide effective management and professional leadership ensuring that wards and units are organized. Co-ordinate provision of quality pt. care. Provide effective supervision of wards and units on night duty ensuring implementation of nursing standards, policies and procedures. Manage and direct efficient utilization of resources to enhance service delivery. Ensure implementation of clinical competence in all departments. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures. Maintain client satisfaction through monitoring and setting of service standards. Implement and monitor National Core Standards and ideal clinic priorities .Implement EMPDS. Advocate for patients by facilitating proper treatment care, and adherence to Patients' Rights Charter and Batho Pele Principles. Ensure wards and units keep accurate records. Compile accurate daily patient care statistics and other patient care related care related reports.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. N.I Mthethwa Tel No: 035 572 9002 Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
<b><u>NOTE</u></b>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- <a href="http://www.kzhealth.gov.za">www.kzhealth.gov.za</a> . Curriculum Vitae (CV) only. Applicants are not required to submit copies of ID, Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer such Documents will be required only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.
<b><u>CLOSING DATE</u></b>	:	24 February 2023
<b><u>POST 04/236</u></b>	:	<b><u>CHIEF ARTISAN POST REF NO: CL 01/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R404 052 per annum
<b><u>CENTRE</u></b>	:	Clairwood Hospital

- REQUIREMENTS** : Senior Certificate (Grade 12), N3 or equivalent certificate Maintenance trade. Appropriate trade test certificate in (Electrical) in terms of section 13(2) (h) of the manpower Act of 1981 as amended PLUS10 years appropriate / recognizable as an Artisan / Artisan Foreman after obtaining the relevant trade test certificate. Valid code 8 driver's license. Recommendation: Basic knowledge of other trades (Plumbing, Mechanical, Building), Expertise in drawing up specifications in relation to bill of quantities. Sound knowledge of the occupational Health and Safety Act. Public Finance Management Act with Treasury Regulations and Practice Notes. Good communication skills, interpersonal skills and negotiation and planning. Technical and practical skills and experience of the trade. Good knowledge of technical design and analysis. Creativity and analytical thinking, problem solving and decision making skills. Sound knowledge of Project Management and team building. Computer literacy: MS Office software package and presentation skills. Production process knowledge and skills.
- DUTIES** : Manage technical services and support in conjunction with Technicians / Artisans and associates in field, workshop and technical office activities. Provide production services in the absence of Artisans or when there is a shortage of staff. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specification. Manage administrative and related functions. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related activities and services. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Continuous individual development to keep up with new technologies and procedures. Research / literature studies on technical / engineering technology to improve expertise. Liaise with relevant bodies / councils on technical / engineering – related matters.
- ENQUIRIES** : Mr. V.M Moodley Tel No: 031 451 5058
- APPLICATIONS** : Applications may be sent to: Clairwood Hospital, Private Bag X04, Mobeni, 4060 or Hand deliver: 1 Higginson Highway, Mobeni, 4060
- FOR ATTENTION** : Human Resource Department
- NOTE** : The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates, the following documents must be submitted: Applications for employment are required to complete and submit Z83 form (Obtainable at any Government Department or from website – [www.kzn.health.gov.za](http://www.kzn.health.gov.za)) and Curriculum Vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. The reference number must be indicated in the column provided on the form Z83. Application for employment are not required to submit copies of qualification and other relevant documents on application but must submit Z83 form and detailed Curriculum Vitae (CV). The certified copies of qualification and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to a large number of applications we envisage to receive, applications will not be acknowledged. However, should you not receive any response after two months of the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for this post. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).
- CLOSING DATE** : 17 February 2023

**POST 04/237** : **CHIEF ARTISAN REF NO: UNTU 05/2023 (X1 POST)**  
Component: Maintenance

**SALARY** : R404 052 - R461 973 per annum. Other benefits: 13th Cheque / Service Bonus, Medical Aid Optional, Home Owners, Housing, Allowances and 8% rural allowance

**CENTRE** : untunjambili Hospital

**REQUIREMENTS** : Grade 12 (senior certificate). Appropriate trade test certificate in all trades – Electrical, Building, Plumbing, Mechanical, and Fitter in terms of provision section 13(2) of the Manpower Training Act of 1981, as amended .Valid driver’s license code 08. Ten years (10) post qualification experience required as an Artisan/ Artisan foreman. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver’s License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities Project management .technical design and analysis knowledge. Computer – aided technical application. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Problem solving and analysis. Decision –making .Change management. Financial management .Customer focus and responsiveness .Communication skills .Computer skill. Planning and organizing.

**DUTIES** : Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology and ensure quality assurance in line with specification .To provide technical advisory services to the planning upgrading and revitalizing components to develop specialised specification for major and minor development initiatives. Develop policy documents, norms and standardize for Department functions according to required standard. To investigate processes to determine reason for failure infrastructure, plant and specialized equipment in the delivery of health services. Ensure the effective utilization of all resources allocation to sub-components. Promote safety in line with statutory and regulatory requirements. To manage the executive of maintenance strategy through the provision of appropriate structural , systems and resources .Design and establish a system and collect data on the use of utilities by health facilities .To monitor maintenance efficiencies according to organization goals to direct or redirect maintenance service for project and requirements .To continuously monitor the exchange and protection of information between operations and individuals .Provide input into the budgeting process as required .Compile and submit reports as required .Ensure daily control of technical ,mechanical and plumbing personnel .Manage Human Resource effectively and efficiently and promote sound labour relations .Research/literature studies on technical/engineering technology to improve expertise and liaise with relevant bodies /councils on technical /engineering related matters .NB: The incumbent will be expected to work overtime and extended hours.

**ENQUIRIES** : Mr. L.R Dlamini Tel No: 033-444 1707

**APPLICATIONS** : Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268

**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. 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](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

<b><u>CLOSING DATE</u></b>	:	17 February 2023
<b><u>POST 04/238</u></b>	:	<b><u>PROFESSIONAL NURSE: SPECIALTY (ADVANCED MIDWIFERY AND NEONATAL SCIENCE) REF NO: MBO 03/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R400 644 – R464 466 per annum Grade 2: R492 756 – R606 042 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mbongolwane District Hospital <b>Grade 1:</b> Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in General nursing <b>Grade 2:</b> Experience: A minimum of 14 years appropriate / recognizable Experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 Years must be appropriate / recognizable experience after Obtaining the one year post basic qualification in Primary Health Care Senior certificate or equivalent qualification. Degree / Diploma in General Nursing and Midwifery. A post basic nursing qualification with duration of at least one year accredited with SANC in advanced Midwifery. Current registration with SANC as general nurse, midwifery and advanced midwifery. <b>Grade 1:</b> A minimum of four (4) years appropriate or recognizable experience in nursing and of which at least one (1) year of the period referred to above must be appropriate experience after obtaining the 1 year post basic qualification in Advanced Midwifery. <b>Grade 2:</b> A minimum of fourteen (14) years appropriate or recognizable experience in nursing after registration as a professional nurse with the SANC in General nursing of which at least ten (10) years of the period referred to above must be appropriate experience after obtaining the (1) year post basic qualification in Advanced Midwifery. Knowledge, Skills, Training And Competencies Required: Knowledge of Public Service Policies. Knowledge of SANC rules and regulations. Good communication, leadership, interpersonal and problem solving skills. Computer literacy, Knowledge of Code of Conduct Labour relations, conflict management and negotiation skills. Ability to function well within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patient's rights charter. An updated knowledge of the priority programmes and the management thereof.
<b><u>DUTIES</u></b>	:	Assist with the implementation of the Un Millenium Development Goals e.g. reducing child mortality and the saving mothers' initiative. Demonstrate effective communication with patients, supervisors other Health Professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at supervisory, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper and nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as support tool to enhance service delivery. Oversee and co-ordinate the integration of MCWH. Assist in the monitoring of the implementation of EPMDS. Improve maternal and child health by initiating all the relevant programmes. Enhance the saving mothers programme. Assist with reduction of maternal and neonatal mortality and morbidity rates. Work as a team leader and oversee the maternity department in the absence of the Operational Manager or when the need arises. Knowledge of patient safety incidents and management thereof. Must be able to handle surgical and obstetrical emergencies. Take lead in peri-operative care delivery. Partake in the resuscitation and stabilizing of critically injured and ill patients. Participation in

implementation of national core standards. Demonstrate a basic understanding of HR and financial policies and practices. Participate in clinical audits and data management meetings. Ensure accurate record keeping. Able to manage own work, time and that of junior colleagues to ensure proper and nursing service in the unit. Ensure self and staff development through in service training.

**ENQUIRIES  
APPLICATIONS**

: Mr NM Mhlongo Tel No: 035 4766 242 ext 1011  
: All applications should be posted to: The Chief Executive Officer,  
Mbongolwane Hospital, Private Bag X126, Kwa-Pett, 3280

**FOR ATTENTION  
NOTE**

: Human Resource Manager  
: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83 - most recent one) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. the circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

**CLOSING DATE**

: 17 February 2023

**POST 04/239**

: **PROFESSIONAL NURSE SPECIALTY (OPERATING THEATRE AND  
CSSD) REF NO: HRM 04/2023 (X5 POSTS)**

**SALARY  
CENTRE  
REQUIREMENTS**

: Grade 1: R400 644 - R464 466 per annum, plus benefits  
: King Edward VIII Hospital complex  
: Matric/Senior Certificate or equivalent qualification, Degree / Diploma in General Nursing Registration with S.A.N.C. as a General Nurse and Specialty Nurse, One year Post basic registration Degree/ Diploma in relevant specialty plus 4 years appropriate / recognizable , Registration experience as a General Nurse, only shortlisted candidates will produce proof of current registration with SANC 2022/2023. Recommendation: Computer Literacy Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, Good communication skills-verbal and written, Co-ordination and liaison skills, Problem solving skills.

**DUTIES**

: Assist in planning/organizing and monitoring of objectives of the specialized unit, Provide a therapeutic environment for staff, patients and public, Provide comprehensive, quality nursing care, Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, Assist with allocation/change list, day and night duty rosters and inputs for leave, Assist in record keeping and provide statistical information on training and staffing, To assist in EPMDS evaluation of staff and implement EAP, Assist in orientation, induction and monitoring of all nursing staff, To complete patient related data and partake in research, Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, To partake in overall specialized unit functions, i.e. team building, Effective and efficient management of all resources.

**ENQUIRIES  
APPLICATIONS**

: Ms. N.E. Ndongeni Tel No: (031) 360 3025  
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013

- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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 selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying).
- CLOSING DATE** : 17 February 2023
- POST 04/240** : **CLINICAL NURSE PRACTITIONER (X2 POSTS)**  
Re Advertisement
- SALARY** : Grade 1: R400 644 per annum  
Grade 2: R492 756 per annum  
Benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Conditional).
- CENTRE** : Ref No: Umzimkhulu Clinic: RIET 06/2023 (X1 Post)  
Ref No: Umvoti Clinic 07/2023 (X1 Post)
- REQUIREMENTS** : **Grade 1:** Grade 12 (senior certificate)/ Standard 10. Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional nurse. A post- basic nursing qualification in Primary Health Care. Current registration with the SA Nursing Council (SANC). A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. PLUS certificate of service endorsed by Human Resource **Grade 2:** Grade 12 (senior certificate)/ Standard 10. Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional nurse. A post- basic nursing qualification in Primary Health Care. Current registration with the SA Nursing Council (SANC). A minimum of 14 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred above must be appropriate/ recognizable experience in the specific speciality after obtaining the one –year post-basic qualification in the relevant speciality. PLUS certificate of service endorsed by Human Resource. Recommendation :Valid driver's license code 10 Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Health Act, Occupational Health and safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary code and Procedure, Grievance Procedure. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. 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.
- DUTIES** : Provide quality comprehensive Primary Health Care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. 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. Promote Quality of nursing care as directed by Standards at Primary Health Care. Provide effective leadership in the Facility. Implement & Supervise community based Model Programme.

**ENQUIRIES  
APPLICATIONS**

: Ms B. Dlikilili at 062 388 3138  
 : All applications must be directed to Rietvlei Hospital, and Private Bag X 501, Stafford's Post, Via Port Shepstone, 4686 or hand deliver to Rietvlei hospital Human Resource Component.

**FOR ATTENTION  
NOTE**

: Miss Ntuzela  
 : The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to Candidates: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.kznhealth.gov.za](http://www.kznhealth.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RIET 01/2022. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Candidates who previously applied for the posts should re apply. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience.

**CLOSING DATE**

: 17 February 2023

**POST 04/241**

: **CLINICAL NURSE PRACTITIONER (PHC) REF NO: EDU 01/2023 (X2 POSTS)**  
 Component: Friesgewaacht Clinic

**SALARY**

: Grade 1: R400 644 - R464 466 per annum  
 Grade 2: R492 756 - R606 042 per annum  
 Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13<sup>th</sup> Cheque and 12% rural allowance.

**CENTRE  
REQUIREMENTS**

: Edumbe CHC  
 : An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current registration with SANC for 2023. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competences Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment .Report writing skill.

**DUTIES**

: Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and

standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

**ENQUIRIES  
APPLICATIONS**

: Mrs LT Msibi Tel No: (034) 995 8500 EXT 8528  
 : All applications should be forwarded to: Assistant Director: HRM, Private Bag X322, Paulpietersburg, 3180 or be hand delivered at 463 eDumbe Main Street, Paulpietersburg, 3180, HR office No: 46

**FOR ATTENTION  
NOTE**

: Mrs EP Mdlalose  
 : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to candidates: The following documents must be submitted: Application for employment form (Form Z83), which is obtainable at any Government Department OR from the website ([www.kznhealth.gov.za](http://www.kznhealth.gov.za)) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The reference number must be indicated in the column provided on the Z83 e.g. Ref EDU 23/2013. The post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of applications received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please note that no S&T will be paid to candidates that are invited for interviews. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credit records, citizenship), and verification of Educational Qualifications by SAQA (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representation in all occupational categories in the department). The post will be filled in terms of the Employment Equity Target. 17 February 2023

**CLOSING DATE**

: 17 February 2023

**POST 04/242**

: **PROFESSIONAL NURSE (SPECIALTY-ADVANCED MIDWIFE) REF NO:  
UNTU 02/2023 (X1 POST)**  
 Component: Nursing

**SALARY**

: Grade 1: R400 644 - R464 466 per annum  
 Grade 2: R492 756 – R606 042 per annum  
 Other Benefits: 13th Cheque, Medical Aid (Optional) 8% rural allowance  
 Housing Allowance (Employee must meet prescribed requirement)

**CENTRE  
REQUIREMENTS**

: Nstitution: Untunjambili Hospital  
 : Grade 1: National Senior Certificate Diploma/Degree in General nursing, plus 1 year post basic qualification in advanced midwife. Registration with SANC as a General Nurse and advanced midwifery .A minimum of 4 years appropriate/recognizable experience as a General Nurse. Grade 2: A minimum of 14 appropriate/recognizable nursing experience after registration as General Nurse with SANC of which 10 years must be appropriate/recognizable experience in speciality after obtaining one year post basic qualification in the relevant speciality. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Demonstration understanding of nursing legislation of nursing and ethical nursing practices. Demonstrate a basic understanding of HR and financial policies and practices. Good communications skills. Good interpersonal skills Team building and supervisory skills .Demonstrate knowledge of health related acts and legal prescripts. Knowledge of covid19 protocols.



**DUTIES**

: Provide comprehensive quality nursing care to patients/ clients in speciality units in a cost-effective and efficient manner. Assist in planning organising and monitoring of objectives of the specialized unit. Manage all resources within the units effectively and efficiently to ensure optimum service delivery .conduct ESMOE and HBB drills. Demonstrate compliance with Nursing Act and SANC regulations. Able to plan and recognize own work and that of support personnel to ensure proper nursing care. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs requirements and expectations (Batho Pele).Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisor and other clinicians including report writing when required .Ensure compliance with all National, Provincial and Professional prescripts/legislation. Participate in the analysis and formulation of nursing policies and procedure. Assist in EPMDS evaluation of staff within the unit and give guidance .Order, monitor and control levels of consumables. Provide a safe therapeutic and hygienic environment .Work effectively and amicably at supervisory level with persons of diverse intellectual cultural racial or religious differences. Demonstrate understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient's records. Participate in teaching of staff and mothers/relatives and mentorship of junior staff and trainees. Implement plan of action in emergency situations according to protocols and guidelines. To attend monthly nursing and multidisciplinary meetings and implement actions plans. Ensure that MNCWH and MBFHI programmes are properly implemented. Conduct audits and implement quality improvement programmes. Uphold the Batho Pele Principles and Patient Rights Charter. Exercise control over discipline grievances and Labour Relation issues according to the laid down.

**ENQUIRIES**

: Mr. K.R Mthimkhu Tel No: 033 444 1707 Ext: 8134

**APPLICATIONS**

: Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268.

**NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. 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](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

**CLOSING DATE**

: 17 February 2023

<b><u>POST 04/243</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER REF NO: UNTU 03/2023</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum Other Benefits: 13 <sup>th</sup> Cheque, Home Owner's Allowance (Employee must meet prescribed) requirements), Medical Aid (Optional) and 8% Rural Allowance
<b><u>CENTRE REQUIREMENTS</u></b>	:	Untunjambili Hospital (Umphise Clinic-School Health) Senior Certificate. Degree/Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Computer Literacy: MS Software. Driving. <b>Grade 1:</b> Grade 12 or Senior Certificate. A minimum of 4 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. One year Post Basic Qualification in Primary Health Care. <b>Grade 2:</b> A Minimum of 14 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing of which at least 10 years must be appropriate/ Recognizable experience after obtaining the one year post basic qualification in primary Health Care. One Year Post Basic Qualification in Primary Health Care. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: School Health Policy and Guidelines. Health Promoting Schools. Relevant Health Programmes namely; HAST, MCWH, Healthy Lifestyle, Nutrition, Mental Health & Non-Communicable diseases .Sexual Education. Batho Pele Principles. Legislation that guides practice. Good interpersonal relationship skills and good listening skills Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.
<b><u>DUTIES</u></b>	:	Provide preventive and promote services that address the health needs of school-going children. Conduct full examination learners from head to toe to detect abnormalities. Conduct Learner Assessments & screen for diseases and illnesses. Conduct vision & hearing tests and refer if any complications. Provide immunization services advise the teachers and parents concerning the challenges detected from each child and the management thereof. Mobilize the resources and conduct capacity building for the implementation of the school health Policy. Supervise and support team accordingly. Provide training where necessary. Control the use of vehicle and other government resources. Support, involve and ensure sustainable coordination for the school community and multi-sectorial team in creating health promoting school. Identify schools with potential to be accredited as Health Promoting Schools. Establish School Health Forums where there are none & revive the existing Forums if they are not functioning properly. Organize and hold meetings with School Governing Bodies and School Health Forums. Update School Principal and Teachers about upcoming school health campaigns. Facilitate referrals to health other services where required. Prompt referral to the next level of care. Give full history of the child's problem in the referral letter. Explain to parents about abnormalities detected and advice continuity of care at home. Conduct follow ups where necessary. Monitor & evaluate the school health services rendered. That is collecting and validating school health data and reporting accordingly. Make use of data collected with the team. Display a concern for patients, needs & expectations according to Batho Pele Principles. Deputize the Operational Manager.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs NP Ngubane Tel No: 033-444 1707 Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be originally signed and dated. 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](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

- CLOSING DATE** : 17 February 2023
- POST 04/244** : **CLINICAL NURSE PRACTITIONER REF NO: UNTU 04/2023**
- SALARY** : Grade 1: R400 644 per annum  
Grade 2: R492 756 per annum  
Other Benefits: 13<sup>th</sup> Cheque, Home Owner's Allowance (Employee must meet prescribed) requirements), Medical Aid (Optional) and 8% Rural Allowance
- CENTRE REQUIREMENTS** : Untunjambili Hospital (Mobile Clinic)  
: Senior Certificate. Degree/Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Computer Literacy: MS Software. Driving. **Grade 1:** Grade 12 or Senior Certificate. A minimum of 4 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. One year Post Basic Qualification in Primary Health Care. **Grade 2:** A Minimum of 14 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing of which at least 10 years must be appropriate/ Recognizable experience after obtaining the one year post basic qualification in primary Health Care. One Year Post Basic Qualification in Primary Health Care. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge of nursing care processes & procedures, nursing statues and relevant. Legal Framework such as Nursing Act, Health Act, OHSA, PSR etc. Interpersonal skills including public relations, negotiating, conflict handling and cancelling skills. Demonstrate a basic understanding of HR and Financial Policies. Insight into procedures and policies pertaining nursing care, computer skills in basic programs.
- DUTIES** : Provision of an integrated quality and comprehensive primary health care services by promoting health, prevention of diseases, curative services to the clients and community. Provide PICT, UTT and adherence cancelling to all clients. Perform a clinical nursing practice and nursing standards as determined for a primary health care facility. Work as part of the multi-disciplinary team to ensure good nursing care at PHC level. Provide Primary Prevention strategies and management of communicable diseases. Conduct regular visits to Mobile points and ensure patients compliance. Manage and monitor proper & utilization of human, financial, physical and material resources Ensure data management is implemented and monitored. Demonstrate effective communication with patients, supervisors, and other clinicians including report writing when required. Work effectively co-operatively and amicably with persons of diverse intellectual cultural racial or religious difference. 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 and Patients' Charter.

		Conduct the antenatal bookings, BANC plus and able refer high risk clients. Deputize the Operational Manager.
<b><u>ENQUIRIES</u></b>	:	Mrs NP Ngubane Tel No: 033-444 1707
<b><u>APPLICATIONS</u></b>	:	Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be originally signed and dated. 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 <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.
<b><u>CLOSING DATE</u></b>	:	17 September 2021
<b><u>POST 04/245</u></b>	:	<b><u>PROFESSIONAL NURSE-SPECIALTY (ORTHOPAEDIC) REF NO: INA-ORTHO 01/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade1: R400 644 -R464 466 per annum Grade 2: R492 756 – R606 046 per annum Allowance (employee must meet prescribed requirements, Medical Aid (Optional) and 8%rural allowance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Inanda C Community Health Centre Senior certificate/Matric or equivalent plus, Degree/Diploma in general nursing, Current registration with SANC as a General Nurse. Current SANC receipt (2023). One year post basic qualification in Orthopedic Nursing Science. Previous work experience/certificate of service endorsed by your Human Resource Department. Experience: Grade1 minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing plus one year post basic qualification in Orthopedic Nursing Science. Grade 2 A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which 10 years must be appropriate/ recognizable experience after obtaining qualification in Orthopedic Nursing Science. Knowledge, skills and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant Legal frameworks i.e. Nursing Acts, Mental Act OH& S Act, Labor Relations Act Batho Pele and patient right Charter. Good insight of procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Computer skills on basic programs.

<b><u>DUTIES</u></b>	:	Application and removal of POP in all uncomplicated fractures. Health education to patients and staff on handling of complicated and uncomplicated fractures. Seeing new patients and assessing symptoms, monitoring existing patients (those with plaster cast). Providing follow up care to surgical patients. Help with wound dressing for recently injured as well as motion therapy with crutches. Work with doctors to perform treatment manipulation and reduction of displaced fractures as well as green stick fractures. Responsible for ensuring that patient is appropriately cared for e.g. taking care of external and internal fixation. Triage patients in outpatient department. Screen and manage complications. Refer patients to the next level of care when necessary. Work with other Stakeholders to maximize the level of health care. Compile and submit daily, monthly and quarterly statistics. Maintain infection, Prevention and control measures.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs. ET Penman Tel No: 031 519 0455
<b><u>NOTE</u></b>	:	The Human Resource Manager OR Inanda C Community Health Centre, Private Bag X04, Phoenix, 4080. Hand delivered to: Human Resource Office, Inanda "C" Community Health Centre, Inanda Newtown, 4309 NB: The following documents must be submitted: Application for Employment form (Z83) which is obtainable at any Government Departments or from the Website – www.kznhealth.gov.za. Updated Comprehensive Curriculum Vitae stating any experience relevant to the position. Certified copies of highest educational qualifications and other relevant documents will only be requested from the shortlisted candidates. Z83 form must be completed in full manner that allows a selection committee to assess the quality of candidate based on the information provided on the form. Candidates in possession of foreign qualification will be requested to bring an evaluation certificate from South African Qualification Authority (SAQA) on the date of interview.
<b><u>CLOSING DATE</u></b>	:	17 February 2023
<b><u>POST 04/246</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER; MOBILE CLINIC GRADE 01/02 REF NO: PHO 7 /2023</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum Other Benefits: 13 <sup>th</sup> Cheque, Inhospitable Area Allowance of 8%, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pholela CHC (Mobile Clinic) Senior certificate (grade 12) or equivalent qualification plus Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse. A post basic Nursing qualification in Primary Health Care with duration of 01(one) year accredited with South African Nursing Council. Current SANC receipt-2023. <b>Grade 1:</b> A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing and Midwife. <b>Grade 2:</b> A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing and Midwife. At least 10 years of the period referred to above must be appropriate / recognizable experience in Primary Health Care specialty after obtaining the one year post basic qualification in Primary health Care.
<b><u>DUTIES</u></b>	:	Provision of quality comprehensive community health care. Demonstrate communication with patients, supervisor and other clinicians including report writing. Provision of administrative, educational and clinical services. Assist the Operational Manager with overall management and necessary support for effective functioning of the clinic. Conduct health education to the community. Work as part of multidisciplinary team to ensure good Nursing care. Implement and advocate for preventive, promotive, curative and rehabilitative health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations. Refer patients promptly according to the set guidelines, protocols and policies. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care. Participate in Employee Performance Management and Development System (EPMDS). Assist in Data management. Knowledge, Skills, Training and Competencies:

Knowledge of Nursing legislation and related legal and ethical nursing practices e.g. Nursing Act, Health Act etc. Communication skills, written and spoken. Interpersonal relations and diversity management skills. Planning, organizing and execution skills. Knowledge of SANC Rules and Regulations. Good communication, Leadership, Interpersonal and Problem solving skills. Basic understanding and knowledge of HR and Financial policies. Decision making and problem solving skills. Skills in organizing, planning and supervising. Sound Knowledge of scope of practice.

**ENQUIRIES  
APPLICATIONS**

: Mrs. N Willie Tel No: 039-8329488/9491  
: Direct your application quoting the relevant reference number to: The Assistant Director: HRM, Pholela CHC ,Private Bag X502, Bulwer, 3244 or hand deliver application at Human Resource Department on or before the closing date 16:00.

**NOTE**

: The following documents must be submitted: An Application for Employment form (Z83) NEW form effective from 1 January 2021 must be completed and signed. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Comprehensive CV (with detailed experience). Copies of qualifications, Registration certificate/s, ID and Driver's license, proof of experience must not be submitted when applying for employment. These will be requested only from shortlisted candidates. The Reference Number must be indicated in the column provided on the form Z83, e.g. PHO 08/2022. Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will NOT be accepted. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Applicants in possession of foreign qualifications must bring their evaluation certificate from the South African Qualifications Authority (SAQA) during the interview process. Non-RSA Citizens/Permanent Residents/Work Permit holders to bring documentary proof during the interview process. The appointments are subjected 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) and proof of experience. Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 17 February 2023

**POST 04/247**

: **CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 REF NO: SAP 03/2023 (X2 POSTS)**

**SALARY**

: Grade 1: R400 644 – R464 466 per annum  
Grade 2: R492 756 — R606 042 per annum  
Other Benefits: Rural Allowance (12%), 13th Cheque, medical Aid (Optional), Homeowner's allowances employee must meet prescribed requirements)

**CENTRE  
REQUIREMENTS**

: Siphamandla Clinic  
: Senior Certificate/Grade 12 or equivalent qualification. Basic R424 qualification (ie. Degree/Diploma in Nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse Diploma / Degree in General Nursing & Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Certificate of registration with SANC (General Nursing and relevant post basic qualification) proof of current registration with SANC (2022). Experience: **Grade:1** A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a professional Nurse with the SANC in General Nurse plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in the specific speciality after obtaining 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Educational qualifications, certificates of service and professional registration certificates need not be

submitted as only shortlisted candidates will be requested to supply certified copies and proof of registration must be submitted together with your CV. Recommendations Computer Literacy Skills: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate an basic understanding of HR and financial policies and practices. Demonstrate a basic understanding of the legislative framework governing the public service

**DUTIES**

: Strengthen health information systems. Develop specific M&E plan based on the district's M&E framework and strategic plan. Manage and support implementation of action plans as generated by the Institution. Able to manage own work and that of units reporting to the post, and to ensure appropriate interventions to enhance nursing services at are/ facility level. Able to developing and maintaining a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Monitor and support implementation quality assurance programs. Demonstrate the required computer literacy to adequately manage information according to the requirements of the facility. Monitor and ensure proper utilisation of financial and physical resources.

**ENQUIRIES APPLICATIONS**

: should be directed to Mr F Ntuli Tel No: 039/8339001-8  
 : Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, thulani.dlamini@kznhealth .gov.za Or to be Hand delivered to Human Resource Section (St Apollinaris Hospital) Creighton on or before the closing date before 16:00.

**FOR ATTENTION NOTE**

: Human Resources Section  
 : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application only when a candidate is shortlisted. Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to 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. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims. 20 February 2023

**CLOSING DATE**

**POST 04/248**

: **ASSISTANT DIRECTOR (SYSTEMS MANAGER) REF NO: INA/SYST 01/2023**

**SALARY**

: R393 711 per annum. Other benefits: 13 Cheque, home owner's allowance and Medical aid optional

**CENTRE REQUIREMENTS**

: Nanda C Community Health Centre  
 : (Employee must meet prescribed policy requirements. Minimum requirements for the post: Candidates must be in position of National Senior Certificate. An appropriate 3 year National Diploma/Bachelor's Degree in administration/management or equivalent PLUS at least 3 – 5 year's

appropriate supervisory/managerial experience in Hospital/CHC services. Recommendation: Valid driver's license. Knowledge, skills training and competencies required Knowledge of systems and contract management. Leadership, management, conflict management and supervisory skills. Ability to work under a multidisciplinary team setting. Good communication skills with co-workers, management and Head office officials. Ability to work and maintain meaningful relationship with a diverse community. Knowledge of Human Resource's, General and Financial Management. Knowledge of Public Service Legislation, Regulation and Policies. Ability to plan and organize own work time, and that of support personnel. Knowledge of PMDS, IDEAL clinic and National core Standards.

**DUTIES** : Maintain constructive working relationship with relevant stake holders. Monitor the provision of all CHC services and facilities by contractors in order to ensure contract adherence and highest level of quality. Manage and control support service namely: Cleaning service, Housekeeping, Security service, Equipment, Maintenance services, Patient administration services and Transport services. Manage the safety components of the CHC. Ensure that safety program requirements are adhered to by all staff. Implement and monitor effectiveness of policies and practices to ensure day to day operational efficiencies. Provide technical advices to the management team in respect to operations. Ensure that standby and emergency facilities are properly maintained. Ensure efficient and economical utilization of all resources allocated to the institution, including the development of staff. Ability to work under pressure and meet demands of short time lines.

**ENQUIRIES APPLICATIONS** : Dr. SCV Mncwango Tel No: 031 519 0455  
 : The Human Resource Manager OR Inanda C Community Health Centre, Private Bag X04, Phoenix, 4080. Hand delivered to: Human Resource Office, Inanda "C" Community Health Centre, Inanda Newtown, 4309

**NOTE** : NB: The following documents must be submitted: Application for Employment form (Z83) which is obtainable at any Government Departments or from the Website – www.kznhealth.gov.za. Updated Comprehensive Curriculum Vitae stating any experience relevant to the position. Certified copies of highest educational qualifications and other relevant documents will only be requested from the shortlisted candidates. Z83 form must be completed in full manner that allows a selection committee to assess the quality of candidate based on the information provided on the form. Candidates in possession of foreign qualification will be requested to bring an evaluation certificate from South African Qualification Authority (SAQA) on the date of interview.

**CLOSING DATE** : 17 February 2023

**POST 04/249** : **ASSISTANT DIRECTOR: DISTRICT ADHERENCE FACILITATOR (HAST)**  
**REF NO: ILE/01/2023 (X1 POST)**  
 Component: ILE: DIV: HIV AIDS, STI&ARV

**SALARY** : R393 711 per annum (Level 09). Benefit: 13thCheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

**CENTRE REQUIREMENTS** : Ilembe Health District Office  
 : Grade 12 (Senior certificate) Standard 10/or ( Vocational National Certificate)  
 A Bachelor's degree in Health or Social Sciences, or community advocacy and at least five – seven years' experience in public health or social services or community advocacy. Current registration with the relevant professional body. Computer literacy (MS Office programmes).Valid Driver's license (code 08/10). Recommendation: Public health sector experience in adherence to care and treatment and disclosure policies would be an advantage. Previous and current work experience (certificate/s of service) endorsed and stamped by HR office (will be requested only if shortlisted) NB all the above mentioned documents need not be attached on application, will be requested only if shortlisted. Coordination and Facilitation skills for coaching, training and development. Strong written and verbal communication skills; ability to design and implement client centered interventions/services. Ability to maintain a higher level /Professional confidentiality. Strong record-keeping, analytical and report writing skills. Knowledge of HIV Testing Services and Patient Literacy guidelines. Knowledge of community structures and local government structures. Sound knowledge of psycho-social support (on treatment) concepts. Sound knowledge of Monitoring and evaluation concepts.



**DUTIES**

: Act as the clients' advocate, explains the available options to the clients, keeps records of the services offered and work closely with the District HAST Coordinator. They shall be responsible to coordinate community mobilization for linkage and retention in care activities. Champion eLABS and Results for Action where applicable as well as viral load management in general .Be responsible for the supervision of all OTLs and other adherence cadres that are already operating whether from department or from social development partners and other stakeholders. Promote the delivery of services offered to different groups with the aim to enhance quality, efficiency and client satisfaction. The goal is to place the recipient of care at the centre of service delivery while maximizing health system efficiency. Coordinate and manage the communication of end user/customer deliveries, including scheduling, transportation, delivery equipment and labour. Ensure that the facility develop a system for tracking and tracing clients who do not attend their club meetings and follows up within seven - fourteen days to determine whether they have collected their medication. Ensure that the service needs of clients are met and linking them to the appropriate resources and providers. Develop a stakeholder directory of adherence care and support service agencies and providers for referral processes; ensure that health talks and health education in the facility's waiting room, informing patients of available options for Differentiated Care are conducted. Ensure that the club schedule is made available to the facility, and that club venues and dates are shared with decanting Clinicians for cohorting purposes .Ensure continuous utilization of adherence plan for the individuals and support groups. Ensure that monthly schedule of health talks/adherence classes for the facilities, club meetings, in line with the AGL SOPs is developed .Evaluate the quality of all adherence, care and support services and identifying areas that need improvements. Compile report to inform the coverage and uptake of patients (HIV, TB and NCDs) decanted to Facility Pick up Points (Fac Pups), Adherence Clubs and External Pick up Points (Ext PuPs).

**ENQUIRIES  
APPLICATIONS**

: Ms T.M Banda: Deputy District Director: IDHSD Tel No: 032 – 437 3500  
: All applications should be forwarded to: The District Director: Human Resource Management Services, I Lembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450.

**NOTE**

: Directions to Candidates: The following documents must be submitted, The most recent Z83 application form for employment which is obtainable at any Government Department or the website: [www.kznhealth.gov.za](http://www.kznhealth.gov.za), The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

**CLOSING DATE**

: 17 February 2023

**POST 04/250** : **ASSISTANT DIRECTOR: RECORDS AND DOCUMENT MANAGEMENT SERVICES RE NO: G06/2023**  
Cluster: Corporate Services and ISC

**SALARY** : R393 711 per annum  
**CENTRE** : Head Office: Pietermaritzburg  
**REQUIREMENTS** : Matric/ Grade 12. An appropriate B Degree or equivalent qualification PLUS Three (3) years' experience in supervisory capacity in record and document environment. Knowledge Skills and Competencies: Ability to assimilate knowledge of policies and practices and to demonstrate such knowledge in the performance of daily tasks. Ability to translate technical/professional knowledge and skills into the immediate work area and wider work environment. Computer literacy with proficiency in Ms Word, Spreadsheet, Presentation and search engine software/applications. A sound understanding of record and document Management and functions of the department in order to ensure that authoritative and reliable records are created and maintained in an accessible and usable manner so as to support the business and accountability of the Department. Ability to ensure protection of privacy and prevent the inappropriate disclosure of information. Good organisational skills in order to plan effectively. Good leadership i.e ability to motivate and control staff members. Willingness to accept responsibility. Commitment towards work i.e sound work ethic. Good report writing skills and the ability to communicate verbally. The ability to express ideas and facts in a clear and logical manner.

**DUTIES** : Assist in managing the development and facilitate the implementation of a decentralizes record and document management policy framework (both electronic and hard copy) in accordance with legislative and national policy imperative thereby enabling institutions to preserve valuable record, dispose of unnecessary documents and properly store current records for everyday use. Assist in monitoring and evaluation institutional compliance with Departmental policy frame work, facilitating appropriate intervention initiatives and ensuring the disposal of documents and information in terms of the defined disposal programme to ensure that only current material is filed for functional purpose. Assist to design implement and maintain a standarsed departmental records management index (filing system) to ensure efficient record and document management thereby making records accessible and promoting its use by officials within the Department. Assist in managing the utilized of the resources allocated to the component inclusive of staff.

**ENQUIRIES** : Mr S Mtshali Tel No: 033 395 2364  
**APPLICATIONS** : All applications should be forwarded to: The Chief Director, Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 Or Hand Delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1: 1 North Tower.

**FOR ATTENTION** : Mr. A Memela  
**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV ONLY (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

**CLOSING DATE** : 17 February 2023

**POST 04/251** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: G07/2023 (X12 POSTS)**  
Cluster: Financial Management

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Head Office: Pietermaritzburg  
**REQUIREMENTS** : A relevant tertiary qualification at NQF level 7. At least 3 (three) year related asset management supervisory experience PLUS Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills Training and Competencies Required: The incumbent of this post will report to the Deputy Director: Asset Management and will be responsible to co-ordinate, review and undertake the implementation of the physical asset management framework and policies, monitor assets through verification (physical condition, functionality, utilization and financial performance) evaluation and reporting. Proficiency in MS Word and Excel.

**DUTIES** : Monitor and review the capturing of all physical moveable assets in the physical asset registers: Receipt of all moveable assets. Perform quantity and quality control of asset registers. Allocation of barcodes to assets. Capturing of asset information in the relevant registers. Monitor and review the allocation of assets to asset custodians: Determination of the asset allocation according to furniture and equipment policy and procedures of the department. Capturing of asset information on the inventory list (room list) list to asset custodians. Issuing of asset and inventory list (room list) list to asset custodians. The delivery of assets to the asset custodians. Approval of the monitoring of assets in accordance with the relevant policy and procedures. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures: Monitoring assets for compliance with asset control prescripts. Monitoring assets for physical condition, utilisation, functionality and financial performance. Monitoring the performance of asset verification according to prescribed time frames. Compile reports on the states of assets. Promote correct implementation of sound asset management practices by: Informing, guiding and advising departmental employees on asset management matters. Contributing to the design and development of asset management systems, policies, strategic and annual physical asset management planning. Supervise employees to ensure sound physical asset management. This would inter alia, entail the following: General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Address enquiries and provide advice and guidance on asset allocation and control.

**ENQUIRIES** : Mr T Ndlovu Tel No: 033 815 8331  
**APPLICATIONS** : All applications should be forwarded to: The Chief Director, Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 Or Hand Delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1: 1 North Tower.

**FOR ATTENTION** : Mr. A Memela  
**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to

provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

- CLOSING DATE** : 17 February 2023
- POST 04/252** : **SYSTEMS MANAGER REF NO: RIET 04/2023 (X1 POST)**  
Component: Systems Management Services  
Re Advertisement
- SALARY** : R393 711 per annum. Benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Conditional).
- CENTRE** : Rietvlei Hospital
- REQUIREMENTS** : Senior certificate (Grade 12). Degree/ Diploma in Public Management / Public Administration. Minimum of 03 years supervisory experience in Systems Management component. Valid Driver's License. Knowledge, Skills, Training and Competencies Required: Leadership, Organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counseling. Financial and budgetary knowledge. Human resource management and communication skills.
- DUTIES** : Manage the following auxiliary services to ensure optimal usage of resource and cost effectiveness: Transport Management, Laundry services, Telecommunication services, General Orderlies, Registry, Pottering services. Staff residents. Catering services. Security services. Patient administration. Mortuary services. Cleaning and Grounds services. Maintenance services. Safety and waste Management services. Full implementation of Monitoring and Evaluation. Improve service delivery in line with National Core Standard. Ensure effective, efficient and economical utilization of resources. Develop and implement effective Departmental Policies. Ensure compliance with legislation and government policies. Contribute as a member of a multidisciplinary team toward the effective management of the CHC by participating in the following committees: IMLC, Cash flow, Adjudication committee, IHETD, Health and Safety, Loss and Damage. etc.
- ENQUIRIES** : Mr M.H Mbatha Tel No: 039 260 5200
- APPLICATIONS** : All applications must be directed to: Rietvlei Hospital, and Private Bag X501, Stafford's Post, Via Port Shepstone, 4686 or hand deliver to Rietvlei hospital, Human Resource Component.
- FOR ATTENTION** : Miss Ntuzela
- NOTE** : The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to Candidates: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.kznhealth.gov.za](http://www.kznhealth.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RIET 01/2022. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Candidates who previously applied for the posts should re apply. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience.
- CLOSING DATE** : 17 February 2023

<b><u>POST 04/253</u></b>	:	<b><u>DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: UNTU 06/2023 (X1 POST)</u></b> Component: X-Ray
<b><u>SALARY</u></b>	:	R332 427 - R378 818 per annum. Other benefits: 13 <sup>th</sup> cheque / Service Bonus, Medical Aid (Optional) Home Owner's allowance (Employee must meet the prescribed requirements 12% Rural Allowance
<b><u>CENTRE REQUIREMENTS</u></b>	:	Untunjambili Hospital Senior certificate / Grade 12. National Diploma / Degree in Radiographer (Diagnostic Radiographer). Appropriate qualification that allows registration with HPCSA as diagnostic Radiographer. No experience required. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Sound knowledge of Diagnostic Radiography procedures Computer Skills. Sound knowledge of radiography techniques and views. Knowledge of quality assurance tests. Knowledge of radiation control and safety regulation. Sound communication and problem solving skills. Good Interpersonal skills. Knowledge of relevant Health and Safety Acts. Willingness to work weekends, public holidays and overtime.
<b><u>DUTIES</u></b>	:	To provide good quality radiographic diagnostic services. Practise Occupational Health and Safety, Infection control and Radiation control. Strengthen record keeping and data collection. Promote Batho Pele principles in execution of duties for effective service delivery. Perform quality assurance tests. Participate in policy development. Execute all clinical procedures completely to avoid complications. Implement Core standards in execution of duties for effective service delivery. Participate in quality assurance and quality improvement programs. To provide 24 hours service. Give factual information to patients and clients on Radiography. Compile reports as required in the working environment. Educate patients on their conditions whilst ensuring that patient's rights are upheld. Contribute to overall work processes in the component.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr A Subrati Tel No: 033 444 1707 Applications should be forwarded to: Human resource Manager, Private Bag X216, Kranskop, 3268
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be originally signed and dated. 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 <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.
<b><u>CLOSING DATE</u></b>	:	17 February 2023

**POST 04/254** : **SENIOR SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: PHO 06/2023**

**SALARY** : R331 188 - R390 129 per annum (Level 08). Other Benefits: 13<sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

**CENTRE REQUIREMENTS** : Pholela Community Health Centre  
: Senior certificate (Grade 12) or equivalent qualification plus. Bachelor's Degree or National Diploma in Supply Chain Management/Commerce/ Financial Management/ Public Management or equivalent qualification. Minimum of three [03] years' experience in Supply Chain Management component or department. At least one [01] year Supervisory experience working in Supply Chain Management component or department. Recommendation: Computer literacy, Ms Software Package (Ms Word, Ms PowerPoint, MS Excel and Ms Outlook etc. Knowledge of BAS accounts [budget and expenditure] reports. Knowledge, Skills training and competencies, knowledge of all SCM prescripts and practice notes applicable to your work environment. Proven knowledge of stores and warehouse management of public health facility. Knowledge of public finance management act and treasury regulations. Knowledge of human resource management prescripts related to your work environment. Computer literacy with proficiency in MS Office software applications. Knowledge of BAS reports [budget expenditure]. Ability to work pressure and meet deadlines. Good understanding of contracts management.

**DUTIES** : To ensure effective and efficient provision of demand, logistics, warehouse, acquisition and asset management services in SCM unit to support core service delivery. Ensure procurement plan is in place, synchronized from business plan. To ensure goods and services are procured in line with the procurement plan and adherence to budget allocations. Ensure management of assets as per prescripts. Ensure proper management of stock control system, recording stores and warehouse and RIDV. Develop and implement risk management plan as outlined on the institution risk plan and attend to audit queries timeously. Maintain effective and efficient utilization of all allocated resources. Ensure compliance with Employee Performance Management and Development System (EPMDS) in the SCM component.

**ENQUIRIES APPLICATIONS** : Mrs. LP Sibetha Tel No: 039-8329488/9491  
: Direct your application quoting the relevant reference number to: The Assistant Director: HRM, Pholela CHC ,Private Bag X502, Bulwer 3244 or hand deliver application at Human Resource Department on or before the closing date 16:00.

**NOTE** : The following documents must be submitted: An Application for Employment form (Z83) NEW\_form effective from 1 January 2021 must be completed and signed. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Comprehensive CV (with detailed experience). Copies of qualifications, Registration certificate/s, ID and Driver's license, proof of experience must not be submitted when applying for employment. These will be requested only from shortlisted candidates. The Reference Number must be indicated in the column provided on the form Z83, e.g. PHO 08/2022. Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will not be accepted. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Applicants in possession of foreign qualifications must bring their evaluation certificate from the South African Qualifications Authority (SAQA) during the interview process. Non-RSA Citizens/Permanent Residents/Work Permit holders to bring documentary proof during the interview process The appointments are subjected 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) and proof of experience. Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

**CLOSING DATE** : 17 February 2023

**POST 04/255** : **SENIOR FINANCE MANAGEMENT OFFICER REF NO: UNTU 07/2023**

**SALARY** : R331 188 - R390 129 per annum. Home Owner's allowance (Employee must meet the prescribed requirements. Other Benefits: 13<sup>th</sup> Cheque, Housing Allowance (applicant must meet prescribed requirement) Medical Aid (optional)

**CENTRE REQUIREMENTS** : Untunjambili Hospital

**REQUIREMENTS** : Matric/senior certificate /Grade12. Degree /Diploma in Public Management or any u equivalent qualification. 3-5 years' experience in public service within financial administration component (budget & expenditure management, accounts payable, revenue, Asset and disposal, Procurement and stores, voucher control and reporting. Recommendations: Valid driver's license. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: In depth knowledge of budgeting control and financial management area of operation and associated processes. Good knowledge of Public Finance Management as well as relevant Acts and Regulations. Interpersonal and problem solving skills. Departmental and transversal system (e.g. BAS, PERSAL & Vulindlela). Good organizational and planning skills and ability to make independent decision. Ability to plan, build team spirit and, meet deadlines. Knowledge of MS office Software applications.

**DUTIES** : Authorize commitments, payments, debts, receipts and journals on BAS. Draw, analyze and present financial reports. Manage suspense accounts and maintain debts file. Consolidate Financial and SCM monthly and quarterly reports. Identify risks and institute control measures to minimize financial risks in all departments. Monitor and Assess finance and SCM staff performance as per EPMS requirements. Oversee the reconciliation of transactions (interface) on PERSAL with BAS. Ensure fairness and transparency e.g. on procurement of goods and services in the institution. Ensure that safeguarding of all face value documents. Ensure that sufficient internal controls are in place and are implemented to ensure that all goods received are in line with goods that are ordered. Ensure that irregular, wasteful, fruitless and unauthorized expenditure is minimized. Carry-out all responsibilities delegated by AD: Finance.

**ENQUIRIES APPLICATIONS** : Ms. M.C Jange Tel No: 033-444 1707

**APPLICATIONS** : Applications should be forwarded to: Human Resource Manager Private Bag X216, Kranskop

**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. 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](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to

Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

**CLOSING DATE**

: 17 February 2023

**POST 04/256**

: **SAFETY OFFICER REF NO: MBO 04/2023**

**SALARY  
CENTRE  
REQUIREMENTS**

: R331 088 – R390 129 per annum  
Mbongolwane District Hospital  
Grade 12 or Equivalent qualification, Appropriate Degree/ National Diploma in Environmental Health or Appropriate four years B. Tech, Degree/National Diploma in Safety Management. 3-5 year appropriate experience in safety management. Recommendations: Valid Code 08/EB Driver's license Knowledge, Skills, Training and Competencies Required: Legislation pertaining to Occupational Health and Safety. Identification, control elimination and monitoring of hazards. Health education and administration of the service. Computer Literacy. Accident investigation skills. Disaster management skills. Training skills. Report writing skills. Change management skills.

**DUTIES**

: Identification of potential situations that could lead to injury/disability/ death of staff members/visitor, property damage of loss, internal disasters. Medico-legal claim and reporting thereof to the Assistant Director: Facilities Management. To ensure the delegated management and administrative functions are carried out timely and correctly in order for health and safety to function in the hospital and all clinics. To ensure safety statistics are captured, analysed, interpreted and reported. To participate in safety investigations for the purpose of investigating all types of accident to patients, staff and visitors and design tools to prevent future accidents. Assisting in development and compilation of manuals, policies, and protocols that will be included in the rolling out of health and safety training, orientation and induction programs. Ensuring that safety audits are carried out for the institution in compliance certificates with the Occupational Health and Safety Act 85 of 1993. Ensuring that the buildings, construction, plants and machinery meet and maintain compliance certificates that are regulated by the Occupation Health and Safety Act 85 of 1993 and its regulations. To ensure quality management is in place for safety by participating in developing quality improvement plans as well as policies and procedures. Deputizing as the Systems Head in the absence of the Systems Manager.

**ENQUIRIES  
APPLICATIONS**

: Mr. EB Nyele Tel No: 035 – 4766 242 Ext 1014  
: All applications should be posted to: The CEO, Private Bag X126, Kwa-Pett, 3280 or hand Delivered to Mbongolwane District Hospital

**FOR ATTENTION  
NOTE**

: Human Resource Manager  
: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

**CLOSING DATE**

: 17 February 2023

**POST 04/257**

: **EMPLOYEE ASSISTANCE PROGRAMME PRACTITIONER REF NO: MURCH-10/2023 (X1 POST)**

**SALARY**

: R331 188 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)



<b><u>CENTRE REQUIREMENTS</u></b>	:	Murchison Hospital
	:	Senior Certificate / Matric / Grade 12 Degree / National Diploma in Social Science / Social Work / Employee Wellness/Human Sciences 2 – 5 years' experience in Employee Wellness field Current and previous experience endorsed and stamped by Human Resource (Employment History) on shortlisted candidates Recommendations: Be fluent in English, IsiZulu and isiXhosa Valid driver's License code (B) or above Knowledge, Skills And Competencies Knowledge of the Public Sector Sound knowledge on the Healthy lifestyle programme, HIV.AIDS, Sick leave, PILLIR and Stress Management, diversity and Change management Computer skills in basic programmes. Problem solving Crisis Management Analytical thinking Policy development Time Management Facilitation skills Presentation skills Project planning and Management Excellent report writing skills.
<b><u>DUTIES</u></b>	:	Coordinate and promote physical wellness and educational awareness programs Coordinate Psycho-social wellness through preventive and curative programs Promote organizational wellness through employee support Promote and support work-life balance Ensure effective and efficient functioning of wellness programme Conduct assessment, referrals, counseling, and intervention support to staff and, Conduct needs analysis for employee within the institution Conduct training for managers, supervisors and staff on their role on Employee Wellness Provide statistical information to the Assistant Director: HRMS, Chief Executive Officer, District Office and Head Office Aftercare services to employees at the institution based on relevant qualifications and experience Ensure the implementation and maintenance of policies and procedures that will address Employee Wellness Programme at institutional level Establish and facilitate Employee Wellness Programmes Monitor and evaluate Employee Wellness Programmes.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr KM Mngadi Tel No: 039-6877311 ext. 130 All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital
<b><u>NOTE</u></b>	:	The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 10/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
<b><u>CLOSING DATE</u></b>	:	17 February 2023
<b><u>POST 04/258</u></b>	:	<b><u>ARTISAN FOREMAN (GRADE A) ELECTRICIAN REF NO: OTH CHC 07/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R318 090 per annum. 13 <sup>th</sup> Cheque/ service bonus, Medical aid optional, Home owners, housing, Allowances
<b><u>CENTRE</u></b>	:	Othobothini Community Health Centre (Jozini)

<b><u>REQUIREMENTS</u></b>	:	Standard 10/ Grade 12. N3 equivalent certificate in electrical. Appropriate Trade Test Certificate in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Valid driver's license. Five (5) years post qualification experience required as an artisan in an appropriate field. Knowledge, Skills, Training and Competencies Required: Technical analysis knowledge. Computer aided applications. Technical report writing. Analytical skills. Conflict management. Planning and Organizing. Team leadership. Technical report writing. Creativity.
<b><u>DUTIES</u></b>	:	Provide technical services and support to Othobothini CHC including clinics and residential areas ensuring compliance with Occupational Health and Safety Act of 85 of 1993/1995. Produce objects with material and equipment according to job specification an recognized standards. Inspect equipment and/or facilities for technical faults. Repair and service equipment and facilities according to standards including air conditioners and refrigerators. Management technical service and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure adherence to safety standards, requirements and regulations. Perform standby duties over weekends and public holidays. Compile and submit reports as required and provide inputs to operational plan. Supervise and mentor staff. Repair equipment and/or facilities according to standards. Test repaired equipment and/or facilities according to schedule service plan. Quality assures serviced and maintained equipment or facilities. Perform and related functions. Update register of maintained and repaired faults. Obtain quotations and purchase order required equipment and material. Scheduling of work for subordinated and management of all resources allocated. Scheduling of work for subordinated and management of all resources allocated. Management of performance and behavioral conduct of subordinates. Deputise artisan chief. Management of performance and behavioural conduct of subordinates. Deputise artisan Chief perform standby.
<b><u>ENQUIRIES</u></b>	:	Ms. N.I Mthethwa Tel No: 035 572 9002
<b><u>APPLICATIONS</u></b>	:	Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC, HR Department.
<b><u>NOTE</u></b>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- <a href="http://www.kzhealth.gov.za">www.kzhealth.gov.za</a> Curriculum Vitae (CV).applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful. The employment equity target for the post African male.
<b><u>CLOSING DATE</u></b>	:	24 February 2023
<b><u>POST 04/259</u></b>	:	<b><u>SUPPLY CHAIN CLERK SUPERVISOR REF NO: OTH CHC 08/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07). Other Benefits: 22% Rural Allowance of Basic Salary, Medical aid (optional) and housing allowance (employee must meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Othobothini Community Health Centre (Jozini)
<b><u>REQUIREMENTS</u></b>	:	Matric / Grade 12. 3-5 years working experience in Supply Chain Management. Computer literacy; MS Office Software applications. Valid driver's license. Recommendation: Bachelor Degree/National Diploma in Financial Accounting /Financial Management/Commerce/Public Administration NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Possess in – depth knowledge of financial prescripts such as PFMA, Treasury Regulations and Practice notes. Possess in depth knowledge Supply Chain Management. Possess strong leadership, supervisory, communication and interpersonal Skills. Possess of Labour Relations and Disciplinary procedure. Have the ability to prioritise issues and other work related matters in order to comply with time frames set. Have the ability to analyse complex information and transform that into user-friendly processes to enable management to make informed decision. High

<b><u>DUTIES</u></b>	:	level of accuracy is required. Be computer literate with a proficiency in MS Office applications.
	:	Ensure assets are barcoded / Engraved. Verify Control Movement. Ensure assets are well maintained. Identify redundant, non-serviceable and absolute equipment for disposal. Ensure Investigation report on loss & damage assets and conduct BOS quarterly. Maintain the asset register of the CHC and Clinics. Ensure to meet deadlines. Supervise and render demand and acquisition clerical support. Supervise and undertake logistical support services. Supervise human resources/staff African Males are most welcome to apply.
<b><u>ENQUIRIES</u></b>	:	Ms. N.P Dube Tel No: 035 572 9002
<b><u>APPLICATIONS</u></b>	:	Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC, HR Department.
<b><u>NOTE</u></b>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- <a href="http://www.kzhealth.gov.za">www.kzhealth.gov.za</a> . Curriculum Vitae (CV) only. Applicants are not required to submit copies of ID.Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer such Documents will be required only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.
<b><u>CLOSING DATE</u></b>	:	24 February 2023
<b><u>POST 04/260</u></b>	:	<b><u>ADMINISTRATIVE CLERK SUPERVISOR (GENERAL) REF NO: OTH CHC 06/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07). Other Benefits: 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
<b><u>CENTRE</u></b>	:	Othobothini Community Health Centre (Jozini)
<b><u>REQUIREMENTS</u></b>	:	Standard 10/ Grade 12. 3-5 years' experience in Patient Records Administration of a Healthy Facility. Only shortlisted candidates will be required to submit proof of experience/certificate endorsed by HR Department. Recommendation: Computer literacy. Knowledge, Skills, Training and Competencies Required: Knowledge of legislative prescripts governing the Public Service e.g. PFMA, Treasury Regulations, Archives Act, Labour Relations Act, Hospital Fees Manual, Practice Notes and any other related Acts. Knowledge of Uniform Patient Fees Schedule and ICD10 coding. Strong leadership qualities, good decision making, communication skills and problem solving skills. Excellent customer care and interpersonal and team building skills. Ability to work under pressure and meet deadlines. Computer literacy. Knowledge and ability to handle cash register machine. Must be driven, courteous and enthusiastic and demonstrate a high level of efficiency. Must be able to promote, practice and maintain confidentiality. Must display high level of planning and organizational skills.
<b><u>DUTIES</u></b>	:	Supervise the provision of a 24 hour Patient Administration service. Supervise the registration process of new patients servicing repeat patients, admission and discharge of all in patients. Ensure effective, efficient and economical utilization of resources allocated to Patient Administration and including the development of staff. Provide adequate mechanisms for safe and efficient maintenance of patient's medical records and other relevant records as per record management prescripts. Supervise and maintain an efficient filing system. Develop and implement risk management tools to prevent the loss of revenue, resources and patient medical records. Develop, implement and monitor measures designed to optimize the collection of fees from patient medical and medical aid schemes and other statutory bodies. Develop, implement and monitor measures aimed at reducing waiting times in Patient Administration. Receive, investigate and resolve all complains promptly and efficiently and provide the necessary feedback to all the relevant role players. Monitor and Assess staff performance as per Key Performance Areas outlined on EPMS and job description. Manage leave and absenteeism in accordance with Human Resource policies. Uphold the Principles of Batho Pele. Develop, implement and monitor Standard Operating Procedures and policies for

improved service delivery. Manage conflicts and grievances in an efficient and unbiased manner. Perform regular spot checks and after hour visits in Patient Administration. Supervise and assist in mortuary related duties after hours, weekends and public holidays. To ensure submission of correct, accurate and valid reports. Ensure reassessment of patients is done correctly, accurately and timeously in order to increase revenue collection. Ensure proper management of MVA patient files. Compilation and submission of monthly statistics. To ensure effective and efficient implementation, functioning of Health Electrical system for safe keeping of patient information.

- ENQUIRIES** : Mr. K. Dlamuka Tel No: 035 572 9002
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC, HR Department.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website-[www.kzhealth.gov.za](http://www.kzhealth.gov.za) Curriculum Vitae (CV). Applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.
- CLOSING DATE** : 24 February 2023
- POST 04/261** : **FINANCE MANAGEMENT OFFICER (REVENUE) REF NO: MBO 01/2023 (X1 POST)**
- SALARY** : R269 214 - R317 127 per annum
- CENTRE** : Mbongolwane District Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. An Appropriate Bachelor's Degree or National Diploma in Accounting, National Diploma Financial Management, National Diploma in Cost Management & Accounting, National Diploma in Business Administration or equivalent qualification. One (01) year experience in revenue Knowledge, Skills, Training and Competencies Required: Knowledge of treasury regulations and Public Finance Management Act in respect of Revenue and financial management area of operation and associated process. Good knowledge of Public Finance Management Act as well as relevant Acts and Regulations. Interpersonal and problem solving skills. Good organizational and planning skills and ability to make independent decision. Knowledge of Departmental and transversal system. Ability to plan, organizes, build team spirit and meet deadlines. Knowledge of MS office Software applications.
- DUTIES** : Ensure effective management of patients accounts. Ensure that Medical aids do pay the accounts timeously. Ensure accuracy of information on the patients file and WCA form as it comes from Patients Administration section. Develop, implement and monitor measures designed to optimize the payments of accounts and the collection of fees. Monitor and Assess Revenue staff performance as per EPMSD requirements. Prepare, analyse and submit receipt vouchers to H/O voucher control. Consolidate monthly and quarterly and annual financial reports and CEO packs. Draw, analyse and present Revenue reports to cash flow meetings. Manage suspense account and maintain debt files.
- ENQUIRIES** : Mr ES Mgobhozi (Assistant Director: Finance) Tel No: 035 476 6242
- APPLICATIONS** : All applications should be posted to: The CEO, Private Bag X126, Kwa-Pett, 3280 or hand Delivered to Mbongolwane District Hospital
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number

must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered. 17 February 2023

**CLOSING DATE**

:

**POST 04/262**

:

**HUMAN RESOURCE PRACTITIONER (HRD AND PLANNING) REF NO: MBO 07/2023 (X1 POST)**

**SALARY**

:

R269 214 - R317 127 per annum

**CENTRE**

:

Mbongolwane District Hospital

**REQUIREMENTS**

:

Senior Certificate/ Grade 12. Degree / National Diploma in Human Resource Management / current and previous work experience endorsed and stamped by Human resource office. Recommendations: Valid Driver's license (code B or above). Knowledge, Skills, Training and Competencies Required: Knowledge of all relevant legislation, prescripts and white papers in Human Resource Management policies. Advanced knowledge of PERSAL Sound knowledge and understanding of Human Resource Management with emphasis on Human Resource Planning and Development. Ability to maintain high level of confidentiality. Adequate communication (verbal and written), interpersonal and problem solving skills.

**DUTIES**

:

Develop, implement and evaluate Human Resource Plan, Employment Equity plan and Workplace. Skills Plan. Manage and monitor the implementation of EPMDS for all staff in the hospital and PHC Clinics and proper maintenance of EPMDS records. Co-ordinate and Monitor the implementation of Human Resource Strategies and projects in the hospital Internship, Bursaries, workplace integrated learning, Learnership. Develop and maintain Database for Grade progression. Develop and Maintain database for HRD training program Compile-in-service training plan for the entire hospital and PHC clinics and monitor implementation. Co-ordinate and Facilitate training e.g. Induction and training and update Records for all training. Prepare and submit monthly, quarterly and annual reports.

**ENQUIRIES**

:

Ms. EN. Khwela Tel No: 035 – 4766 242

**APPLICATIONS**

:

All applications should be posted to: The CEO, Private Bag X126, Kwa-Pett, 3280 or hand Delivered to Mbongolwane District Hospital

**FOR ATTENTION**

:

Human Resource Manager

**NOTE**

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The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered. 17 February 2023

**CLOSING DATE**

:

**POST 04/263**

:

**HUMAN RESOURCE OFFICER SUPERVISOR REF NO: HRM 01/2023 (X1 POST)**

**SALARY**

:

R269 214 – R317 127 per annum, plus benefits - 13<sup>th</sup> Cheque, Medical aid (optional), housing allowance (employee must meet prescribed conditions)

**CENTRE  
REQUIREMENTS**

: King Edward VIII Hospital Complex  
: Senior/Grade 12 certificate or equivalent, minimum of 3 to 5 years appropriate/recognizable experience in Human Resource Practices, PERSAL Certificates, Certificate of Service from previous and current employer  
: Recommendation: Computer Literacy, Driver's license, Diploma/degree in Human Resource, Management/Public Management Knowledge, Skills, Training And Competencies Required: In depth knowledge of Public Service Policies, Acts and Regulations as they relate to HR Practices, Thorough in depth knowledge of the PERSAL system, Computer literacy in Microsoft Office applications in particular MS Word, Excel and Outlook, Planning, organizational and problem solving skills, Good interpersonal human relations, sound negotiation, team building and communication skills, Ability to train and develop staff on HR Procedures and policies, Ability to maintain a high level of confidentiality, Ability to multi task and work under pressure.

**DUTIES**

: Immediate supervisor of the Human Resource Officers in the HR Practices component ensuring that a timeous and correct administrative service in respect of recruitment, exits, conditions of service and PERSAL Pay roll is provided for all staff employed by the hospital, which will include staff on the Joint Medical/Health establishment who are on Public Service conditions, Supervise and manage the day to day functioning of the HRO's and ensure that a high quality of service is being provide, Ensure the payment of all allowances and fringe benefits is done accurately, Responsible for leave matters and PILIR, Manage and maintain staff records on leave, personal, housing, IOD and department related matters. Both the electronic filing and manual filing of documents on these files needs to be kept up to date, Ensure the correctness of all PERSAL transactions and minimize risk. Check, approve and disapprove PERSAL transactions and Draw and analyze PERSAL reports, Supervise and check the processing of payments of exit benefits for the staff leaving the Public Service, Co-ordination of board and lodging, which includes the Employee Housing Committee, parking and requests for remunerated overtime, Co-ordination of commuted overtime, You will be responsible for Performance management, PMDS and supervision of staff in HR Practices, Responsible for the identification of training gaps within the area of functioning and ensure the implementation of in service training., Ensure that all salaries are updated when changes occur and all new policy directives are implemented timeously, Ensure tasks that need to be performed on an annual basis are co-ordinated and completed timeously eg. audit of leave files, session doctors renewal of appointment and update of salary, work permits, Ensure that required returns are submitted to Head Office.

**ENQUIRIES  
APPLICATIONS**

: Mr. G. Govender Tel No: 031 360 3002  
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013

**NOTE**

: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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 selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying, candidate may be subjected to a computer literacy and or written test during the shortlisting process).

**CLOSING DATE**

: 17 February 2023

**POST 04/264** : **SUPPLY CHAIN MANAGEMENT (ASSET) REF NO: UNTU 08/2023 (X1 POST)**  
Component: Finance

**SALARY** : R269 214 - R317 127 per annum (Level 07). Other benefits: 13th Cheque / Service Bonus, Medical Aid Optional, Home Owner's allowance (Employee must meet the prescribed requirements).

**CENTRE REQUIREMENTS** :  
: Untunjambili Hospital  
: Senior Certificate/Grade12. A minimum of 03-05 years' work experience in Supply Chain Management Environment. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Recommendations: A valid driver's licence (code 8/10). Computer literacy: MS Word, Excel, Power point and MS outlook. Knowledge of assert Management Policy. Good verbal and written communication skills.

**DUTIES** :  
: Oversee the proper management of assert from the compliance of the assets register and compilation of the assets register and proper barcoding of assert .Conduct internal audit and risk management on regular basis .Conduct stocktaking and verify asset on quarterly basis and compile report as per requirement .Co-ordinate in-service training in order to promote service delivery .Management of face value books and inventories within the institution and clinics. Capture assets procured by the institution on FAR, do assets additions and journals. Update the disposal plan with the specific details of items that are to be disposed .Capture all obsolete and condemned assert on a disposal plan for submission to supervisor. Manage services and repairs of medical equipment through Health Technology Services. Deals with disciplinary and grievance matters including monitoring and managing absenteeism. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS).

**ENQUIRIES APPLICATIONS** :  
: Ms. M.C Jange Tel No: 033-444 1707  
: should be forwarded to: Human resource Manager, Private Bag X216, Kranskop, 3268

**NOTE** :  
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. 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](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

**CLOSING DATE** : 17 February 2023

**POST 04/265** : **HRD PRACTITIONER REF NO: MURCH-09/2023 (X1 POST)**

**SALARY** : R269 214 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)

**CENTRE** : Murchison Hospital

**REQUIREMENTS** : Senior Certificate / Grade 12 / Standard 10 / Matric or equivalent qualification PLUS Degree/ Diploma in Human Resource Management or Public Management/Labour Relations PLUS A minimum of 3 years recognizable experience in Human Resource Development Section PLUS Current and previous work experience endorsed and stamped by HR Office. Recommendations: PERSAL Certificate and other HR related Courses. Computer literacy, MS Office software Valid Driver's license Knowledge, Skills and Competencies Good Communication skills (written and verbal). Computer Literacy. Ability to plan, prioritize and execute duties in order of importance. Ability to maintain high level of confidentiality. Knowledge of Personnel Salary System (PERSAL) Problem solving skills. Broad knowledge and understanding of Human Resource Management Legislations i.e. Labour; Relations act, Basic Condition of Employment Act, Grievance and Disciplinary ETC. Sound knowledge and understanding of Human Resource Management with emphasis on Human Resource Planning and Development.

**DUTIES** : Supervise day to day functions in Human Resource Development Section. Assist with formulation of Human Resource Development Policies and Strategies. Supervise Maintenance of various HRD registers and training database. Supervise Administration of PMDS. Manage training needs analysis and development of training plans in respect of human resources. Implement and monitor, employment equity and workplace skills plan. Prepare reports for management on staff development Arrange and coordinate training, orientation and re-orientation programmes.

**ENQUIRIES** : Mr KM Mngadi Tel No: 039-6877311 ext. 130

**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](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 09/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

**CLOSING DATE** : 17 February 2023

**POST 04/266** : **HRO SUPERVISOR REF NO: MURCH-08/2023 (X1 POST)**

**SALARY** : R269 214.per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)

**CENTRE** : Murchison Hospital



**REQUIREMENTS**

: Senior/Grade 12 certificate or equivalent Minimum of 3 to 5 years appropriate/recognizable experience in Human Resource Practices PERSAL Certificates Proof of Current and Previous work experience endorsed and stamped by HR Department (only shortlisted candidates will submit). Certificate of Service from previous and current employer. Recommendations: PERSAL Certificate and other HR related Courses. Computer literacy, MS Office software Valid Driver's license Knowledge, Skills and Competencies Good Communication skills (written and verbal). Computer Literacy. Ability to plan, prioritize and execute duties in order of importance. Ability to maintain high level of confidentiality. Knowledge of Personnel Salary System (PERSAL) Problem solving skills. Broad knowledge and understanding of Human Resource Management Legislations i.e. Labour; Relations act, Basic Condition of Employment Act, Grievance and Disciplinary ETC. Sound knowledge and understanding of Human Resource Management with emphasis on Human Resource Planning and Development.

**DUTIES**

: Immediate supervisor of the Human Resource Officers in the HR Practices component ensuring that a timeous and correct administrative service in respect of recruitment, exits, conditions of service and PERSAL Pay roll is provided for all staff employed by the hospital, which will include staff on the Joint Medical/Health establishment who are on Public Service conditions. Supervise and manage the day to day functioning of the HRO's and ensure that a high quality of service is being provided. Ensure the payment of all allowances and fringe benefits is done accurately. Responsible for leave matters and PILIR Manage and maintain staff records on leave, personal, housing, IOD and department related matters. Both the electronic filing and manual filing of documents on these files needs to be kept up to date. Ensure the correctness of all PERSAL transactions and minimize risk. Check, approve and disapprove PERSAL transactions and Draw and analyze PERSAL reports Supervise and check the processing of payments of exit benefits for the staff leaving the Public Service. Co-ordination of board and lodging, which includes the Employee Housing Committee, parking and requests for remunerated overtime. Co-ordination of commuted overtime. You will be responsible for Performance management, PMDS and supervision of staff in HR Practices. Responsible for the identification of training gaps within the area of functioning and ensure the implementation of in service training. Ensure that all salaries are updated when changes occur and all new policy directives are implemented timeously.

**ENQUIRIES**

**APPLICATIONS**

Mr KM Mngadi Tel No: 039-6877311 ext. 130  
: 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](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 08/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to

apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.  
17 February 2023

**CLOSING DATE**

**POST 04/267**

**FINANCE MANAGEMENT OFFICER (BUDGET & EXPENDITURE) REF NO: MURCH-11/2023**

**SALARY**

R269 214 per annum. Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)

**CENTRE**

Murchison Hospital-Finance

**REQUIREMENTS**

Senior Certificate /Grade 12 or equivalent Three (03) to Five (05) years' experience in Budget and Expenditure. Proof of current and previous working experience endorsed by Human Resource Department (Certificate of service), only shortlisted candidates will submit. Unendorsed valid Code B driver's license (Code 8/10 Knowledge, Skills And Competencies In depth of budgeting control and financial management are of operation and associated processes. Good knowledge of Public Finance Management as well as relevant Acts and Regulations Interpersonal and problem solving skills and ability to make independent decision. Knowledge of departmental and transversal systems e.g. (BAS and Vulindlela) Ability to plan, organize, builds team spirit and meet deadlines. Knowledge of MS office Software Applications.

**DUTIES**

Provide effective and efficient expenditure management with the hospital. Monitor expenditure performance and prepare cash flow projections. Responsible for authorization of all BAS transactions. Investigate and follow up on long outstanding orders. Management and processing of accruals/commitments. Ensure payments are processed within 30 days of receipt of invoice. Draw expenditure report, read, analyse and interpret. Implement sound financial management control to ensure that the hospital remain within its allocated budget. Prepare and submit outstanding payments scheduled monthly. Management of suspense accounts Form part of internal control unit for the hospital Correction of budget misallocation. Render budget support service to AD management accounting. Collate CEO management pack report form various units and prepare accurate report for AD-Finance Supervise and maintain human resources/staff. Carry out all responsibilities as delegated by supervisor.

**ENQUIRIES**

Mr MI Mpsi Tel No: 039-6877311 ext. 126

**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](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 08/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

**CLOSING DATE**

17 February 2023

**POST 04/268** : **FINANCE MANAGEMENT OFFICER (BUDGET & EXPENDITURE) REF NO: UNTU 09/2023 (X1 POST)**  
Component: Finance

**SALARY** : R269 214 - R317 127 per annum. Other benefits: 13th Cheque / Service Bonus, Medical Aid Optional Home Owner's allowance (Employee must meet the prescribed requirements)

**CENTRE REQUIREMENTS** :  
: Untunjambili Hospital  
: Matric/ senior certificate/grade 12. A minimum of 3-5 years' experience of clerical /administration in Finance Component. Recommendations: A valid driver's licence (code 8/10). Computer literacy: MS Office Software Applications & MS Outlook. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted.

**DUTIES** : Monitor expenditure and report thereon to the Cash Flow Committee. Monitor and analyse spending trends within the institution and ensure corrective measures. Ensure payment made within 30 days of invoice received. Conduct inspection, identify high risk areas and deviation, draw regular reports and facilitate corrective action with a view to mitigate financial risk. Draw, analyse and present financial reports (BAS and Vulindlela) reports and submit findings to Management. Manage and control all face value books used within the institution. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Authorize commitments, payments, receipts and journals on BAS. Manage suspense accounts and maintain debt file. Consolidate and submit financial reports on monthly and quarterly basis. Conduct internal auditing and risk management activities. Supervise, train and develop staff in line with EPMSD and segregation of duties in order to improve service delivery.

**ENQUIRIES APPLICATIONS** : Ms. M.C Jange Tel No: 033-444 1707  
: Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268

**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. 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](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

**CLOSING DATE** : 17 February 2023

**POST 04/269** : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: UNTU 10/2023 (X1 POST)**  
Component: Finance

**SALARY** : R269 214 - R317 127 per annum (Level 07). Homeowners Allowance: Employee must meet the prescribed requirements.

**CENTRE** : Untunjambili Hospital

**REQUIREMENTS** : Standard 10 or Grade 12. 3 to 5 years' experience in Supply Chain Management environment. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Recommendations: A valid driver's licence (code 8/10). Computer literacy: MS Word, Excel, Power point and MS outlook Knowledge, Skills, Attributes and Abilities Knowledge of and understanding of the operational framework and the lineage thereof with the financial system of the department. Ability to apply technical professional knowledge and skills in immediate work area. Treasury regulations and practice notes. Management and organizational skills. Sound communication. Knowledge of current health and public service legislation and policies. Computer literacy. Planning organizing decision making and conflict management skills. Decision making and problem solving.

**DUTIES** : Manager stores or warehouse where all stocks are kept. Verify all received goods for quality and quantity against ordering document and make a follow up if the delivery conditions reflected on the order form are not compiled with. Ensure that all stocktaking of all assets in stock is conducted. Ensure effective and efficient utilization of resources allocated to the unit as well as staff development. Compile detailed bidding document with adequate information for prospective bidder to prepare goods and service to be provided. Receive and analyse request for required goods and place order for items which are not held in stock. Ensure that proper contract documents are signed. Monitor the procurement planning process and compliance to SCM policies. In-depth knowledge of all Monthly SCM Report (RIDV Template). Evaluate bids to ensure that they are in accordance with the set criteria. Establish database of suppliers when obtain quotations. Provide need assessment to ensure that required goods and services are in compliance with departmental SCM policy framework, practice notes and Treasury Regulations. Determine clear specification for the quality of goods and services required. Ensure that the requirements are linked to budget and analyse the supplying industry for compliance. Respond promptly, courteously and efficiently to suggestions and complaints. Carry-out all responsibilities delegated by AD: Finance.

**ENQUIRIES** : Ms. M.C Jange Tel No: 033-444 1707

**APPLICATIONS** : Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268

**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. 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](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification,

confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

**CLOSING DATE**

: 17 February 2023

**POST 04/270**

: **FACILITY INFORMATION OFFICER REF NO: PCHC 04/2023**

**SALARY**

: R269 214 per annum. Benefits: 13<sup>th</sup> Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

**CENTRE**

: KZN Health -Phoenix Community Health Centre

**REQUIREMENTS**

: Grade 12 / Senior Certificate or equivalent ,National Diploma/Degree in Information Technology / Management Information Systems Statistics/ Computer Science, Proof of current & previous work experience endorsed and stamped by Human Resource will be requested by shortlisted candidates. Knowledge, Skills, Attributes and Abilities required: In depth knowledge and technical skills in Information Health System and Data Management ,Computer Literacy skills in basic programmes, Ability and skill to compile presentation and/or graphic presentation of facility health information/statistics, Ability to work under pressure and meet reporting deadlines Good communication, interpersonal relations and problem solving skills. Data Management, data research and understand Regional /District health systems (incl. Health and Management Information Systems), Sound public Health knowledge, Capturing skills and ability to operate office equipment e.g. Photocopiers ,fax machine etc Have Values/Attributes: Autonomy, Initiative, Collaboration, Achievement, Leadership, Creativity, Influence and Interpersonal skills.

**DUTIES**

: Coordinate the collection of quality routine and non- routine facility data and the maintenance of the Institutional Health and Management Information Databases. Ensure the maintenance and security of DHIS, TB/HIV Information system. Supervision and ensuring that data capturers capture correctly and timeously all health information as per collection tools and various other health information. Ensure validation, completeness and integrity of all health information data. Compiling and presentation of facilities monthly clinical statistical reports and information to promote health information use. Presentation of facility health information at the monthly Health information committee meeting. Ensuring that quarterly reports are compiled, captured and submitted timeously to the next level inclusive of surveys. Improvement provision of accurate and complete data through staff trainings on data management process/standards operating procedures /policies. Conduct validation and verification audits on collected health information to ensure quality of data. Providing advise towards managers and heads of departments regarding information technology and systems related needs e.g. Completion of standardized collection tools and use of face value registers and IT policy related issues. Address Auditor General findings on predetermined objectives and development plans. Ensure the effective and economical management of all allocated resources of the Data Management office. Manage EPMDS of staff in Data Management Office.

**ENQUIRIES**

: Dr BC Badripersad (Chief Executive Officer) Tel No: 031-538 0806

**APPLICATIONS**

: Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag X007, Mt Edgecombe 4300.

**FOR ATTENTION**

: Mr V.S Mtshali

**NOTE**

: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 02/2023. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.

**CLOSING DATE**

: 17 February 2023

<b><u>POST 04/271</u></b>	:	<b><u>FOOD SERVICES MANAGER REF NO: NMH/FSM02/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R218 064 per annum (Level 06). Other Benefits: 13 <sup>th</sup> Cheque/ Service Bonus, Medical Aid (Optional), Homeowners Allowance: Employee must meet prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Niemeyer Memorial Hospital Standard 10 or Grade 12. Degree/ National Diploma in Food Services Management, Food and Beverage Management or Catering Management. Knowledge, Skills, Training And Competences Required: Operation of food services systems, Stock control procedures and production management, Food services equipment and kitchen floor layout, Nutrition, menu planning and recipe development, Kitchen Hygiene Principles and Risk Management, Food safety and HACCP principles, Computer literacy, Accounting and presentation, training and coaching, decision making and problem solving.
<b><u>DUTIES</u></b>	:	Manage and control the food services budget utilization, Provide effective catering services at the hospital, Ensure compliance with government prescripts, Compile and implement operational plans, policies and procedures that will enhance provision of quality services, Ensure acceptance and nutritiously balanced diets that will enhance optimal health status of patients are provided, Ensure the safe, efficient, effective and economical utilisation of resources allocated to the sub component including the developmental of staff, Make inputs in the planning and upgrading of floor layout and equipment of the unit to achieve service efficiency.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. NB Jiyane Tel No: 034-331 3011 Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private BAG X1004, Utrecht, 2980.
<b><u>NOTE</u></b>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant document on applications but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the interview following communication from HR. The reference number must be indicated in the column provided on the form Z83 e.g NMH/FSM02/2023. Persons with disabilities should feel free to apply for the post. Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Employment equity target African male.
<b><u>CLOSING DATE</u></b>	:	17 February 2023
<b><u>POST 04/272</u></b>	:	<b><u>ARTISAN PRODUCTION - ELECTRICAL REF NO: MONT 01/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade A: R199 317 per annum Grade B: R234 780 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Montebello Hospital Appropriate Trade Test Certificate in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Valid Code 8 driver's license. Experience: <b>Grade A:</b> 0 - 2 Years' experience. <b>Grade B:</b> At least 14 years appropriate/recognizable experience in an area after obtaining the relevant trade certificate.
<b><u>DUTIES</u></b>	:	Perform operational and maintenance functions within the institution and designated clinics. Assume overall responsibility for ensuring that unplanned maintenance and repairs is carried out timeously. Compile reports and motivations for new work, personnel, services etc. and for the improvement of

existing service. Undertake technical and other such investigations as required by the Artisan Foreman / Maintenance Manager. Assume overall control and responsibility for the supervision and guidance of all subordinates in the Electrical Division. Be responsible to ensure cleaning of workplace/workshop is carried out properly. Exercise control of Tradesman Aid and Handyman. Exercise control over equipment/tools and keep them in good working. Keep up to date and current equipment register. Be responsible for materials issued and completing of jobs. Always adhere to safe working practice (in according to the O.H & S Act 85/1993). Attend safety and practical orientated training courses and lectures. To perform standby duties and after hours calls outs. These duties at times can include the duties associated with other trades such as the fitter, plumber and carpenter. Working overtime with remuneration when considered and with the approval of the Maintenance Supervisor. Be prepared to visit primary health care clinic to perform maintenance duties when required (This is an essential part of the conditions of employment).

- ENQUIRIES** : Mr M.I. Gwala Tel No: 033- 506 7000
- 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** : 17 February 2023
- POST 04/273** : **ARTISAN PLUMBER REF NO: OTH CHC 03/2023 (X1 POST)**
- SALARY** : R199 317 per annum. Other Benefits: 13<sup>TH</sup> Cheque, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)
- CENTRE** : Othobothini Community Health Centre
- REQUIREMENTS** : Grade 12 or Equivalent qualification, Minimum of 0-2 years' experience, trade test as per terms of section 13(2) (h0 of the Manpower and, Computer Literacy and A valid driver's license Recommendation: Understanding of the hospital and clinics setup. Knowledge, Skills, Attributes and Abilities Legislative framework governing the Public Service. Basic knowledge of the use of hand held tools and power driven tools and machinery. Knowledge of basic maintenance and repair of broken pipes. Knowledge of safety systems of work. Ability to work independently.
- DUTIES** : Installation, repairs and maintenance of high pressure and low pressure and geysers. Installation and repairs to toilets, annals and other ablution facilities such as showers and baths etc. Installation and repairs to sewerage and water reticulation systems. Clear blocked drains, gutters, down pipes, waste water lines and branch lines. Take and record water supply readings daily. Maintenance on fire hose main supply lines, fire hoses and fire hydrants. Daily reporting of faults, job progress and daily completion of job cards / time sheets as per auditor's instruction. Be prepared to visit primary health clinics to perform maintenance duties when required. Installation of gutters and down pipes asbestos and galvanized pipes. Compile and submit report, provide

inputs on the compilation of technical reports. Deputize as Section head in the absence of Chief Artisan. Form part of multidisciplinary team doing rounds in the hospital and clinics: and take necessary step to fix all identified shortfalls.

**ENQUIRIES APPLICATIONS** : Mr. K Dlamuka Tel No: 035 572 9002

: Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.

**NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- [www.kzhealth.gov.za](http://www.kzhealth.gov.za). Curriculum Vitae (CV) only. Applicants are not required to submit copies of ID. Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer such Documents will be required only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful, African Males are most welcome to apply

**CLOSING DATE** : 24 February 2023

**POST 04/274** : **ARTISAN PRODUCTION - MECHANICAL REF NO: MONT 02/2023 (X1 POST)**

**SALARY** : Grade A: R199 317 per annum  
Grade B: R234 780 per annum

**CENTRE REQUIREMENTS** : Montebello Hospital  
 : Appropriate Trade Test Certificate in terms of section 13(2)(h) of the Manpower Act of 1981 as amended. Valid Code 8 driver's license. Experience: **Grade A:** 0 - 2 Years' experience. **Grade B:** At least 14 years appropriate/recognizable experience in an area after obtaining the relevant trade certificate.

**DUTIES** : Perform operational and maintenance functions within the institution and designated clinics. Assume overall responsibility for ensuring that unplanned maintenance and repairs is carried out timeously. Compile reports and motivations for new work, personnel, services etc. and for the improvement of existing service. Undertake technical and other such investigations as required by the Artisan Foreman / Maintenance Manager. Assume overall control and responsibility for the supervision and guidance of all subordinates in the Electrical Division. Be responsible to ensure cleaning of workplace/workshop is carried out properly. Exercise control of Tradesman Aid and Handyman. Exercise control over equipment/tools and keep them in good working. Keep up to date and current equipment register. Be responsible for materials issued and completing of jobs. Always adhere to safe working practice (in according to the O.H & S Act 85/1993). Attend safety and practical orientated training courses and lectures. To perform standby duties and after hours calls outs. These duties at times can include the duties associated with other trades such as the fitter, plumber and carpenter. Working overtime with remuneration when considered and with the approval of the Maintenance Supervisor. Be prepared to visit primary health care clinic to perform maintenance duties when required (This is an essential part of the conditions of employment).

**ENQUIRIES APPLICATIONS** : Mr M.I. Gwala Tel No: 033- 506 7000

: All applications should be forwarded to: The Chief Executive Officer: Montebello Hospital, P/Bag X506, Dalton, 3236.

**FOR ATTENTION NOTE** : Human Resource Manager  
 : 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**

:

17 February 2023

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

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

<b><u>CLOSING DATE</u></b>	:	24 February 2023 at 16H00
<b><u>NOTE</u></b>	:	<p>Applications should be submitted on the prescribed 2021 Z83 form obtainable from all Government Departments or can be downloaded from <a href="http://www.gov.za">www.gov.za</a>. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, as amended, failure to do so will result in disqualification. The z83 form must be fully completed, duly signed, dated and initialed by the applicant. The following must be considered in relation to completion of the new z83 form by the applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields must be completed in full except the following; South African applicants need not provide passport numbers, If an applicant responds “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?” then the answer to the next question “In the event that you are employed in the Public Service, will you immediately relinquish such business interests?” can be left blank or indicated as not applicable. A “not applicable” or blank response will be allowed on the question “if your profession or occupation requires official registration, provide date and particulars of registration”, if you are not in possession of such registration. Noting there is limited space provided for Part E, F &amp; G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information required is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The question related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. The application must include only completed and signed Z83 form and a 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 date of the interview date. The applicant may submit additional information separately where the space provided on z83 form is not sufficient. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5 (1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying you are consenting that the department should subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial check and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Note: Shortlisted candidates for Senior Management Services (SMS) will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency Assessment tool. In order to ensure that</p>

potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be a successful completion of the Senior Management pre-entry certificate / programme as endorsed by the National School of Governance (NSG) with effect from 01st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the pre-entry certificate is as follows: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All short-listed candidates will be required to have completed the pre-entry SMS certificate and submit such on the date of the interview. Failure to comply with above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment to the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department. Note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

#### **MANAGEMENT ECHELON**

- POST 04/275** : **DIRECTOR: HOD SUPPORT REF NO: LDARD 01/02/2023**  
(Re-advert, those who previously applied should re-apply if still interested)
- SALARY** : R1 105 383 per annum (Level 13), all-inclusive package to be structured in accordance with SMS dispensation.
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : Grade 12 plus an appropriate undergraduate (NQF level 7) qualification as recognized by SAQA. 5-years' experience at middle/senior management level in the Public Service. A valid driver's licence (with exception of people with disabilities) ((Applicants are not submitting copies/attachments/proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). Knowledge, skills and competencies: Extensive knowledge and understanding of the legislative and policy framework governing the Public Service, such as Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act, etc. Extensive experience in the management and administration of the Office of the HOD. Demonstrated ability to communicate at all levels. Self-driven and ability to work in a highly pressured environment and with sense of urgency to meet deadlines. Core Competencies: Strategic capability and leadership. People Management and empowerment. Programme and Project management. Financial Management. Change Management; Process competencies: Knowledge Management. Service delivery innovation, problem solving, client orientation and customer focus, communication.
- DUTIES** : Provide strategic leadership towards the realization of the objectives of the component by: Co-ordinating and providing administrative and secretarial support services to the HOD, Coordinating and providing a liaison role with the governance and oversight structures, Co-ordinating, monitoring and ensuring the implementation of resolutions of governance and oversight structures. Ensuring proper inter-governmental relations and special projects management, Coordinating the processing of information, plans and reports on the departmental programmes, Managing resources (financial, human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000
- APPLICATIONS** : Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Department of Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

#### **OTHER POSTS**

- POST 04/276** : **STATE VETERINARIAN REF NO: LDARD 03/02/2023**  
(Re-advert, those who previously applied should re-apply if still interested)
- SALARY** : R766 584 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.
- CENTRE** : Vhembe District

- REQUIREMENTS** : Grade 12 plus a relevant tertiary qualification in Veterinary medicine (BVSc) and current registration with the South African Veterinary Council and a valid driver's licence (with exception of people with disabilities). (Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). Knowledge, Competencies and Skills: Thorough knowledge of the Meat Safety Act. Animal Diseases Act and supporting legislation and policies. Working knowledge of food safety risk management system. Interest and knowledge in veterinary pathology. Excellent interpersonal, negotiation and communication skills (verbal & written). Extensive knowledge on disease control programmes, Knowledge of international trade and legislation. Computer proficiency skills will be tested.
- DUTIES** : Manage animal disease control in the Local Agricultural offices. Management of Veterinary Services personnel and resources in the Local Agricultural offices. Formulation and implementation of disease control strategies and policies in the Local Agricultural offices. Monitor and evaluate disease control strategies in the Local Agricultural offices. Manage animal identification in the Local Agricultural offices. Liaison with other role players.
- ENQUIRIES APPLICATIONS** : Vhembe District: Ms. Rathogwa M, Ms. Mashau VR Tel No: 015 963 2005  
: Applicants must quote the relevant reference number on the application and forward to The Director: Vhembe District, Limpopo Department of Agriculture and Rural Development, Private Bag X2247 Sibasa 0970 or hand delivered to: Makwarela Government offices.
- POST 04/277** : **GISC PROFESSIONAL GRADE A REF NO: LDARD 02/02/2023**  
(Re-advert, those who previously applied should re-apply if still interested)
- SALARY** : R686 556 per annum (OSD), all-inclusive package to be structured in accordance with OSD dispensation.
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : Grade 12 plus a 4-year B degree in GISc (NQF Level 7) as recognized by South African Qualifications Authority (SAQA). Three years post qualification GISc professional experience required. Valid driver's license with the exception of the applicants/people with disabilities. Compulsory registration with PLATO or South African Geomatics Council as GISc professional on appointment. (Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). Knowledge, Skills and Competencies: Technical: Programme and project management. GIS, legal and operational compliance. GISc Implementation. Standards development. Policy formulation. GIS operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Systems skills. Spatial modelling design and analysis knowledge. Research and development. GIS applications. Creating high performance culture. Technical consulting. Professional judgment. Accountability. Generic: Strategic management and direction. Problem solving and analysis. Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication and listening skills. Computer skills. Delegation and development of others. Planning, organising and execution. Ability to manage conflict. Language proficiency. Knowledge management. Negotiation skills and Change management.
- DUTIES** : Research, design, develop and implement innovative GISc technology and applications to address the strategic objective of the organization. Provide GISc to support institutional decision making. Provide policy making and institutional strategic guidance. Conduct research. Project and Financial Management.
- ENQUIRIES APPLICATIONS** : Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000  
: Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Department of Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF HEALTH**

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

<b><u>CLOSING DATE</u></b>	:	17 February 2023
<b><u>NOTE</u></b>	:	<p>Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> N.B. Applicants are advised to apply as early as possible to avoid disappointments. Only <u>Online</u> 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)</p> <p><b>ERRATUM:</b> Kindly note that the posts were posted in Public Service Vacancy Circular 02 dated 20 January 2023, the post of an Assistant Director: Auxiliary Services (Provincial Office, Mbombela, Nelspruit) with Ref No: MPDoH/Jan/23/18, the duties are: Manage rental of office equipment. Provide telecom services. Manage and render messenger services. Manage support services departments within the institution i.e. (cleaning services, hygiene, pest control, waste management, Switchboard Services, Telecommunication services, etc. Monitor and report on proper implementation of the cleanliness of the offices and maintaining the quality standard required by the institution. Ensure adequate waste segregation and management. Participate in inter and intra-departmental committees that deals with issues of cleaning, waste management, infection prevention and control, quality assurance, management etc. Provide guidance to subordinates and monitoring their performance. Maintain discipline and sound labour relations practices. Handle queries and ensure that rules and regulations of the institution are carried out. Attend to Human resource matters, do record keeping and statistics, compile and submit reports. Monitor and manage customer care and operational procedures of Auxiliary and Support Services Unit. Sound inventory</p>

management and control. Plan and implement training programmes for staff. Fulfill duties as per job description and any other duties delegated by supervisor, the closing date has been extended to 17 February 2023, and Public Service Vacancy Circular 03 dated 27 January 2023, the post of Radiographer Grade 1: (Bethal Hospital, Gert Sibande District) with Ref No: MPDoH/Jan/23/63 has been withdrawn.

#### **MANAGEMENT ECHELON**

**POST 04/278** : **CHIEF DIRECTOR: DISTRICT HEALTH SERVICES (REPLACEMENT) REF NO: MPDOH/FEB/23/01**

**SALARY** : R1 308 051 per annum, (all-inclusive remuneration package)  
**CENTRE** : Gert Sibande District Office (Ermelo)  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognized by SAQA. At least five (5) years' experience at senior managerial level preferably in health related field. A post-graduate degree / diploma in health related field or equivalent qualification. An Honours or Master's degree will be an added advantage. Knowledge and understanding of the District Health System, including District hospitals and Community Based Services. Experience in accounting to communities e.g. Health committees and Facility Boards. Knowledge and experience of financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Familiar with the drafting and implementation of both Annual Performance and District Health Plans. Verbal and written communication skills. Valid driver's licence.

**DUTIES** : Provide strategic support and quality assurance services in the district. Manage and facilitate the provision of district hospital services at district level. Manage and facilitate the provision of Primary Health Care (PHC) services. Render financial management services. Render corporate support services. Manage the implementation of the full package of district health services (including district hospitals and sub-acute services) within the district, in line with the Departmental Comprehensive Service Plan. Manage key partnerships within the district, especially with the communities, local government, universities and non-profit organizations (NGO's). Additional to Gert Sibande: Monitor the implementation of National Health Insurance Pilot Project throughout the District.

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

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

**POST 04/279** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/FEB/23/02**  
(Re-Advertisement)

**SALARY** : R1 105 383 per annum, (all-inclusive remuneration package)  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognized by SAQA, in Finance / Supply Chain / Logistic Management. At least five (5) years relevant experience at middle / senior managerial level. Valid driver's licence. Knowledge of procurement legislation, procedures and processes including the supply chain management framework and asset management guidelines. The PPPFA, the PFMA and Treasury Regulations. Project management and excellent problem-solving skills. Excellent communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong work team. Motivated and output and outcome driven. Good interpersonal relations and ability to work with people at all levels. The ideal candidate should have the following qualities: Proven innovative and creative ability. Financial management skills. Change management. Knowledge management. Service delivery innovations. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Honesty and integrity.

**DUTIES** : Manage the Supply Chain Management (demand, procurement, stores, contracts, assets and transport). Develop, review, maintain and implement strategies, policies, processes, standards, guidelines, procedures and

monitoring tools in line with legislation and regulations with an emphasis on improved service delivery. Provide strategic guidance and advice on policy and regulatory matters of supply chain management and security. Ensure proper bid administration. Maintain, enhance and manage a service provider database with an emphasis to increased BBBEE. Ensure timeous payment of service providers. Manage all assets, including the recording of acquisitions, depreciation calculations, disposals, transfers, write offs and safekeeping. Ensure effective contract monitoring and management. Ensure the development of capacity building programmes / training to Programme and Responsibility managers, Chief Users and employees. Develop performance and computer measurement and monitoring systems of risk management to resolve complex and sensitive SCM processes and delivery of Supply Chain Management services. Ensure sound financial, human resource and performance management of the supply chain management directorate.

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

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

**POST 04/280** : **DIRECTOR: FORENSIC AND SPECIALIZED SERVICES REF NO: MPDOH/FEB/23/03**  
(Re-Advertisement)

**SALARY** : R1 105 383 per annum, (all-inclusive remuneration package)  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Health Sciences as recognized by SAQA. Post graduate Degree or Diploma in Health Management will be an added advantage. At least five (5) years relevant experience at middle / senior managerial level. The relevant experience in Forensic Health Service and the Medico-legal field would confer an advantage to the individual. Computer literacy and the ability to use Microsoft package is essential. Ability to work independently and under extreme pressure. A valid driver's license is a must for the individual who must be prepared to extensive visitation of Forensic Health Centers. Knowledge Required: Knowledge of the South Africa's National Health Care Act 61 of 2003 and the District Health Care system. Knowledge of the Public Finance Management Act NO. 1 of 1999 and the Treasury Regulations. A good understanding of the OHS Act and the related regulations. Familiarity with the COIDA. Knowledge of and experience in developing policies and guidelines. Skills Required: Demonstrate competencies in both leadership and management in people, strategic planning and its implementation, change and project management including monitoring and evaluation. Effective reporting, interpersonal, negotiation and communication skills are essential. RESPONSIBILITIES: Ensure the effectiveness and efficiency of the Forensic Health Service throughout Mpumalanga Province.

**DUTIES** : Overall management of the Directorate: Forensic Health Service (Forensic Pathology Services; Clinical Forensic Medicine and Medico-Legal Services). Manage key resources of the department. Manage key Forensic Health Service stakeholders. Provision of leadership for the development of all services in support of the Department of Justice and Constitutional Development and SAPS. Financial management of the programme. Monitoring of development of the District Forensic Health Service. Formulation of policies and guidelines. Implementation of appropriate controls and reporting systems for the Forensic Pathology Service, Clinical Forensic Medicine and Medico - Legal Services. Participate in the development of policy and guidelines for the prevention of violence and injury. Participation in national, regional and global Forensic Health Service structures.

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

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

**POST 04/281** : **DIRECTOR: HUMAN RESOURCE PRACTICES & ADMINISTRATION REF NO: MPDOH/FEB/23/04**  
(Re-Advertisement)

**SALARY** : R1 105 383 per annum, (all-inclusive remuneration package)  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Human Resource Management / Public Administration / Public Management. A post-graduate qualification in a Management field will be an added advantage. At least five (5) years' experience at a middle / senior managerial level. Valid driver's licence. Knowledge of Human Resource Management concepts, principles, policies and procedures. Human Resource provisioning.

**DUTIES** : Develop and facilitate the implementation of human resource management and administration policies. An overall management of Human Capital. Manage employee life cycle management: that includes management of recruitment and selection, compensation and conditions of service of employees. Manage human resource personnel records. Management of leave matters. Manage and support line managers with the implementation of PILIR. Identify and manage risk factors and indicators pertaining to the achievement of the Directorate's strategic objectives. Develop the Directorate's 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. Manage financial and other resources allocated to the Directorate. Advise and assist line managers on Human Resource Management practices and policy matters.

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

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

#### **OTHER POSTS**

**POST 04/282** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1: EMERGENCY MEDICINE REF NO: MPDOH/FEB/23/05**  
(Re-Advertisement)

**SALARY** : R1 807 380 - R1 918 284 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Mapulaneng Hospital (Ehlanzeni District)  
**REQUIREMENTS** : Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a Specialist in Emergency Medicine (2023). 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. Any previous experience must be covered by the attachment of certificate of services.

**DUTIES** : 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.

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

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



**POST 04/283** : **MEDICAL OFFICER GRADE 1: (REPLACEMENT) REF NO: MPDOH/FEB/23/06 (X2 POSTS)**

**SALARY** : R858 528 - R924 876 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Mapulaneng Hospital (Ehlanzeni District)  
Ermelo Hospital (Gert Sibande District)

**REQUIREMENTS** : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2023) (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. Additional experience in Obstetrics & Gynaecology, Neuro Surgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. 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 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.

**DUTIES** : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

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

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

**POST 04/284** : **SENIOR LEGAL ADMINISTRATION OFFICER MR-6: LEGAL ADVISORY REF NO: MPDOH/FEB/23/07**

**SALARY** : R797 901 - R1 192 677 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Provincial Office, Mbombela (Nelspruit)

**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in a Law (LLB) as recognized by SAQA. At least eight (8) years' appropriate post qualification legal experience at health management service environment. Valid driver's licence. Technical competencies: Applied public law, legislative analysis, review and drafting skills, contract drafting and management.

**DUTIES** : Coordinate the provisioning of general legal advice and legal documents. Manage and coordinate the drafting of primary and secondary local legislation. Manage legal advisory services. Manage provision of legal opinion. Manage interpreting and provision of advice on departmental laws and regulations. Manage state liaison with state attorneys, state law advisors and other relevant stakeholders on legal matters.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa

		Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 04/285</u></b>		<b><u>PHARMACIST GRADE 1 (REPLACEMENT) REF NO: MPDOH/FEB/23/08</u></b>
<b><u>SALARY</u></b>	:	R724 887 – R769 368 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Ermelo Hospital (Gert Sibande District)
	:	Senior Certificate / Grade 12 plus Pharmacy Degree or equivalent qualification. Conversant with current Pharmaceutical and related legislation. Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.
<b><u>DUTIES</u></b>	:	Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 04/286</u></b>		<b><u>ASSISTANT DIRECTOR: MEDICAL ORTHOTIST AND PROSTHETIST GRADE 1 (REPLACEMENT) REF NO: MPDOH/FEB/23/09</u></b>
<b><u>SALARY</u></b>	:	R540 840 - R600 255 per annum, (Depending of years of experience in terms of OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Ermelo Hospital (Gert Sibande District)
	:	Senior Certificate / Grade 12 or equivalent qualification plus Degree / Diploma in Medical Orthotics and Prosthetics with registration with the HPCSA as independent practitioner in Medical Orthotics and Prosthetics. At least 3 - 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (level 8) within Medical Orthotics and Prosthetics Environment. Five (5) years' experience in the field of Medical Orthotics and Prosthetics. A valid driver's license is an inherent requirement: (Code B). Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA). Public Service Act and related regulations and policies. Service delivery innovation, knowledge management, problem solving skills and analysis, good communication, client orientation and customer focus.
<b><u>DUTIES</u></b>	:	The efficient and effective delivery of clinical and related administrative MOP services. Conduct Multi-Disciplinary – and Outreach clinics (PHC). Report on service delivery. Measure, manufacture, fit and service MOP devices. Assist in supervision and training of subordinates and students. Assist in proper management of stores and inventory. Assist in implementing guidelines, protocols, Standard Operating Procedures and policies for the MOP centre, that are in line with the National and Provincial strategies. Assists in promoting continuous development and training of self and personnel. Promote a safe and healthy working environment through compliance with relevant legislation including Occupational Health and Safety and other relevant committees and policies in the hospital. Manage, coordinate and develop of MOP services at Institutional and District Level Implement the program according to the National norms and standards Monitor and evaluate service delivery and report accordingly Support outreach services to areas where there are no services. Supervise personnel and students allocated to the workshop Ensure availability of stock for the manufacture and issuing of medical orthotic and prosthetic devices. Coordinate all trainings and Continued Professional Development activities at the institution.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>

**POST 04/287** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): CRITICAL CARE (REPLACEMENT) REF NO: MPDOH/FEB/23/10**

**SALARY** : R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Witbank Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), 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 Critical 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.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Critical 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, labour 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.

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

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

**POST 04/288** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PAEDIATRIC (REPLACEMENT) REF NO: MPDOH/FEB/23/11 (X2 POSTS)**

**SALARY** : R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Ermelo Hospital (Gert Sibande District)  
Witbank Hospital (Nkangala District)

**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), 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 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.

**DUTIES** : 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, labour 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.

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

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

**POST 04/289** : **ASSISTANT DIRECTOR: HRM REF NO: MPDOH/FEB/23/12**  
(Re-Advertisement)

**SALARY** : R393 711 per annum, (plus service benefits)  
**CENTRE** : Gert Sibande District Office, Ermelo  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Diploma / Degree in Human Resource Management / Public Administration / Management with 3 - 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (level 8) within Human Resource Management Environment. Extensive knowledge of PERSAL system and at least must have three PERSAL courses. A good understanding and functional knowledge of the relevant public service regulatory framework. Knowledge of HR policies, Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act, Labour Relations Act, Pension Case Management, COIDA, IOD, OHS Act, PFMA and Establishment. Good interpersonal skills. Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence.

**DUTIES** : Implement and maintain human resource administration practices. Facilitate HR Personnel Provisioning matters. Co-ordinate and monitor appointment process. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc). Manage conditions of services and benefits: leave, leave gratuities, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Administer and monitor transfers and adjustments of employees. Administer compliance of Internal Controls. Provide support to auditing process. Give input in the development of strategic, business and procurement plans. Consolidate monthly and quarterly reports. Ensure development of staff training needs. Facilitate financial and human resources. Employees should be able to interpret and understand regulatory framework relating to employee benefits including the OSD. Coordinate performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advice the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Provide support to Corporate Managers / Chief Executive Officers and the District Manager.

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

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

**POST 04/290** : **MEDICAL ORTHOTIST AND PROSTHETIST GRADE 1 (REPLACEMENT)**  
**REF NO: MPDOH/FEB/23/13**

**SALARY** : R332 427 - R 378 318 per annum, (Depending of years of experience in terms of OSD)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Ermelo Hospital (Gert Sibande District)
	:	Senior Certificate / Grade 12 plus an appropriate qualification with Degree / Diploma in Medical Orthotic and Prosthetics that allows for the required registration with Health Professions Council of South Africa as a Medical Orthotist and Prosthetist (2023). A valid Driver's license, sound knowledge of relevant acts, policies and procedures, Computer literacy.
<b><u>DUTIES</u></b>	:	Design, measure, manufacture, fit, repair, adjust and align all orthotic and prosthetic devices. Consult with practitioners and members of multidisciplinary team on correct appliance for each patient. Plan and conduct multidisciplinary consultation and outreach clinics in Bushbuckridge. Deliver efficient and effective Clinical and MOP related administrative services, including record keeping, supervision and training of students and assistants. Promote continuous development and training, perform duties as delegated by the supervisor from time to time with normal scope. Assist in implementing guidelines, protocols and standard operating procedures.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 04/291</u></b>	:	<b><u>SPEECH THERAPIST GRADE 1 (REPLACEMENT) REF NO: MPDOH/FEB/23/14</u></b>
<b><u>SALARY</u></b>	:	R332 427 - R378 318 per annum, (Depending of years of experience in terms of OSD)
<b><u>CENTRE REQUIREMENT</u></b>	:	Ermelo Hospital (Gert Sibande District)
	:	Senior Certificate / Grade 12 plus appropriate qualification that allows for the required registration with the HPCSA in relevant profession (2023) (where applicable). Grade 1: No experience required after registration with the HPCSA in the relevant profession. (Where applicable) in respect of RSA qualified employees who performed service in relevant profession as required in South African.
<b><u>DUTIES</u></b>	:	Render effective patient centred speech therapy service for in and out- Patients in adherence to the scope of practice and health protocols. To with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties to participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets managements. Contribute and participate in professional development of self-colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 04/292</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER GRADE 4-5 (MR-4-5): LEGISLATION AND CONTRACT DRAFTING REF NO: MPDOH/FEB/23/15</u></b>
<b><u>SALARY</u></b>	:	R324 681 - R525 747 per annum, (Depending of years of experience in terms of OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office, Mbombela (Nelspruit)
	:	Senior Certificate / Grade 12 or equivalent qualification plus LLB Degree with 5 – 8 years appropriate post qualification legal experience in the capacity of an in-house legal advisor and legislative drafting. Specialized knowledge of the legislation drafting process and legislation administered by the Department, knowledge of government procurement systems and South African Legal System, knowledge of the Constitution of Republic of South Africa, Public Finance Management Act (PFMA), Treasury Regulation, PPPFA, PAJA, PAIA. Knowledge of the litigation process and drafting / reviewing of contracts. Skills

		and competencies: Interpersonal skills, strategic capability and leadership skills, Legal research and drafting skills, problem solving and dispute resolution skills. Communication skills (written and verbal), report writing skill, ability to work under pressure, Computer literacy. Valid driver's licence.
<b><u>DUTIES</u></b>	:	To render legal services. Drafting of legal opinions and attending to a variety of legal matters pertaining to the Department. Handle litigations on behalf of the Department. Liaise with State Attorney on litigation matters. Draft, advise and amend contracts on behalf of the Department. Management and administration, drafting and interpreting legislation. Prepare monthly reports for and on behalf of the Director. To render legal advice, guidance and opinions to MEC, Top Management and Department at large in respect to matters relating to legislation drafting and other legal matters. To provide legal opinions in other matters pertaining to the Department. Handle litigations on behalf of the Department. Draft, review contracts for the department. Drafting of contract.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 04/293</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER GRADE 4-5 (MR-4-5): LITIGATION SERVICES REF NO: MPDOH/FEB/23/16</u></b>
<b><u>SALARY</u></b>	:	R324 681 - R525 747 per annum, (Depending of years of experience in terms of OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office, Mbombela (Nelspruit)
	:	Senior Certificate / Grade 12 or equivalent qualification plus LLB Degree with 5 – 8 years appropriate post qualification legal experience in the capacity of an in-house legal advisor and legislative drafting. Specialized knowledge of the legislation drafting process and legislation administered by the Department, knowledge of government procurement systems and South African Legal System, knowledge of the Constitution of Republic of South Africa, Public Finance Management Act (PFMA), Treasury Regulation, PPPFA, PAJA, PAIA. Knowledge of the litigation process and drafting / reviewing of contracts. Skills and competencies: Interpersonal skills, strategic capability and leadership skills, Legal research and drafting skills, problem solving and dispute resolution skills. Communication skills (written and verbal), report writing skill, ability to work under pressure, Computer literacy. Valid driver's licence.
<b><u>DUTIES</u></b>	:	To render legal services. Drafting of legal opinions and attending to a variety of legal matters pertaining to the Department. Handle litigations on behalf of the Department. Liaise with State Attorney on litigation matters. Draft, advise and amend contracts on behalf of the Department. Management and administration, drafting and interpreting legislation. Prepare monthly reports for and on behalf of the Director. To render legal advice, guidance and opinions to MEC, Top Management and Department at large in respect to matters relating to legislation drafting and other legal matters. To provide legal opinions in other matters pertaining to the Department. Handle litigations on behalf of the Department. Draft, review contracts for the department. Drafting of contract.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 04/294</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK REF NO: MPDOH/FEB/23/17</u></b>
<b><u>SALARY</u></b>	:	R269 214 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Embhuleni Hospital (Gert Sibande District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 Certificate or equivalent qualification plus three (3) years relevant experience in Finance or Diploma / Degree in Finance / Logistic / Accounting Management. Knowledge of relevant legislation/ regulations and policies as well as transversal financial system in Government such as BAS and LOGIS. Sound interpersonal and communication skills. Computer literacy. Self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility.
<b><u>DUTIES</u></b>	:	Monitor and control of the adherence to sound accounting. Monitor and control all payments on the transversal systems. Supervise junior personnel and

evaluate personnel in terms of PMDS management policy. Knowledge of legal frame work and any other policies. Ensure correct allocation of expenditure and revenue. Draw financial reports as well as preparing financial statement, projections and provide meaningful interpretation reports. Monitor and control of financial and billing related reports including regular financial reports to management, finance and internal control management of accounts payable and receivable. The incumbent will be expected to assist in the budge formulation, compiling of cash flow budget as well as the monthly reports. Attend monthly meetings and operational meetings.

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

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

**POST 04/295** : **ADMINISTRATIVE OFFICER: LEGAL SERVICES REF NO: MPDOH/FEB/23/18**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum, (plus service benefits)  
: Provincial Office, Mbombela (Nelspruit)  
: Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience or Degree / Diploma in Public Administration / Management or equivalent qualification. Knowledge of PFMA and Treasury Regulations Knowledge of Departmental policies, prescripts and practices. Computer literacy. Good interpersonal and communication skills verbal and written. Budgeting and willing to work under pressure. Knowledge of Batho Pele Principles and customer care. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution and organizing skills. Valid driver's licence will be an added advantage.

**DUTIES** : Render administrative and logistic support services for the Legal Services. Management of contingent register and litigation files. Ensure acquisition of goods and services as per operational plan. Ensure that payments to service providers are processed on time for services rendered. Assist the centre in preparing and costing of operational plans, budget projections, budget adjustments and budget pressures. Approve the Directorate requisitions on LOGIS system Request BAS Reports Monitor expenditure. Consolidate reports. Support audit processes and the implementation of performance audits for all facilities. Provide / supervise logistical support to the Legal Services Unit.

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

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

**POST 04/296** : **PROVISIONING ADMINISTRATIVE OFFICER: WAREHOUSE SERVICES (REPLACEMENT) REF NO: MPDOH/FEB/23/19**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum, (plus service benefits)  
: Bethal Hospital (Gert Sibande District)  
: Senior Certificate / Grade 12 Certificate or equivalent qualification plus three (3) years relevant experience in Finance or Diploma / Degree in Finance / Logistic / Accounting / Management. Knowledge of relevant legislation/ regulations and policies as well as transversal financial system in Government such as BAS and LOGIS. Sound interpersonal and communication skills. Computer literacy. Self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility.

**DUTIES** : To render provisioning services. Maintain sound provisioning and logistical systems and processes. Maintain updated provisioning records. Manage and maintain the logistical and warehouse administration systems. Maintain and control consumable stores. Issuing of consumable store items. Monitor and control of the adherence to sound accounting. Monitor and control all payments on the transversal systems. Knowledge of legal frame work and any other policies. Ensure correct allocation of expenditure and revenue. Draw financial reports as well as preparing financial statement, projections and provide meaningful interpretation reports. The incumbent will be expected to assist in

		the budget formulation, compiling of cash flow budget as well as the monthly reports. Attend monthly meetings and operational meetings.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 04/297</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: EXTENDED PROGRAMME ON IMMUNIZATION (EPI) (REPLACEMENT) REF NO: MPDOH/FEB/23/20</u></b>
<b><u>SALARY</u></b>	:	R269 214 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Provincial Office, Mbombela (Nelspruit)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience or Degree / Diploma in Public Administration / Management or equivalent qualification. Knowledge of PFMA and Treasury Regulations Knowledge of Departmental policies, prescripts and practices. Computer literacy. Good interpersonal and communication skills verbal and written. Budgeting and willing to work under pressure. Knowledge of Batho Pele Principles and customer care. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution and organizing skills. Valid driver's licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Render administrative and logistic support services for the Extended Programme on Immunization Services. Ensure acquisition of goods and services as per operational plan. Ensure that payments to service providers are processed on time for services rendered. Assist the centre in preparing and costing of operational plans, budget projections, budget adjustments and budget pressures. Approve the Directorate requisitions on LOGIS system Request BAS Reports Monitor expenditure. Consolidate reports. Support audit processes and the implementation of performance audits for all facilities. To provide and arrange logistics in support to the Extended Programme on Immunization.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 04/298</u></b>	:	<b><u>SOCIAL WORKER GRADE 1 (REPLACEMENT) REF NO: MPDOH/FEB/23/21</u></b>
<b><u>SALARY</u></b>	:	R269 301 – R312 186 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Bethal Hospital (Gert Sibande District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Degree in Social Work / Social Science. Registration with the South Africa Council for Social Service Professions as Social Worker (SACSSP) (2023). Knowledge and experience in mediation. Knowledge in counselling clients. Court experience in rendering expert evidence. Knowledge and application of family law, including mediation in certain Divorce Matters Act, Children's Act, Maintenance Act and domestic violence Act (inclusive of Hague convention on international child abduction). Skills and competences: Computer Literacy (MS word, Excel and power point). Excellent communication (written and verbal). Skills: Mediation, interviewing skills, Conflict resolution, evaluation and report writing skills. Diversity and conflict management. Attention to detail.
<b><u>DUTIES</u></b>	:	Conduct mediation and or inquires as part of a multi-disciplinary team in care, contact guardianship, relocation, child abduction and related family law disputes. Evaluate information and compile forensic court reports and make recommendations in the best interest of the child in family law disputes. Act as expert witness for the family advocate in court. Assist beneficiaries in the functions and role of the office of the advocate. Travel to conduct inquires and interview parties and source references in the family law disputes. Case management of matters allocated and achieve targets set. Counselling of mental health care users. HIV positive patients. Tracing of family members of the client and deceased client's family counselling.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa



		Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 04/299</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY (REPLACEMENTS) REF NO: MPDOH/FEB/23/22 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R268 584 – R311 361 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Witbank Hospital (Nkangala 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 and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023). A minimum of 1-10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills.
<b><u>DUTIES</u></b>	:	Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 04/300</u></b>	:	<b><u>ARTISAN (PRODUCTION) GRADE B: (ELECTRICAL ENGINEERING) (REPLACEMENT) REF NO: MPDOH/FEB/23/23</u></b>
<b><u>SALARY</u></b>	:	R234 780 - R260 574 per annum, (Depending of years of experience in terms of OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mapulaneng Hospital (Ehlanzeni District) Trade Test Certificate (Electrical Engineering) plus extensive relevant experience. The candidate must be willing to work overtime and be on standby. Knowledge, skills and competencies in Technical analysis. Knowledge, computer, aided technical applications, knowledge of legal compliances. Technical reports. Problem solving analysis, decision making, planning and organising, listening and communication skills and good interpersonal relations. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Execute and manage electrical maintenance of the department. Produce objects with material and equipment according to the specification and recognised standards. Quality assurance of production objects. Inspect equipment and facilities according to standard service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and maintain job record, supervise and mentor staff.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>

**PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF HUMAN SETTLEMENTS**

- APPLICATIONS** : applications should be forwarded to the Director: Human Resource Management: Department of Human Settlements, Private Bag X2145, Mmabatho, 2735, hand deliver to Cnr Provident Drive and University Drive, West wing 2<sup>nd</sup> floor Garona Building, Mmabatho.
- CLOSING DATE** : 17 February 2022, Time (15H00)
- NOTE** : Directions to Applicants: Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience and with full names, addresses and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications, however shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) (only when shortlisted) Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. NB: Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS PreEntry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>. Successful SMS Shortlisted candidates will be subjected to a technical assessment and the selected interviewed candidates will undertake a two day competency assessments at a venue and date determined by the Department. The competency assessment test generic managerial competencies using mandated DPSA SMS competency assessment tool. Appointment of successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome prior to appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. Directions on How to Fill in the New Z83 Form NB: Candidate should note the following information on the new Z83 application form: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers An applicant has responded “No” to the question “Are you conducting business with the State? or are you a Director of a Public or Private company conducting business with the state? If yes (provide details)”, then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “in the event that you are employed in the Public Service, will you immediately relinquish such business interest?” “If your profession or occupation requires official registration, provide date and particulars of registration” – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated. Part C: All fields must be completed Part D: All fields must be completed Part E, F, G: Noting that there is limited space provided applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent reappointment under part F must be answered. Declaration must be completed and signed T Completed. The North West Department of Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. People with disability are encourage to apply. Applicants who previously applied for re-advertised positions are encouraged to re-apply. NB: The

Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

#### MANAGEMENT ECHELON

- POST 04/301** : **DIRECTOR: STATUTORY BODIES SECRETARIAT SERVICES REF NO: H/S 05/2023**  
Directorate: Statutory Bodies Secretariat Support Services (Retract From Circular 2 of 2023)  
(Re-Advert)
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum (Level 13), (all-inclusive remuneration package)  
: Head Office (Mmabatho)  
: Matric/Grade 12 plus Bachelor Degree (NQF Level 7 as recognised by SAQA) in Public Administration/Law, LLB or any other relevant, equivalent qualification. Public Service Pre-entry certificate for SMS will be required before appointment. 5 years relevant Deputy Director level experience in Rental Housing / Tribunal environment. Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of prescripts and processes available in the public service i.e. PFMA, Treasury Regulations, RAP, Labour Relations Act, In-depth knowledge of Housing Act, policies and practices. Knowledge of public serviced reporting procedures. In-depth knowledge of Rental Housing Act. In-depth knowledge of Housing consumer protection measures Act. In-depth knowledge of Rental Housing Regulations and practices. In-depth knowledge of prevention of illegal eviction and unlawful occupation of land Act 19 of 1998. Strategic capability and leadership. Programme & Project Management. Financial Management and people management skills. Change management skills. Client orientation and customer focus. Analytic skills. Facilitation skills.
- DUTIES** : Manage the implementation of the rental housing Act in the province. Manage the promotion of the rental tribunal throughout the province. Manage and advice on complaints management process in respect of residential properties. Manage the effective utilisation of human and financial resources of the Directorate.
- ENQUIRIES** : Mr T Phetlhu Tel No: 018 388 5560
- POST 04/302** : **DIRECTOR: STAKEHOLDER ENGAGEMENT AND CAPACITY DEVELOPMENT REF NO: H/S 06/2023**  
Component: Stakeholder Engagement and Capacity Development
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum (Level 13), (all-inclusive remuneration package)  
: Head Office (Mmabatho)  
: Matric/Grade 12 plus Bachelor Degree (NQF Level 7 as recognised by SAQA) in Public Administration/Public Facilitation/ Municipal Support or any other relevant, equivalent qualification. Public Service Pre-entry certificate for SMS will be required before appointment. 5 years relevant Deputy Director level experience in facilitation environment. Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of prescripts and processes available in the public service i.e. PFMA, Treasury Regulations, Labour Relations Act, In-depth knowledge of Housing Act, policies and practices. Knowledge of public serviced reporting procedures. In-depth knowledge of Human Settlements prescripts. In-depth knowledge of Housing consumer protection measures Act. Strategic capability and leadership. Programme & Project Management. Financial Management and people management skills. Facilitation management skills. Client orientation and customer focus. Analytic skills. Facilitation skills.
- DUTIES** : Manage the implementation of human settlements capacity building programs to various stakeholders. Manage the implementation of housing consumer awareness programs. Facilitate accreditation of municipalities. Coordinate and facilitate empowerment of previously disadvantaged groups and emerging contractors. Manage the effective utilisation of human and financial resources of the Directorate.
- ENQUIRIES** : Mr T Phetlhu Tel No: 018 388 5560

## OTHER POSTS

- POST 04/303** : **OFFICE MANAGER REF NO: H/S 05/2023**  
Component: Office of the HOD
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), all-inclusive remuneration package  
: Head Office (Mmabatho)  
: Matric/Grade 12 plus National Diploma or Bachelor Degree (as recognised by SAQA) in Public Administration/management or any other relevant, equivalent qualification. 3-5 years' experience in executive office management. Valid driver's licence  
**Competencies/Knowledge/Skills:** Knowledge of prescripts and processes available in the public service i.e. PFMA, Treasury Regulations, RAP, Labour Relations Act. Knowledge of public service reporting procedures. Knowledge of government prescripts. Ability to communicate with people from different background. Good telephone etiquette. Computer literacy. Sound organizational skills. Interpersonal skills. A high level of reliability. Written communication skills. The ability to act with tact and discretion. Special Requirements: travelling outside normal working hours. Willing to work Overtime, Flexibility and attention to detail. High code of business ethics. Objectivity and High level of confidentiality.
- DUTIES** : Provide administrative support to the office of the HOD. Maintain records and databases. Coordinate office operations. Produce correspondence and management reports. Provide secretarial support to HOD's meeting (including writing of reports, Minutes taking, compilation of action lists). Develop and maintain a database for meetings, minutes and decision. Introduce system and tools for effective management of meetings and follow up on the implementation of decisions. Produce weekly and monthly schedules to facilitate the coordination of the HOD's meetings. Manage HOD's diary and logistical arrangements. Manage human and financial resource in office of the HOD.
- ENQUIRIES** : Ms. R Modisakeng Tel No: 018 388 4818
- POST 04/304** : **INTERNAL CONTROL & COMPLIANCE OFFICER REF NO: H/S 07/2023 (X2 POSTS)**  
Component: Chief Financial Office
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Head Office (Mmabatho)  
: Matric/Grade 12 plus B-degree (with major in Accounting and Auditing) or National Diploma in Financial Management (with major in Accounting and Auditing) .1-2 years' experience in internal control or Auditing field environment. Valid driver's Licence. **Competencies/Knowledge/Skills:** Knowledge of prescripts and processes available in the public service i.e. PFMA, Treasury Regulations, Labour Relations Act, In-depth knowledge of Government Audit processes. In-Facilitation skills. Client orientation and customer focus. Analytic skills. Facilitation skills.
- DUTIES** : Development of the AG and PIA action plans as per the audit and management report. Conduct a working session with various directorates on proposed actions to address the issues raised by the Auditors. Liaise and follow-up with various directorates on the implementation of the agreed actions and on progress of AG and PIA action plans. Register and maintain POE file for action plans. Report monthly on status of AG and PIA action plan. Facilitate the process of identification and addressing unauthorized, irregular and fruitless and wasteful expenditure (UIFW) in the Department Conduct ad-hoc investigations as and when instructed to do so.
- ENQUIRIES** : Mr A Moopelwa Tel No: 018 388 4875
- OFFICE OF THE PREMIER**
- APPLICATIONS** : Applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.
- CLOSING DATE** : 17 February 2023
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity

in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to African Males, followed by African Females, White Females, White Males and People with disabilities in the recruitment for these posts. Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit only Z83 and detailed Curriculum Vitae with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments. Incomplete Z83, Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks). It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office three months from the date of the advertisement consider your application unsuccessful. Candidates who previously applied for some of the advertised positions are encouraged to re-apply, should they still be interested.

#### OTHER POSTS

- POST 04/305** : **DEPUTY DIRECTOR: ICT SECURITY REF NO: NWP/OOP/2023/01**  
(Re-advert)  
Purpose: To manage and administer ICT Security in the NWPG
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), (all-inclusive package)  
: Mmabatho  
: A Bachelor's degree in Information Technology and/ or equivalent (NQF level and credits). 6-7 years' experience in information technology security of which three (3) years must be at Assistant Director Level. Knowledge, Skills and Competencies: Research and design techniques and methods experience. Qualitative and quantitative data collection, coding and surveys techniques experience. Qualitative and quantitative data collection experience. Computer literacy skills in Excel, Word, PowerPoint. Reporting skills. Critical thinking and analytical skills. Research activities and initiatives development and oversight. Effective oral and writing communication skills. Strategic and logical research interpretation and application skills.
- DUTIES** : Develop, monitor and evaluate ICT security policies, plans and ICT security mechanisms. The identification, classification, monitoring and assurance of ICT security information assets. Identify and mitigate network vulnerabilities. Understanding business impact of patch management with the ability to deploy patches in a timely manner. Oversee ICT Security risk assessment and awareness programmes in Provincial Government Departments. Management of staff.
- ENQUIRIES** : Mr. M.D.A Matshidiso Tel No: (018) 388 4145
- POST 04/306** : **DEPUTY DIRECTOR: RESEARCH AND EVALUATION REF NO: NWP/OOP/2023/02**  
Purpose: To coordinate Provincial Research Development, Evaluation and Innovation
- SALARY CENTRE** : R766 584 per annum (Level 11), (all-inclusive package)  
: Mmabatho

<b><u>REQUIREMENTS</u></b>	:	Three year appropriate tertiary qualification in Economics, Social Sciences, Population, Monitoring & Evaluation, Development Studies, Statistics, Innovation or related field at NQF level 6 and equivalent qualification (NQF Level and credits) .6-7 years' experience applicable to the relevant discipline of which 3 years should be at Assistant Director level. Knowledge: Research and Evaluation design techniques and methods. Qualitative and quantitative data collection and data encoding. Questionnaire design and administration. Understanding of national, provincial and local government structures and relationship. Social policy analysis and Monitoring and evaluation. Skills: Computer literacy skills in Excel, Word, PowerPoint. Reporting skills. Critical thinking and analytical skills. Data analysis; using statistical package for Social Sciences. Geographical Information systems. Effective communication and writing skills. Negotiation, facilitation and presentation skills. Research activities and initiatives development and oversight. Evaluation technique. Effective oral and writing communication skills. Strategic and logical research interpretation and application skills Coordination facilitation skills and Conflict management.
<b><u>DUTIES</u></b>	:	Develop and manage the provincial research and evaluation agenda. Identification, Commissioning and Undertaking of Provincial Research and Evaluation. Coordinate innovation initiatives in the province. Coordinate partnerships with knowledge institutions. Institute and coordinate evaluation in the province.
<b><u>ENQUIRIES</u></b>	:	Dr. JM Mosenogi Tel No: (018) 388 2845
<b><u>POST 04/307</u></b>	:	<b><u>ASSISTANT DIRECTOR: RESEARCH AND EVALUATION REF NO: NWP/OOP/2023/03 (X2 POSTS)</u></b> Purpose: To Facilitate and Coordinate Research and Evaluation in the NWPG
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R491 403 per annum (Level 10), (all-inclusive package) Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Three year appropriate tertiary qualification in Economics, Social Sciences, Population, Monitoring & Evaluation, Development Studies, Statistics, Innovation or related field at NQF level 6 and equivalent qualification (NQF and credits) .5 years' experience applicable to the relevant discipline of which 2 years should be at Supervisory level. Knowledge: Research and Evaluation design techniques and methods, Qualitative and quantitative data collection and data encoding, Questionnaire design and administration, Understanding of national, provincial and local government structures and relationship, Social policy analysis, Monitoring and evaluation. Skills: Computer literacy skills in Excel, Word, PowerPoint, Reporting skills, Critical thinking and analytical skills, Data analysis; using statistical package for Social Sciences, Geographical Information systems, Effective communication and writing skills, Negotiation, facilitation and presentation skills, Coordination facilitation skills, Conflict management and Evaluation techniques.
<b><u>DUTIES</u></b>	:	Facilitate the development and implementation of the Provincial Research Agenda. Facilitate and coordinate capacity building programmes for research at Provincial and local spheres. Facilitate research projects in support of the Provincial Priorities. Facilitating the establishment of the Provincial Research and Evaluation Council/Committee. Administering Research Data Warehouse. Foster and sustain partnership with knowledge institutions. Assist in handling research contracts MOU and MOA processes. Assist with Lease, network and build relationships with internal and external research stakeholders.
<b><u>ENQUIRIES</u></b>	:	Dr. JM Mosenogi Tel No: (018) 3882845
<b><u>POST 04/308</u></b>	:	<b><u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: NWP/OOP/2023/04</u></b> Purpose: To Facilitate Organisational Development services in the Office of the Premier
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 per annum (Level 09), (all-inclusive package) Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Three year appropriate tertiary qualification at NQF level 6 and equivalent qualification (NQF and credits). 3-5 years' experience applicable to the relevant discipline of which 2 years should be at Supervisory level. Knowledge, Knowledge of organisational development/design; Form design and control; Job evaluation system, procedure and methods study, Work processes and procedures; Compilation of management report; HR Planning; and Business

process management. Service Delivery Improvement principles, change management techniques, Organisational Functionality Assessment, personal information system Skills: Good communication skills; Report writing skills; Planning and organising; Facilitation skills; Coordination skills; Conflict resolution; Problem solving skills; Project management; Leadership and Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking; Research skills.

**DUTIES** : Facilitation of the design and development of strategic focus structure. Facilitation of the Process of Job Evaluation and development of Job Descriptions. Facilitation of process management and improvement. Development and implementation of Human Resource Policy and Planning. Development and maintenance of personnel information systems and Establishment control. Development and implementation of Service Delivery Improvement Programmes and Change Management.

**ENQUIRIES** : Mr. M.C Mdabe Tel No: (018) 388 1045

**POST 04/309** : **ASSISTANT DIRECTOR: DIRECTOR-GENERAL SUPPORT REF NO: NWP/OOP/2023/05**

Purpose: To provide secretariat and administrative support to the Director General.

**SALARY** : R393 711 per annum (Level 09)

**CENTRE** : Mmabatho

**REQUIREMENTS** : Three year appropriate tertiary qualification at NQF level 6 and equivalent qualification (NQF and credits). 3-5 years' experience applicable to the relevant discipline of which 2 years should be at Supervisory level. Knowledge: Knowledge and understanding of Government policies, PFMA, PSA and PSR. Knowledge of computer. Skills: Organisational skills, Minute taking and report writing. Ability to utilise the computer. Formulate minutes and correctly capture the essence of discussions. People skills. Ability to conceptualize discussions and produce a concise yet accurate minutes. Good communication skills and Problem solving skills Research Skills.

**DUTIES** : Draft the monthly/weekly schedule of the DG. Manage the Director-General's extensive schedule of appointments both external and internal. Oversee responses drafted on enquiries received from internal and external stakeholders. Manage general support services in the Office of the DG; Set up and maintain systems in the Office that will ensure efficiency in the Office. Establish, implement and maintain effective processes /procedures for information and documents flow to and from the Office. Ensure the safekeeping of all documentation in the Office. Provide support to the DG; Record minutes/decisions and communicate/disseminate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation. Compile the agenda of meetings chaired by the DG and ensure circulation of accompanying memoranda. Coordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc. Coordinate the performance Agreements/assessments and financial disclosures of the DG- Compile files for the DG with regard Governance structures meetings such as Broader Extech/FOSAD, etc. Compile memoranda as required. Scrutinise submissions/reports, make notes and recommendations to present to the DG. Draft responses for submission to internal and external stakeholders. Coordinate, follow-up, compile reports of a transverse nature for the DG, and advise/sensitize the DG on reports to be submitted (for example by Provincial Departments, Municipalities, Components etc.) and Compile presentations for the DG.

**ENQUIRIES** : Mr. M.I Tselangoe Tel No: (018) 388 4276

**POST 04/310** : **SENIOR NETWORK SPECIALIST REF NO: NWP/OOP/2023/07**

Purpose: To offer advanced technical support services in the region.

**SALARY** : R393 711 per annum (Level 09)

**CENTRE** : Dr Ruth Segomotsi Mompoti District (Vryburg)

**REQUIREMENTS** : Three year appropriate tertiary qualification at NQF level 6 and equivalent qualification (NQF and credits). 3-5 years' experience in relevant discipline of which 2 years should be at Supervisory level. Knowledge, Skills and Competencies: Knowledge of information and communication technology. Infrastructure technologies. Configurations. Knowledge of methods, tools,

		equipment and material used in server equipment testing, repair and maintenance. Software requirements. Network operating systems. Memory management and integration. Good Communication skills. Good telephone etiquette. Report writing skills. Computer and office application skills. Problem solving skills. Project management .Leadership and presentation .Technical skills. Knowledge of provincial government operations, mandates and ITIL understanding.
<b><u>DUTIES</u></b>	:	Facilitate and support the provincial network architecture. Implementation of software, configuration and network changes. Facilitate and support the desktop support function. Facilitate the Mobile Networking Support Function in the region and facilitate the provision of peripheral devices support in the region.
<b><u>ENQUIRIES</u></b>	:	Mr T.T Leseyane Tel No: (018) 388 4161
<b><u>POST 04/311</u></b>	:	<b><u>SENIOR INFORMATION OFFICER REF NO: NWP/OOP/2023/08</u></b> Purpose: To provide support in developing and managing the implementation of provincial performance Monitoring and Evaluation systems.
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Three year appropriate tertiary qualification at NQF level 6 and equivalent qualification (NQF and credits). 3-5 years' experience applicable to the relevant discipline of which 1 year should be at supervisory level. Knowledge: Knowledge of System development and management; Statistical Data management. DPME policies and protocols. Report writing. Public service Regulations. Public Service Act and policies. Skills: Computer literacy skills in Excel, Word, PowerPoint, SPSS. Reporting skills; Good communication skills; Report writing skills; Planning and organizing; Facilitation skills; Coordination skills; Conflict resolution; Problem solving skills; Project management; Leadership and Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking; Research skills.
<b><u>DUTIES</u></b>	:	Provide support in developing and managing the implementation of Provincial Monitoring and Evaluation (M&E) Systems; Configuration of Provincial Performance information on electronic M&E systems. Facilitate performance reporting on the electronic M&E reporting systems. Provide electronic system technical support to ensure smooth reporting on Provincial Monitoring and Evaluation System. Assist in developing electronic system protocol that provides guidance on implementation of the system. Archive datasets on departmental performance. To provide support in data and trend analysis; configure calculated fields and formulas for generation of dashboards on the electronic system. Produce ad-hoc provincial analysis as per request. Provide support in Capacity Building plan and provide training on the implementation of Monitoring & Evaluation Systems and Initiatives; Facilitate loading of provincial planning data on electronic systems. Development and automation of new electronic data collection and solutions of applications. To facilitate data collection for Provincial Statistical Information Warehouse; Source Provincial statistical data from data custodians.
<b><u>ENQUIRIES</u></b>	:	Mr K.E Mpolokeng Tel No: (018) 388 4952
<b><u>POST 04/312</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: NWP/OOP/2023/09</u></b> (Re-advert) Job Purpose: To provide administrative Supply Chain services
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Three year appropriate tertiary qualification at NQF level 6 and/ or equivalent relevant qualifications (NQF level and credits). 2-4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory experience. Knowledge, Skills and Competencies: Knowledge and understanding of Government policies, Knowledge of computer, Good analytical and presentation skills, Self - management and motivation, Knowledge on the relevant legislation / policies / prescripts and procedures and Basic knowledge on financial administration. Good telephone etiquette, Sound organisational Skills, Good people skills and Basic written communication skills.



**DUTIES** : Supervise the Provision of general clerical support services; Oversee recording, organising, storing, capturing and retrieving of correspondence and data. Ensuring that registers and statistics are updated. Handling routine enquiries. Make photocopies and receive or send facsimiles. Ensuring Distribution of documents/packages to various stakeholders as required. Typing letters and /or correspondence when required. Maintaining the incoming and outgoing document register of the component. Supervise the Provision of supply chain clerical support services within the component; ensure liaising with internal and external stakeholders in relation to procurement of goods and services. Ensure Obtaining of quotations, complete procurement forms for the purchasing of standard office items. Monitoring Stock control of the office stationery. Ensuring maintaining of asset register of the component. The Provision of personnel administration support services within the Component; Maintaining a leave register for the component. Oversee maintenance of personnel records in the component. Oversee maintenance of attendance register of the component. Ensuring arrangement of travelling and accommodation. The Provision of administration support services in the component; Oversee Capturing and updating of expenditure in the component. Quality Assurance on subsistence and travel claims of officials and submit to manager for approval. Monitor the handling of telephone accounts and petty cash for the component. Human Resource Management; Handling of Job Descriptions; Management of Performance Agreement; Monitoring of Employee Performance.

**ENQUIRIES** : Ms. T.M Mooketsi Tel No: (018) 388 4043

**POST 04/313** : **HARDWARE TECHNICIAN REF NO: NWP/OOP/2023/10**  
Job Purpose: To offer day to day ICT technical support to all users of NWPG

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Rustenburg  
**REQUIREMENTS** : 3 year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications. 2-4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory level. Knowledge, Skills and Competencies: Knowledge of information and communication technology. Infrastructure technologies. Configurations Software requirements. Network operating systems. Memory management and integration. Knowledge of methods, tools, equipment and material used in server equipment testing, repair and maintenance. Good troubleshooting capabilities, experience in supporting Microsoft and Novell. Knowledge of Active Directory and Windows/Linux Operating systems. Good Communication skills. Good telephone etiquette. Report writing skills. Computer skills. Problem solving skills. Project management Leadership and presentation.

**DUTIES** : Support the provincial network infrastructure. Implementation of software, configuration and network changes (Release Management). Support the desktop, printers and automation function. Offer Support for Mobile Devices Connectivity. Offer Support for Peripheral Devices.

**ENQUIRIES** : Mr T.T Leseyane Tel No: (018) 388 4161

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

- 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** : 20 February 2023
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

**MANAGEMENT ECHELON**

- POST 04/314** : **CHIEF DIRECTOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT REF NO: AGR 02/2023**
- SALARY** : R1 308 051 per annum (Level 14), (all-inclusive salary package)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate degree (NQF 7) in agriculture or agricultural economics; 5 years of experience at a senior managerial level; Valid driver's license, or alternative mode of transport for people with disabilities; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. (Refer to note 4 below). Recommendation: Proficient in two of the official languages of the Western Cape Province. Competencies: Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment; Analytical ability, motivational ability, negotiation - and persuasion ability, ability to function on a conceptual level.
- DUTIES** : Exercise oversight over the project management agenda of Casidra; Enable agrarian reform to smallholder and commercial farmers through sustainable agricultural development services; Oversee the provision of extension and advisory services to farmers; Oversee the successful implementation of food security projects; Provision of Strategic Leadership and Management; Promote the integrated governance and strengthening of strategic partnership and industry initiatives (local, national and international); Manage the planning and reporting on the Conditional grants of the Programme.
- ENQUIRIES** : Mr Darryl Jacobs Tel No: (021 808 5013)

## OTHER POSTS

**POST 04/315** : **SENIOR AGRICULTURAL ADVISOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT REF NO: AGR 04/2023**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 4-year tertiary qualification/Honours (BScAgric/BAgric Management or equivalent qualification); A minimum of 3 years experience in agricultural extension; A valid code B driving licence Recommendation: Experience in agricultural production; Knowledge of the following: Production of small livestock (sheep and goats), Production of crops produced in the specific areas, also markets and value adding; Conduct practical research... Competencies: Knowledge of the following: Production of livestock, alternative crops produced in the specific area ; Project management practices; Land reform programme and project implementation; Following skills: Research; Excellent written and verbal communication; Report writing; Organisational, leadership and supervisory; Conflict management.

**DUTIES** : Compilation of project submissions and the management of project implementation; Conduct relevant development of farmers across all functions which include land reform, infrastructure development project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers especially extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production system; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as a member of the project team by giving sound and technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC's) in the delivery and implementation of projects.

**ENQUIRIES** : Mr. F. Mpona Tel No: (021) 808 5306

## DEPARTMENT OF COMMUNITY SAFETY

**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** : 20 February 2023

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00, you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

## OTHER POSTS

**POST 04/316** : **ASSISTANT DIRECTOR: ASSURANCE SERVICES REF NO: CS 15/2022 R1**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of Community Safety, Western Cape Government  
**REQUIREMENTS** : An appropriate 3 year tertiary qualification (National Diploma/B Degree) or higher; A minimum of 3 years relevant experience in an Internal Control and Governance environment. Recommendation: Auditing background; Experience in report writing. Competencies: Knowledge of the following:

Financial norms and standards; Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instruction and Public Service Regulations; Internal Control Frameworks; Risk management frameworks and Internal Control tools and techniques. Policy Development; Government financial systems; Skills needed: Communication (written and verbal); Proven computer literacy in MS Office packages; Analytical and strategic thinking; Budgeting; Monitoring, evaluation and reporting; Presentation, problem solving and research; Ability to analyse, conceptualise and implement policy.

**DUTIES** : Evaluate the effectiveness of financial prescripts through post auditing of BAS (Basic Accounting System, Logis (Logistical Information System) and PERSAL (Personnel and Salary Administration) payments; Develop and review compliance monitoring tools; Financial statements and high level review; Key stakeholder engagement.

**ENQUIRIES** : Mr D Prinsloo Tel No: (021) 483 5587

**POST 04/317** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: CS 18/2022 R1**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of Community Safety, Western Cape Government  
**REQUIREMENTS** : An appropriate 3 year tertiary qualification (Advanced Diploma/BDegree or higher) in Supply Chain Management, Logistic or related; A minimum of 3 years supervisory experience in a supply chain management working environment. Competencies: Knowledge of the following: Supply Chain Management; Application of relevant procurement legislation and policies; LOGIS and IPS/ePS; Applicable legislative and regulatory requirements, policies, and standards (National Treasury Act, PFMA, PPPFA, BBBEE act); BIDS, contracts, leases, and service level agreements in the Public Sector; Diverse stakeholder management. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Presentation; Planning and organising; Problem solving. Ability to: Work independently and as part of a team; Work under pressure and to cope with a high workload.

**DUTIES** : Procurement advisory function, implementation of procurement planning, systems and processes to the Department and operational management relating to SCM; EPS and BID Administration; SCM policy development and guideline documents; Ensure monthly, quarterly and annual reporting; People management; Labour relations.

**ENQUIRIES** : Mr LR Lawrence Tel No:(021) 483 6059

## DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

### OTHER POSTS

**POST 04/318** : **PROJECT CHAMPION: WORLD HERITAGE SITES MANAGEMENT REF NO: CAS 04/2023**

**SALARY** : R491 403 per annum (Level 10)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree) or higher; A minimum of 3 years experience in rendering executive support functions to top management. Recommendation: Experience in the following: Heritage sector; Established networks in the South African Heritage sector; Working knowledge of World Heritage Nomination processes; A valid code B driving licence. Competencies: Modern systems of governance and administration; Policies, regulations, internal arrangements and procedures; SMS Manual; Financial Manual; Administrative and financial management; Budget control and management; Procurement and tender administration; Human resource management; All aspects pertaining to line functions within the Department; Skills needed: Research; Analytical thinking; Financial Management; Project Management; Managerial skills; Proven computer literacy; Written and verbal communication; Problem solving; Conflict resolution.

**DUTIES** : Coordination of the nomination process and manage the inscription and operationalisation of the World Heritage Sites; Managing strategic projects of the Western Cape Government (e.g. World Heritage Sites) and explore their tourism potential (e.g. Cradle of Human Culture); Raise funds from the donor

community and relevant sector funding in order to protect and develop World Heritage and other sites and operate these prospective WHSs in terms of the requirements of the World Heritage Convention and the World Heritage Committee; Liaise with Heritage Western Cape, the South Africa Heritage Resources Authority and other relevant bodies that regulate World Heritage Sites Management and other project matters in the Western Cape; Develop budget for the World Heritage Sites and other projects in line with relevant legislations; Coordination of research outputs and identification of stakeholders in order to ensure project efficacy and efficiency; Development of a management tool for World Heritage Sites in the Western Cape.

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

**POST 04/319** : **OFFICE MANAGER REF NO: CAS 03/2023**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree) or higher; A minimum of 3 years' experience in rendering executive support functions to top management. Competencies: Knowledge of the following: Public Service reporting procedures; Modern systems of governance and administration; Policies, regulations, internal arrangements and procedures; SMS Manual; Financial Manual; Administrative and financial management; Budget control and management; Procurement and tender administration; Human resource management; All aspects pertaining to line functions within the Department; Skills needed: Research; Analytical thinking; Financial Management; Project Management; Managerial skills; Proven computer literacy; Written and verbal communication; Problem solving; Conflict resolution.

**DUTIES** : Manage engagements: Ensure that the management support programmes; Render line administrative support services: Develop and maintain systems in the office of the Chief Director's Office that will contribute towards improving efficiency in the office; Execute research, analyse information and compile complex documents for the Chief Director: Conduct research and compile comprehensive documents (not linked to a specific line function) for the Chief Director with regard to issues forthcoming from meetings; Provide Support to the Chief Director with regards to meetings; Screen documents to determine actions/information/documents required for the meeting; Manage resources of the office of the Chief Director: Determine and collate information with regards to the budget needs of the office of the Chief Director; Remains up to date with regards to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director: Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES** : Ms C. Van Wyk at Tel No: (021) 483 9507/8  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 04/320** : **ADMINISTRATIVE OFFICER: INFORMATION ANALYSIS REF NO: CAS 01/2023**  
 (3 year contract position)

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/ B- Degree or higher); A minimum of 1 year administration experience. Recommendation: A valid driving licence (Code B or higher). Competencies: Knowledge of the following: Information Analysis; Public Financial Management Act; Basic Budget Processes; Basic Human Resource Management; National Sport and Recreation Plan; Relevant recreation, school sport, sport, arts and cultural affairs policies, rules and regulations; Recreation; MOD Programme; Neighboring School Programme, School Sport and relevant next-level participation through culture, arts, recreation, education and sports activities

- and programmes; Marketing events, programmes and people; Event Planning; Event Management and Project Management. Skill needed: Numeracy; Literacy; Driving; Typing; Computer Literacy; Language; Project Management; Presentation; Networking; Interperson; Diversity; Applying technology; Communication (Written and verbal).
- DUTIES** : Analysis and data capturing of statistical information; Provide an office administration service; Provide logistical support; Coordinate transversal policy and governance compliance reporting.
- ENQUIRIES APPLICATIONS** : Mr C. Meyer Tel No: (021) 483 9530  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 04/321** : **DIGITAL- AUDIO-VISUAL CONSERVATOR REF NO: CAS 05/2023**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Department of Cultural Affairs and Sport, Western Cape Government  
: An appropriate 3-year National Diploma/B-Degree (or higher qualification) with Arts or History as a major subject; A minimum of 2 years experience working in the preservation and conservation field.. Recommendation: Working knowledge and experience in the following: Archives environment; Archival systems and procedures. Competencies: Knowledge of the following: Legislation, policies and procedures of Archives and Records Service; Archives environment; Archival systems and procedures; Current archival policies and legislation. Skills in the following: Relating and networking; Applying expertise and technology; Coping with pressure and setbacks; Formulation.
- DUTIES** : Preservation of digital and audio-visual records; Ensure that appropriate standards and practices are utilised in the preservation of archival records that consists of "new media" formats; Conservation treatment, repair, cleaning and storing of digital and audio-visual records; Skills development and administration.
- ENQUIRIES APPLICATIONS** : Ms M. Minicka Tel No: (021) 483 0446  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 04/322** : **GROUNDSMAN: MELKBOS CULTURAL CENTRE (MELKBOSSTRAND) REF NO: CAS 02/2023**
- SALARY CENTRE REQUIREMENTS** : R107 196 per annum (Level 02)  
: Department of Cultural Affairs and Sport, Western Cape Government  
: Basic literacy and numeracy (ABET). Recommendation: 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. Relevant experience in maintenance of buildings and usage of equipment; Working overtime during the week and weekends to assist with requests from clients - (via booking of the facilities). Competencies Knowledge of repairs to plumbing and electricity Operating tractors, power tools, Time management; Basic communication skills; Interpersonal interaction; Ability to work independently and as part of a team; Ability to follow verbal and written instructions.
- DUTIES** : Upkeeping, cleaning and maintenance of buildings; Maintenance of the grounds (lawns, trees, plants, flower beds etc.); Usage and safekeeping of equipment and tools; Inspects and identifies equipment or machines in need of repairs; Perform general repairs that do not require specialised expertise or a specialised technician; Proper usage of chemicals and cleaning agents; Interaction with clients booking and using the amenities of the cultural facilities.
- ENQUIRIES APPLICATIONS** : Ms N Jeaven Tel No: (021) 483 9713  
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please use 1 of the following:  
1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);  
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;

Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com). Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

- NOTE** : NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
- CLOSING DATE** : 27 February 2023

**DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

- 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** : 20 February 2023
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00, you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POST**

- POST 04/323** : **PERSONAL ASSISTANT REF NO: DEDAT 02/2023**
- SALARY CENTRE** : R269 214 per annum (Level 07)  
: Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years experience in rendering secretarial/administrative support services to management/ senior management. Recommendation: Dealing with high level confidential documents such as parliamentary enquiries and ensuring deadlines are met; Drafting presentations; Experience utilising digital systems such as (not limited to) Zoom, Microsoft Teams, Online sharing platforms. Competencies: Knowledge of the following: Departmental Operational Management Systems and procedures; Aspects of Contractual Management; Human Resource Management; Policies, prescripts, regulations and procedures; Financial Management; Procurement Processes; Petty Cash Management; Correspondence management; Digital systems such as (not limited to) Zoom, Microsoft Teams and Online sharing platforms; Proven computer literacy in MS Office (Word, Excel, and PowerPoint); Excellent (written and verbal) communication skills; Excellent telephone etiquette, planning, organising, and report writing skills; High levels of assertiveness and professionalism; The ability to communicate well with people and clients at different levels and from different backgrounds; Ability to work under pressure Ability to analyse documents and situations.
- DUTIES** : Provide a secretarial/ receptionist support service to the Manager; Rendering administrative support services, including documents of a very sensitive nature ensuring the proper flow of information and correspondence to and from the HOD Office Procurement of goods and services in line with the relevant prescripts; Provide support to the manager regarding meetings (Virtual and Physical); Support the manager with the administration of the budget, Manage petty cash for the office of the DDG; Manage travel arrangements; Processing of all sundry payments and travel and subsistence claims; Analyse the relevant

public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.  
**ENQUIRIES** : Mr R Toefy Tel No: (021) 483 9225

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

### OTHER POSTS

**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** : 20 February 2023

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 04/324** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: EADP 01/2023**

**SALARY CENTRE** : R766 584 per annum (Level 11), (all-inclusive salary package)  
: Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS** : An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years management level experience within Supply Chain Management.. Recommendation: Advanced Diploma in Procurement and Supply Chain Management; Proven/demonstrate management experience in all Supply Chain Management disciplines. Competencies: Knowledge of the following: Public Finance Management Act, Treasury Regulations, Provincial Treasury instructions; Knowledge of other legislation, circulars and policies pertaining to Supply Chain Management; Excellent report writing skills; Strategic planning skills; Must be able to meet strict deadlines; Able to render advice and guidance in an objective yet dedicated manner; Ability to multi-task under changing circumstances; Ability to lead and direct teams; Communication (written and verbal) skills; Proven computer literacy.

**DUTIES** : Demand and Contract Management; Acquisition and Logistics Management; Asset Management; Risk and Performance Management; Human Resource Management; Financial Management.

**ENQUIRIES** : Mr J Fritz Tel No: (021) 483 2759

### 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.

**ERRATUM:** Kindly note that the advert for the post of POST 3/333: Senior Administrative Officer: Human Resources (Pensions) Tygerberg Hospital, Parow Valley. Salary: R331 188 per annum advertised in the Public Service Vacancy 03 dated 27 January 2023 with Ref No: Post 3/333 has been cancelled.



## OTHER POSTS

- POST 04/325** : **CHIEF CONSTRUCTION PROJECT MANAGER: GRADE A**  
Directorate: Infrastructure Programme Delivery
- SALARY** : Grade A: R1 090 224 per annum, (A portion of the package can be structured according to the individual's personal needs)
- CENTRE REQUIREMENTS** : Head Office, Cape Town  
Minimum educational qualification: BTech, Degree, Honours Degree or National Higher Diploma in Built Environment. Registration with a professional council: Registered as a Professional Construction Project Manager with SACPCMP Experience: Six years post-qualification experience required. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). Contract documentation and administration experience in and understanding of the design and construction of complex buildings with specific reference to healthcare facilities. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills in programme and project management. Ability to work in a team. Sound interpersonal skills. Ability to work under pressure and meet deadlines Good verbal and written communication skills Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad-Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.
- DUTIES** : Project and programme management. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. People Management. Financial Management. Mentoring of Candidates.
- ENQUIRIES APPLICATIONS** : Ms L Spieringshoek-Martins, email: Lynn.Spieringshoek@westerncape.gov.za  
Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
24 February 2023
- POST 04/326** : **ENGINEER PRODUCTION: GRADE A TO C, ELECTRICAL (MAINTENANCE)**  
Directorate: Engineering and Technical Services (Bellville)
- SALARY** : Grade A: R750 693 per annum  
Grade B: R846 429 per annum  
Grade C: R967 809 per annum  
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Head Office, Cape Town  
Minimum educational qualification: An appropriate 4-year degree in Electrical Engineering (BEng/BScEng). Experience: **Grade A:** At least 3 years appropriate/recognisable experience after obtaining the relevant qualification e.g., BSc (Eng.). **Grade B:** At least 14 years appropriate/recognisable experience after registration as a Professional Engineer. **Grade C:** At least 26 years appropriate/recognisable experience after registration as Professional Engineer. Appropriate experience in the maintenance and operation of electrical - and electronic systems and infrastructure. Appropriate experience

in the compilation of specifications and procurement documentation. Registration with a professional council: Registered with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Inherent requirement of the job: Willingness to work extended hours, including travelling throughout the Western Cape. Be contactable 24 hours per day by cellular telephone. Physically fit and able to inspect buildings and related engineering infrastructure and machinery. Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Extensive experience in the maintenance and operation of electrical - and electronic systems and infrastructure. Thorough knowledge of the Occupational Health and Safety Act, 1993. Expertise in hospital engineering. Infrastructure and related equipment procurement within provincial government. Excellent verbal and written communication, report writing and presentation skills Knowledge project and contract management. Experienced in the compilation of specifications and procurement documentation Proficiency in MS Office. Good interpersonal skills.

**DUTIES** : The provision of effective, efficient, and affordable infrastructure engineering services through inspections, maintenance, repair, training, evaluation and modification. Services assessment and inputs into maintenance plan. Provide engineering input regarding infrastructure projects and technical feedback to hospital management. Liaising with clients regarding information and work progress. Ensuring continuity of service schedules, prioritizing work and consideration of operational requirements. Ensuring equipment and working areas are compliant with Occupational Health and Safety Act.

**ENQUIRIES** : Mr CF Badenhorst Tel No: (021) 830-3752  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : Potential candidates will be subjected to a security clearance and a practical test. The appointment will be subject to the signing of a performance agreement and an employment contract.

**CLOSING DATE** : 24 February 2023

**POST 04/327** : **SYSTEMS CONTROLLER: INFORMATION MANAGEMENT**  
 Directorate: Information Management

**SALARY** : R331 188 per annum  
**CENTRE** : Head Office, Cape (Based at Groote Schuur Hospital)  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Inherent requirement of the job: Valid (Code B/EB) driver's license. Experience: Appropriate experience in Information Management and Information Systems. Competencies (knowledge/skills): Proven experience as a Quality Assurance Tester or similar role. Familiarity with Agile frameworks and regression testing is a plus. Ability to document and troubleshoot errors. Computer literacy (MS Word, Excel, PowerPoint and Access). Knowledge and experience in software development lifecycle. Proficiency in at least two of the three official languages of the Western Cape. Excellent communication skills.

**DUTIES** : Perform Quality Assurance testing of ICT solutions. Report bugs and errors to development teams. Provide system, technical, functional, and other support to users. Assist in planning the communication of progress and project expectations to stakeholders. Identify and conduct both informal and formal training of ICT solutions to users.

**ENQUIRIES** : Mr Z Adams, email: [Zaahier.Adams@westerncape.gov.za](mailto:Zaahier.Adams@westerncape.gov.za)  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 24 February 2023

**POST 04/328** : **SYSTEM CONTROLLER: MEDICINE MANAGEMENT**  
 Directorate: Information Management

**SALARY** : R331 188 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree in Information Technology Experience: Appropriate working experience in Medicine Management Systems. Appropriate demonstrated experience and skills in Microsoft Excel, SQL querying and report writing. Inherent requirement of the job: A valid (Code B/EB) driver's license. A high

level of computer literacy. Competencies (knowledge/skills): Experienced in system support to be able to manage the Medicine Management systems used in the Province. Knowledge of the Regulations concerning pharmaceuticals and supply-chain management. Excellent communication skills, to manage the change management process within the organisation to achieve full acceptance of the system, with all users and relative parties. Good people management skills and a positive attitude towards working co-operatively with colleagues and stakeholders at all levels of authority. Experience in the use of Microsoft Excel. Microsoft SQL querying skills and report writing skills. Experience in the use of Impromptu® and Crystal® reporting software. Experience in the use of the CRD® software.

- DUTIES** : Client services: Support and liaise with facilities using the Medicine Management Systems in the province. Management of all change control processes. Responsible for the standard monthly and ad hoc reporting requirements using report writing tools. System maintenance: Maintenance of master files to ensure that the system complies with current regulations. Ensure effective communication regarding Pharmacy requirements such as data availability and data quality with Pharmacy role players, including end users and managers. Assist with compiling and maintaining system user manuals and procedures. Assist with the implementation and support of the Medicine Management System at Health facilities. Provide ad-hoc support to supervisor.
- ENQUIRIES** : Ms T Blockman at 072 321 2015
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 24 February 2023

**POST 04/329** : **TRAINER: INFORMATION MANAGEMENT**  
Directorate: Information Management (Based at Groote Schuur Hospital)

- SALARY** : R331 188 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Information Management and Information Systems Training. Appropriate experience in conducting workshops and presentations to different stakeholders across all levels of business. Appropriate experience using task/project management tools (DevOps, JIRA, Confluence, etc.). Inherent requirement of the job: Proficiency in at least two of the three official languages of the Western Cape. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and experience in Information technology applications/software training. Computer literacy (MS Word, Excel, PowerPoint and Access). Training event management. People management practices and procedures.

**DUTIES** : Analysis and requirements for applications/software training needs for the Department. Develop and maintain training policies and procedures. Manage a team of application/software trainers. Complete training documentation for the software being developed or procured. Plan, organise and conduct workshops and presentations. Contribute to testing software being developed. Assist in the development of training material for systems. Provide second line support for key ICT solutions. Market and promote Information Technology training courses.

- ENQUIRIES** : Mr Z Adams, email ([Zaahier.Adams@westerncape.gov.za](mailto:Zaahier.Adams@westerncape.gov.za))
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 24 February 2023

**POST 04/330** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (SECURITY SERVICES)**  
Directorate: Facilities Management (Security Services Management)

- SALARY** : R269 214 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Senior Certificate (or equivalent). Inherent requirement of the job: Working outside of normal office hours. A valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape Province. Working knowledge of Microsoft

Office 365. Competencies (knowledge/skills): A working knowledge of a regulatory process and applicable generic administrative procedures. Knowledge of contract management and administration. Excellent computer skills required (PowerPoint, Word, Excel, Forms, SharePoint and Outlook). Presentation skills. Excellent report writing skills.

**DUTIES** : Assisting and supporting in the office with regard to the administration of security services and decision-making. Assist and support with the secretarial functions. Consolidate security reporting from Health facilities, service providers and other stakeholders and present information in management reports. Liaising with Health facilities and other stakeholders regarding security services, related legislation and related issues.

**ENQUIRIES** : Mr A Punwasi Tel No: (021) 483-9030

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : A practical competency test may form part of the interview process.

**CLOSING DATE** : 24 February 2023

**POST 04/331** : **STERILIZATION OPERATOR: CSSD**

**SALARY** : R151 884 per annum

**CENTRE** : Groote Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: Basic Numeracy and Literacy. Experience: Appropriate experience. Inherent requirement of the job: Willingness to work in any department within CPD (CSSD & Gas). Willingness to work shifts including weekends, public holidays and night duty. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal relations skills. Basic understanding of disinfection, decontamination, and sterilization.

**DUTIES** : Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Assist with cleaning, maintenance and testing of sterilisation equipment, washing machine and autoclaves, lift-up and pushing heavy equipment in a cost-effective manner. Monitor, control and maintain adequate stock levels, report, and assist with investigation of lost instruments/equipment. Effective communication and Human Resource Development. Cost Containment with regards to human and material resources.

**ENQUIRIES** : Mr A Mohamed Tel No: (021) 404-2071

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 24 February 2023

#### **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** : 20 February 2023

**NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable

to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

#### **MANAGEMENT ECHELON**

<b><u>POST 04/332</u></b>	<b><u>DIRECTOR: DISASTER OPERATIONS REF NO: LG 01/2023</u></b>
<b><u>SALARY</u></b>	R1 105 383 per annum (Level 13), (all-inclusive salary package)
<b><u>CENTRE</u></b>	Department of Local Government, Western Cape Government
<b><u>REQUIREMENTS</u></b>	An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Disaster Management or related qualification; A minimum of 6 years relevant middle-management experience; A minimum of 3 years relevant disaster management experience; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Recommendation: A valid code B driving licence; Social Science Qualification; Project Management Certification. Competencies: Sound knowledge of emergency and disaster management concepts, programmes and practices; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Ability to interpret and apply relevant policies and procedures; Ability to analyse, promote, facilitate and implement strategic planning; Ability to communicate at all levels and across sectors using various media, stakeholder engagement and to build and maintain working partnerships; Report writing, data acquisition and analysis; Knowledge Management; Service Deliver Innovation.
<b><u>DUTIES</u></b>	To oversee the co-ordination, monitoring and support of the following: Disaster preparedness and response functions as specified in the Disaster Management Act; Disaster institutional capacity (IGR); Disaster recovery functions as specified in the Disaster Management Act; coordinates and contributes to the implementation of government's disaster management policies, programs and projects; Human Resource Management; Sound Labour relations within the directorate; Financial Management; Participate in the strategic management and performance management processes; Strategic capability and leadership Disaster Management Intergovernmental relations; Disaster Preparedness and response; Disaster Recovery.
<b><u>ENQUIRIES</u></b>	Mr C Deiner Tel No: (021) 937 6301

#### **OTHER POSTS**

<b><u>POST 04/333</u></b>	<b><u>DEPUTY DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING REF NO: LG 02/2023</u></b>
<b><u>SALARY</u></b>	R766 584 per annum (Level 11), (all-inclusive salary package)
<b><u>CENTRE</u></b>	Department of Local Government, Western Cape Government
<b><u>REQUIREMENTS</u></b>	An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher); A minimum of 3 years management level experience. Competencies: Knowledge of the following: Constitutional legislative an inter-governmental dispensation in South Africa; COGTA prescribed reporting procedures and national and provincial treasury directives; Financial and administrative systems and procedures of municipalities; Programmes and project planning and management; Council and political dynamics; Local government legislation; Skills needed: Analytical thinking; Conflict management; Organisational; Budgeting; Information systems and data base interrogation; Negotiation; Written and verbal communication; Ability to analyse data with a view to make assumptions and forecasts; Interpret annual financial statements; Analyse municipal budgets and financial management systems.
<b><u>DUTIES</u></b>	Coordinate and manage municipal information in the province; Monitor and evaluate municipal performance; Execute follow-up research arising from municipal performance reports; Prepare recommendations for municipal

		support and interventions; Assist in the drafting of annual municipal performance report in terms of section 47 of the Municipal Systems Act; Manage human resources and performance in the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Mr N Rylands Tel No: (021) 483 0646
<b><u>POST 04/334</u></b>	:	<b><u>DEPUTY DIRECTOR: LEGISLATION SUPPORT REF NO: LG 07/2023</u></b>
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Department of Local Government, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years management level experience. Recommendation: LLB graduate; Admitted as an Attorney. Competencies: Knowledge of the following: Local government legislation; Finance; Purpose of the directorate; Functions of sub-directorate within the directorate; Skills needed: Analytical; Interpersonal; Management; Written and verbal communication; Motivational; Conflict Management; Leadership.
<b><u>DUTIES</u></b>	:	Maintain institutional functionality of municipalities; Maintain and amend establishment notes, due diligence of senior manager appointments in municipalities; Co-ordinate publication of by-elections; Co-ordinate pre and post local government preparation; Facilitating training to municipal councillors and officials on local government legislation; Advise on legislation; Administer legal resource centre; Human resource management; Financial management.
<b><u>ENQUIRIES</u></b>	:	Mr K Makan at Tel No: (021) 483 4365
<b><u>POST 04/335</u></b>	:	<b><u>ASSISTANT DIRECTOR: DISASTER RISK REDUCTION REF NO: LG 08/2023</u></b> (12 Month Contract)
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09), plus 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Department of Local Government, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/Bachelors Degree or higher) in Disaster Management, Environmental and Geographical studies or related fields; A minimum of 3 years supervisory level experience. Recommendation: Working knowledge of Geographic Information Systems (GIS). Competencies: Knowledge of the following; Disaster Management Act (Act 57 of 2002) and related policies and guidelines; Disaster management systems and procedures as applied in all three spheres of government with the focus in disaster risk reduction; Human Resource Management; Financial Management; Strategic Planning; Skills needed: Disaster risk reduction; Crisis management; Organisational; Project management; Negotiation; Information technology; Written and verbal communication; Ability to work under pressure (in emergency or disaster situations); Manage and lead people; Deal with the public; Motivated and focused; Decisiveness; Work independently.
<b><u>DUTIES</u></b>	:	Assist in implementation of an early warning system for the drought and secondary hazards; Assist in the implementation of special intervention programmes for the drought and other hazards; Assist in the management of human resources, performance management and finances in the sub-directorate; Support the departments processes.
<b><u>ENQUIRIES</u></b>	:	Mr L Nokoyo Tel No: (021) 937 6359
<b><u>POST 04/336</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: LG 06/2023</u></b> (12 Months Contract Position)
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09), plus 37% in lieu of service benefits
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant experience in local government, intergovernmental relations or stakeholder management environment. Recommendation: Knowledge and experience in project management, strategic management, human resource management and financial management. Competencies: Knowledge of the following: Constitutional, institutional and developmental circumstances of municipalities; Legislation and policy frameworks applicable to local government (Constitution, Municipal Structures Act, Municipal Systems Act, Municipal Structures Act); Minute writing and report writing. Skills needed: Computer literacy in MS Office Package (Word,

- Excel, PowerPoint, etc); Communication skills (written and verbal). Ability to work independently and as part of a team.
- DUTIES** : Rendering logistical and administrative support to the Intergovernmental component through compiling and providing input for operational plans (Project Plan, Standard Operating Procedures, Quarterly Performance Reports, Annual Performance Plan); Finalise minutes and draft resolution reports for submission iro Minister's and Mayoral Forum Technical Committee (MinMayTech), Minister's and Mayoral Forum (MinMay), Premier's Coordinating Forum (PCF), District Coordinating Forum Technical Committee (DCFTech) and District Coordinating Forum (DCF); Assist with the compilation of budget reports (monthly cashflow, Mid Term Expenditure Framework), track expenditure in line with the budget and procurement of all goods and services; Compilation and finalising of claims (S&T, cell phone, overtime); Controlling of Sub directorate assets (coordinating and submission of control verification & information), processing of invoices for payment; Attendance of MinMayTech, MinMay, PCF, Joint District Approach (JDA), Provincial and Municipal Interface ('Meet and Greet'), DCFTech and DCF as an when required; Follow up resolutions and key outcomes for Provincial and Municipal Interface ('Meet and Greet'), MinMayTech, MinMay and PCF
- ENQUIRIES** : Mr N.J. Witbooi Tel No: (021) 483-4249
- POST 04/337** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: LG 30/2022 R1**
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
: Department of Local Government  
: An appropriate 3-year B-Degree (equivalent or higher qualification) majoring in Accounting; A minimum of 3 years relevant supervisory experience within Financial Accounting environment. Recommendation: Relevant financial accounting experience. Competencies: Knowledge of the following: Financial norms and standards; Financial systems such as Easyfile, Personnel and Salary Administration (PERSAL) and Basic Accounting System (BAS). Skills in the following: Computer literacy in MS Office package (Word, Excel and PowerPoint); Written and verbal communication; Ability to work independently and as part of a team.
- DUTIES** : Management of the following: Payments and clearing of accounts; Salary administration; Banking and Personnel. Assist with compilation of financial statements; Reporting.
- ENQUIRIES** : Ms H Saul Tel No: (021) 483 2184
- POST 04/338** : **ADMINISTRATIVE OFFICER: DISASTER RISK REDUCTION PLANNING REF NO: LG 04/2023**  
(12 Month Contract Position)
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07), plus 37% in lieu of service benefits  
: Department of Local Government  
: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years relevant administration experience Recommendation: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002 as amended) and related policies and guidelines; Understanding of disaster management systems and procedures as applied in all three spheres of government with the focus on disaster risk reduction; Human Resource Management; Financial Management; Strategic planning; Proven computer literacy; Communication (written and verbal) skills; Ability to work under pressure.
- DUTIES** : Provide administrative support in the following areas: Risk reduction planning component; The management of a comprehensive disaster risk and vulnerability assessments; The establishment and maintenance of a Spatial Information System; The implementation of an early warning system; The implementation of special intervention programmes.
- ENQUIRIES** : Ms J. van Schalkwyk Tel No: (021) 937 6353

**POST 04/339** : **ADMINISTRATION CLERK: FIRE AND RESCUE SERVICE REF NO: LG 03/2023**  
(X2 Positions available for a 24 Month Contract Period in Tygerberg)

**SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Minute taking experience. Competencies A good understanding of the following: Admin and filing procedures; Creation of spreadsheets; Project financial projections. Skills in the following: Computer literacy MS Office (Word, PowerPoint, Excel); Written and verbal communication. Ability to work independently, in a team and under pressure.

**DUTIES** : Provide administrative support to the section: Fire Brigade Services; Exercise the control expenditure; Assist with staff records and storeroom; Minute taking and logistical support at workgroups.

**ENQUIRIES** : Ms R Page Tel No: (021) 937 6355

**POST 04/340** : **ADMINISTRATION CLERK: SERVICE DELIVERY INTEGRATION REF NO: LG 09/2023**  
(12 Month Contract Position)

**SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant 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. Competencies Knowledge and understanding of the following: Provincial budgetary cycle and associate processes; Expenditure control processes; Administration systems including filing and record keeping; Stakeholder Management. Skills in the following: Written and verbal communication; Proven computer literacy in MS Office Package (Word, Excel, PowerPoint); Conceptual, analytical and formulation; Planning and organising; Ability to work independently and as part of a team.

**DUTIES** : Render project based logistical and administrative support including financial, human resource management, preparation and correspondence; Liaise with Provincial departments and all other stakeholders; Administer the database relating to projects; Proactively deal with all correspondence.

**ENQUIRIES** : Ms N Mbadlanyana Tel No: (021) 483 9016

#### DEPARTMENT OF THE PREMIER

**CLOSING DATE** : 20 February 2023  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 04/341** : **STATE LAW ADVISOR: MEDICO- LEGAL AND GENERAL LITIGATION SERVICES REF NO: DOTP 08/2023**

**SALARY** : LP 7: R797 901 per annum, all-inclusive salary package, (OSD as prescribed)  
LP 8: R939 876 per annum, all-inclusive salary package, (OSD as prescribed)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : LLB-Degree (Law or equivalent legal qualification) with admission as an Advocate or Attorney; **LP 7:** A minimum of 5 years' appropriate practical post qualification legal experience; **LP 8:** A minimum of 9 years' appropriate practical post qualification legal experience. Recommendation: Experience in the following: Medico legal and general litigation courtand legal drafting;



Healthcare setting or environment; Litigation and/or provision of legal opinions in matters arising from medical negligence; Civil and criminal litigation relevant to medical negligence. Competencies: Knowledge of the following: Medical terminology, disciplines and hospital procedures; Constitutional and Administrative Law; Legislation and case law relevant to medico legal litigation trends and developments. Skills needed: Communication (verbal and written); Time management; Legal drafting; Relevant litigation; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc). Ability to work independently and as part of a team.

**DUTIES** : Attending consultations and court proceedings; Providing substantial input into litigation matters; Managing the preparation and facilitation of litigation matters; Assist and provide legal advice when settlement negotiations are conducted; Advising, providing formal legal opinions and drafting legal correspondence on intended or pending litigation cases; Drafting court pleadings in medico legal matters.

**ENQUIRIES** : Ms N. Allen Tel No: (021) 483 3953

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

**POST 04/342** : **DEPUTY DIRECTOR: CURRICULUM DEVELOPMENT AND QUALITY ASSURANCE REF NO: DOTP 02/2023**

**SALARY** : R766 584 per annum (Level 11), (all-inclusive salary package)

**CENTRE** : Department of the Premier, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher) in Human or Social Sciences; A minimum of 3 years' management level experience in human resource development or similar environment. Recommendation: Knowledge of PSETA Quality Management System (QMS) and ISO9001: 2015 QMS. Competencies: Advanced knowledge of: The theory and practice of human resource development, utilising various learning methodologies and electronic platforms; The statutory and strategic human resource development frameworks of the public service; Strategy development, strategy management and strategy monitoring and review processes in a human resource development environment. Knowledge of: PSETA Quality Management System (QMS) and ISO9001: 2015 QMS; the policies of the government of the day; The of Constitutional, legal and institutional arrangements governing the South Africa public sector; Human resource management and Financial management; Computer literacy, training audit; strong instructional design (face-to-face and on-line learning), analytical and problem-solving skills, Communication (written and verbal) and project management skills.

**DUTIES** : Research, design, develop, accredit and update/review relevant transversal training curricula, learning programmes for the WCG, utilising a variety of learning methodologies, including online platforms; Manage the process of assessment and moderation and verification with regards to all SAQA aligned training interventions. Undertake quality assurance in respect of the Quality Management System (QMS) for International Organisation for Standardisation (ISO 9001:2015) and the Public Service Education and Training Authority (PSETA); Manage a resource centre for the Chief Directorate People Training and Empowerment Human resource management processes within the Sub-directorate; Financial management with regards to allocated budget.

**ENQUIRIES** : Ms N. Visagie Tel No: (021) 865 8037

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

**POST 04/343** : **DEPUTY DIRECTOR: MANAGEMENT AND LEADERSHIP DEVELOPMENT REF NO: DOTP 03/2023**

**SALARY** : R766 584 per annum (Level 11), (all-inclusive salary package)

**CENTRE** : Department of the Premier, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher) in Human or Social Sciences or equivalent; A minimum of 3 years' management level experience in human resource development or similar environment. Recommendation: Knowledge of PSETA Quality Management System (QMS) and ISO9001: 2015 QMS. Competencies: Advanced

knowledge and understanding of the following: Communities of Practice pertaining to an innovation ecosystem; Leveraging technology to promote innovation; Knowledge management in the innovation space, including linkages to are pository of smart practices; Theory and practice of human resource development, including outcomes-based education and training (OBET); The statutory and strategic human resource development frameworks of the public service; The implementationof human resource development interventions in an adult learning environment; The subject matters which the Sub-directorate is responsible for; Curriculum development; Quality assurance in a human resource development environment; Human resource development needs analysis; Training and development impact assessment; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africapublic sector; People management; Financial management. Skills needed: Communication and deliberation; Analytical and innovative problem-solving; Conceptual and formulation; Networking, liaison and consultation; Negotiation, persuading and influencing; Research; Leadership and adaptable/agile decision-making; People management, team building and interpersonal; Planning and organising; Computer literacy.

**DUTIES** : Manage the provision and facilitation of innovative, special, and management and leadership learning programmes; Operational management, inclusive of the execution of assigned portfolio interms of the establishment and maintenance of the Innovation Huband the provision of innovation facilitation services; Development and implementation of a future-focused and integrated management and leadership development framework; Human resource management processes within the Sub-directorate; Financial management with regards to allocated budget.

**ENQUIRIES** : Ms N. Visagie Tel No: (021) 865 8037  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 04/344** : **DEPUTY DIRECTOR: SUPPORT SERVICES REF NO: DOTP 04/2023**

**SALARY** : R766 584 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher) ; A minimum of 3 years management level experience in an institutional environment. Recommendation Experience in financial management, facilities management, supply chain management in the Public Sector. Competencies: Knowledge of the following: Project management; Benchmarking; Mentoring and coaching practices; Staff performance management system (SPMS); Disciplinary and grievance procedure; Human resource management; Financial management prescripts; National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations, Employment Equity Act; Labour Relations Act. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Presentation; Planning and organising; Problem solving. Ability to: Work independently and as part of a team; Work under pressure and to cope with a high workload.

**DUTIES** : Research, design, develop accredit and update/review relevanttransversal training curricula, learning programmes for the WCG, utilising a variety of learning methodologies, including online platforms; Manage the process of assessment and moderation andverification with regards to all SAQA aligned training interventions. Undertake quality assurance in respect of the Quality Management System (QMS) for International Organisation fo rStandardisation (ISO 9001:2015) and the Public Service Education and Training Authority (PSETA); Manage a resource centre for the Chief Directorate People Training and Empowerment Human resource management processes within the Sub-directorate; Financial management with regards to allocated budget.

**ENQUIRIES** : Mr NS Miti Tel No: (021) 865 8046/ 483 2929  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 04/345** : **EDUCATION TRAINING AND DEVELOPMENT PRACTITIONER REF NO: DOTP 01/2023**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years appropriate experience within a human resource development environment. Recommendation: Experience in a human resource development curriculum design and quality assurance environment. Competencies: Knowledge of the the following: Theory and practice of human resource development, utilising various learning methodologies and electronic platforms; The statutory and strategic human resource development frameworks of the public service; Implementation of human resource development interventions in an adult learning environment; Theories in the curriculum development environment; Quality assurance in a human resource development environment; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Communities of Practice pertaining to the learning and development (L&D) ecosystems. Skills needed: Curriculum development including the online environment; Strong networking, communication and deliberation; Research; Analytical and problem-solving; Conceptual and formulation.

**DUTIES** : Provide professional curriculum design services to the Directorate Training with the following: The design, development and accreditation of new training curricula, courses and learning programmes within the Sub-directorate Curriculum Development and Quality Assurance; Undertake quality assurance in respect of the Quality Management System (QMS) for International Organisation for Standardisation (ISO 9001:2015) and the Public Service Education and Training Authority (PSETA); Ongoing evaluation and updating/reviewing/conversion to the online environment of learning programmes. Contribute to the following learning delivery services within the Directorate Training: Presenting training programmes and courses with own capacity; Facilitation of training programmes and courses presented by experts from provincial departments; Facilitation of training programmes and courses presented by external service providers; The programming and scheduling of training interventions; Special human resource development projects allocated to the Sub-directorate; Carry out all course administration; Liaise with provincial, national and international role-players in respect of training and development matters; Provide input in respect of the operational work of other units of the Chief Directorate as required and in respect of the operational management of the Directorate and/or Sub-directorate, with particular reference to the development of business and operational plans.

**ENQUIRIES** : Ms N. Visagie Tel No: (021) 865 8037  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 04/346** : **ASSISTANT DIRECTOR: MISCONDUCT, DISPUTES AND GRIEVANCES REF NO: DOTP 11/2023**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher) in Labour Relations, Human ResourceManagement or Law; A minimum of 3 years supervisory experience in Labour Relations or similar; A valid driving licence (Code B or higher).. Competencies: Extensive knowledge of the following: National and Provincial instruments and legislation pertaining to human resourcesmanagement with specific reference to the Public Service Act,Public Service Regulations, Employment Equity Act; Mentoring and coaching practices; Staff performance management system;Disciplinary and grievance procedures; Human Resource Management; Labour Relations Act as well as other relevant labour relations prescripts; Skills needed: Good communication (written and verbal); Networking; Facilitation; Negotiation; Computer literacy; Leadership; Motivation; Research; Analytical; Conceptual;Interpretive; Formulation; Listening and Interviewing skills.

**DUTIES** : Function as a manager/supervisor will entail the following:Supervision; Unit perational planning; Participate in strategic planning; Monitor and manage the

day-to-day workflow in teams; Manage and administer the staff appraisal system/ process; Training and development; Monitor and control expenditure of budget; Brief and assist Counsel in Review matters; Perform the following functions and manage the units who perform the following: Handle and supervise misconduct matters; Handle and supervise grievances matters; Implement measures in order prevent labour unrest; Render advice on misconduct, disputes and grievance matters; Handle and supervise disputes.

**ENQUIRIES** : Mr S. Goldschmidt Tel No: (021) 483 5118  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 04/347** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DOTP 17/2023**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher) in Social Work/Organisational Psychology/Human Resource Development or related field of study; A minimum of 5 years' experience in employee wellness programmes or employee assistance programmes; A valid Code B ( or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience and knowledge in the following: EHW Program methodology, monitoring and evaluation; Contract management and Supply Chain Management Procedures. Competencies: Knowledge of the the following: Policies and frameworks regarding employee wellness programmes in government; Quantitative and qualitative research methodologies; Latest advances in employee health and wellness theory and practice; Statutory framework governing the broad management of the Public Service; Employee health and wellness theory, practice and techniques; Appreciative inquiry; Functions of the various components of the WCG to ensure a holistic, integrated approach to interventions; Project management; Monitoring and evaluation tools; Supply Chain Management Procedures and Contract Management regarding vendor invoices, payments and expenditure; Researching and Analysing; Relating and Networking; Persuading and Influencing; Delivering Results and Meeting Customer Expectations; Deciding and Initiating Action; Leading and Supervising; Adhering to Principles and Values; Presenting and Communicating Information; Planning and Organising; Adapting and Responding to Change; Coping with Pressures and Setbacks. Skills needed: Proven computer literacy; Communication (written and verbal); Consulting and networking; Conscientiousness and accuracy; Report writing; Supervising; Analytical; Numeracy.

**DUTIES** : Communication and awareness of EHW services and programme; Management of EHW advisory services and EHW Project plans; Develop relevant EHW governance and standards; Management of Supply Chain Management Procedures and Contract Management; Reporting on EHW utilisation and trend; Supervising the EHW Practitioner(s).

**ENQUIRIES** : Ms F. Gallie Tel No: (021) 466 9704  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 04/348** : **LABOUR RELATIONS OFFICER: MISCONDUCT, DISPUTES AND GRIEVANCES REF NO: DOTP 13/2023 (X4 POSTS)**

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree) in Labour Relations, Human Resource Management or Law; A minimum of 1-year experience in Labour Relations; A valid (Code B or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Public Service Act; Public Service Regulations and Labour Relations Act; Human Resource Management; Conflict Management; Appropriate labour legislation; Relevant disciplinary and grievance procedures; Skills

needed: Proven computer literacy (MS Office); Ability to work independently and as part of a team; Planning, organising and execution; Written and verbal communication.

**DUTIES** : Handle the following: Misconduct matters; Grievances matters; Disputes; Render advice on misconduct and grievance matters; Implement measures in order to prevent labour unrest; Render support service and represent the employer in dispute matters; Conduct investigations (misconduct, grievances and disputes); Draft submissions for mandates and represent the employer in disciplinary hearings.

**ENQUIRIES** : Mr S. Goldschmidt Tel No: (021) 483 5118

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

**POST 04/349** : **ASSET MANAGEMENT OFFICER REF NO: DOTP 16/2023**

**SALARY** : R331 188 per annum (Level 08)

**CENTRE** : Department of the Premier, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher) in Public Finance, B.Comm or Internal Auditing; A minimum of 3 years experience in the asset management environment, warehouse management or inventory management. Recommendation: A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: PFMA; Supply Chain Management Prescripts; Financial Accounting; Asset Management framework; LOGIS system (Asset Management sections) or any Other Asset or Inventory Management system. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint, Outlook etc.) Communication (written and verbal); Client and goal oriented; Numeracy; Project planning and Problem solving. Ability to work independently and.

**DUTIES** : Attend to all administrative functions and physical activity in effectively managing the asset and inventory management environment and registers; Analyse data, produce reports, perform monthly reconciliations, and assist in the compilation of financial statements of assets and inventory; Perform and lead a team during the asset and inventory verification process; Project manage the disposal process and assist with general asset planning; Draft circulars and Standard Operating Procedures and Policies; Perform asset and inventory management presentations and attend to internal and external queries; Fulfill supervisory functions including staff performance management, coaching, mentoring and discipline. Ability to work independently and as part of a team.

**ENQUIRIES** : Mr M. Nell Tel No: (021) 483 0174

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

**POST 04/350** : **SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO: DOTP 12/2023**

**SALARY** : R181 599 per annum (Level 05)

**CENTRE** : Department of the Premier, Western Cape Government

**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience in an asset management / warehouse management / inventory management environment. A valid Code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies Knowledge of the following: Public Finance Management Act (PFMA); Supply Chain Management Prescripts; Financial Accounting; Asset Management framework; LOGIS system (Asset Management sections) or any Other Asset Management system. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, Outlook); Written and verbal Communication; Client and goal oriented' Ability to work independently and as part of a team.

**DUTIES** : Barcoding of Assets; Perform physical asset verifications; Attend to asset movements; Updating of the asset register; Arrange meetings; Provide support to line function (Customer Care).

**ENQUIRIES** : Mr W Brits Tel No: (021) 483 8187

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 04/351** : **GROUNDSMAN: FACILITIES (KROMME RHEE) REF NO: DOTP 05/2023**
- SALARY** : R107 196 per annum (Level 02)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : Basic literacy and numeracy (ABET). Recommendation: Working knowledge of terrain work maintenance and handyman tasks. Relevant experience in planting of trees, flowers, grass and other plants. Competencies Knowledge of terrain work, sewage systems, pipes and irrigation systems. Communication skills; Basic literacy skills.
- DUTIES** : Maintenance of grounds (terrain); Assist with the preparation of training venues for functions and courses; Checking of service ability of machinery and equipment; Drive the tractor or other vehicles when needed; Maintenance of sewerage system; Managing the water levels of the reservoir; Perform handyman tasks on the grounds.
- ENQUIRIES** : Mr E Plaatjies Tel No: (021) 865 8051  
**APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);  
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;  
 Or 3. Email your application to, [westerncape@immmploy.com](mailto:westerncape@immmploy.com). Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
- CLOSING DATE** : 27 February 2023

**DEPARTMENT OF SOCIAL DEVELOPMENT**

- CLOSING DATE** : 20 February 2023  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00, you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

- POST 04/352** : **POPULATION ANALYST: POPULATION DEVELOPMENT (RESEARCH AND GIS) REF NO: DSD 07/2023**
- SALARY** : R491 403 per annum (Level 10)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 4 year post school qualification (Honours or higher qualification) in Statistical/Research-oriented Social Sciences (Demography, Sociology, Geography, GIS); A minimum of 3 years experience in Research (Population Geography and Demography) or similar environment; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but

- have reasonable access to transport may also apply. Competencies: Knowledge and understanding of the following: Public Service legislation; Population Policy, strategy and programmes; GIS and related systems; Skills: Proven Computer literacy; People management and empowerment; Planning and organizing.
- DUTIES** : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions Communication (written, verbal and liaison); Problem-solving; Facilitation and presentation; Analytical. Project management; Operational planning; Innovation.
- ENQUIRIES** : Mr G. Miller Tel No: (021) 483 4168 or (C): 0836347634  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 04/353** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (X1 POST IN KANNAL AND X1 POST IN BITOU), REF NO: DSD 05/2023**
- SALARY** : R401 691 - R465 669 per annum, (OSD as prescribed)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.
- DUTIES** : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
- ENQUIRIES** : Ms M Hendricks Tel No: (044) 814 1685  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 04/354** : **ASSISTANT DIRECTOR: QUALITY ASSURANCE AND MONITORING REF NO: DSD 02/2023**
- SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (Bachelors Degree or higher) in Human Resource, Financial management, Social Sciences or Quality Assurance/Investigative fields; A minimum of 6 years supervisory level experience in a secure facility environment. Competencies: Knowledge of the following: Facility management and Quality assurance and in-depth interventions; Modern systems of governance and administration; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Project management processes; Skills needed: 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; Written and verbal communication; Problem solving and decision making; Financial management; Change management; Problem solving and analysis; Client orientation and customer focus.
- DUTIES** : Lead, manage and oversee the compliance monitoring, registration compliance and risk for the department through initiating relevant strategies and ensuring policy and standard operating procedures; Develop and manage a short and medium-term quality assurance plan that ensure compliance to legislative frameworks; Manage the execution of all internal and external registration reviews and unregistered centre interventions; Manage and oversee all outsourced management contracts and stakeholder relations; Manage a reportable incidents compliance protocol, oversee all high-risk interventions and advise the Director on the impact that these risks may pose; People management and finance.
- ENQUIRIES** : Ms M Jonkerman Tel No: (021) 826 6040
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 04/355** : **OFFICE MANAGER: BUSINESS PLANNING AND STRATEGY REF NO: DSD 03/2023**
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree) or higher; A minimum of 3 years experience in rendering executive support functions to top management. Competencies: Knowledge of the following: Public Service reporting procedures; Modern systems of governance and administration; Policies, regulations, internal arrangements and procedures; SMS Manual; Financial Manual; Administrative and financial management; Budget control and management; Procurement and tender administration; Human resource management; All aspects pertaining to line functions within the Department; Skills needed: Research; Analytical thinking; Financial Management; Project Management; Managerial skills; Proven computer literacy; Witten and verbal communication; Problem solving; Conflict resolution.
- DUTIES** : Manage engagements: Ensure that the management support staff compiles programmes; Render line administrative support services: Develop and maintain systems in the office of the Chief Director's Office that will contribute towards improving efficiency in the office; Execute research, analyse information and compile complex documents for the Chief Director: Conduct research and compile comprehensive documents (not linked to a specific line function) for the Chief Director with regard to issues forth coming from meetings; Provide support to the Chief Director with regards to meetings; Screen documents to determine actions/information/documents required for the meeting; Manage resources of the of office of the Chief Director: Determine and collate information with regards to the budget needs of the office of the Chief Director; Remains up to date with regards to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director: Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES** : Mr M Johnson at Tel No: (021) 483 3781
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 04/356** : **SOCIAL WORKER: SOCIAL WORK SERVICES (X2 POSTS IN KHAYELITSHA) REF NO: DSD 06/2023**
- SALARY** : Grade 1: R269 301 – R312 186 per annum, (OSD as prescribed)  
Grade 2: R331 191 – R380 337 per annum, (OSD as prescribed)  
Grade 3: R401 691 – R465 669 per annum, (OSD as prescribed)  
Grade 4: R494 028 – R607 593 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : A formal tertiary qualification in Social Work (Bachelor of SocialWork) 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 (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES** : Ms M Harris Tel No: (021) 001 2145  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 04/357** : **ADMINISTRATION CLERK: COMMUNITY AND PARTNERSHIP DEVELOPMENT REF NO: DSD 01/2023**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
 : Department of Social Development, Western Cape Government  
 : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Relevant job knowledge; Skills needed: Literacy and numeracy; Presentation; Decision –making; Proven computer literacy; Good written and communication; Interpersonal Skills; Flexibility; Planning and organising.

**DUTIES** : Render general clerical support services; Provide supply chain clerical support services within sub-directorate; Provide personnel administration clerical support; Provide financial administration support services.

**ENQUIRIES** : Mr C Sauls Tel No: (021) 483 3839  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 04/358** : **ADMINISTRATION CLERK: LOGISTICAL SERVICES REF NO: DSD 04/2023 (X3 POSTS IN KHAYELITSHA)**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
 : Department of Social Development, Western Cape Government  
 : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. Competencies: Relevant job knowledge; Skills needed: Literacy and numeracy; Presentation; Decision –making; Proven computer

- literacy; Good written and communication; Interpersonal Skills; Flexibility; Planning and organising.
- DUTIES** : Render general clerical support services; Provide supply chain clerical support services within sub-directorate; Provide personnel administration clerical support; Provide financial administration support services.
- ENQUIRIES APPLICATIONS** : Mr K Marthinus Tel No: (021) 483 8833
- : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

## DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- CLOSING DATE** : 20 February 2023
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

### MANAGEMENT ECHELON

- POST 04/359** : **DEPUTY DIRECTOR GENERAL: ROADS REF NO: TPW 18/2023**
- SALARY CENTRE REQUIREMENTS** : R1 590 747 per annum (Level 15), (all-inclusive salary package)
- : Department of Transport and Public Works, Western Cape Government
- : A recognised B Eng Degree (NQF 7) and a post graduate qualification (NQF 8) or higher qualification as recognised by SAQA in Civil Engineering; Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Pr. Eng.); A minimum of 8 years Senior Management level experience; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Competencies: Extensive knowledge of applicable policies and procedures; Knowledge of the following: Management Principles; Public Service Principles; HRM processes inclusive of human resource planning; Labour relations; Financial Management; Empowerment (SMME, Broad based BEE, Women and Disability; Capacity Building; Project Management; Community facilitation; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client orientation and customer focus; Communication skills.
- DUTIES** : Strategic capability and leadership; Change Management; Translate the vision of the department into goals; Develop and implements strategies for the branch; Align programmes and operational support; Participate in the

departments strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the branch against pre-determined objectives; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments.; Project and Programme Management; Manage road programme and operational support; Manage road planning; Manage road design; Manage the construction and maintenance of the road network on contract; Manage the construction and maintenance of the road network in-house; Ensure efficient and effective oversight and management for all financial resources/aspects of the Branch and all performance requirements as related to the PFMA and corporate governance; Management of the human resources of the Branch to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, and appreciated and performance orientated staff and sound labour relations.

**ENQUIRIES** : Ms J Gooch Tel No: (021) 483 2826  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 04/360** : **CHIEF DIRECTOR: PROVINCIAL PUBLIC PRIVATE PARTNERSHIP (PPP)**  
**REF NO: TPW 19/2023**

**SALARY** : R1 308 051 per annum (Level 14), (all-inclusive salary package)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate Degree (NQF 7) or higher qualification as recognised in Town Planning / Regional Planning / Business Administration / Law; A minimum of 5 years experience at a Senior Managerial level; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Post graduate qualification in Finance/ Business Administration/ Law. Master's degree in business administration. Extensive experience in a financial sector or commercial environment. Competencies: Extensive knowledge of applicable policies and procedures; Management principles; Knowledge of the following: Management Principles; Public Service procedures; Labour relations; Empowerment (SMME, Broad based BEE, Women and Disability); Capacity Building; Project Management; Community facilitation; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client orientation and customer focus; Communication skills; Applied strategic thinking.

**DUTIES** : Strategic capability and leadership; Provides a vision, sets the direction for the organisation and/or unit and inspires others to deliver on the organisational mandate; Develop the Provincial Public Private Partnership (PPP) framework, i.e., strategy, policy, guidelines, norms, standards and protocols. Framework to unlock, prepare, enable, and leverage Provincial Property for both public and private sector participation; Define strategies for financial models, economic models and potential revenue models for Provincial Properties; Define, develop stakeholder strategies to leverage the Provincial property portfolio. Facilitate processes to enable investment in the Provincial property portfolio. Strategy, policy, guidelines, norms, standards and protocols; Oversee the implementation and maintenance of Provincial Public Private Partnership (PPP) policies in the Western Cape; Manage an effective and efficient transversal support service for Provincial Public Private Partnership (PPP) projects in the Western Cape; Manage Provincial Public Private Partnership (PPP) contracts; Manage and report on all Provincial Public Private Partnership (PPP) projects; Project and Programme Management; Develop, implement, evaluate and adjust plans to achieve the desired objectives, while ensuring the optimal use of resources; Compiles and manages budgets, control cash flow institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service deliver; Manage and encourage people, optimize their outputs and effectively manage relationships in order to achieve organisational goals.

**ENQUIRIES APPLICATIONS** : Ms. JT Gooch Tel No: (021) 483 2826  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 04/361** : **CHIEF DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME (EPWP) REF NO: TPW 20/2023**

**SALARY CENTRE REQUIREMENTS** : R1 308 051 per annum (Level 14), (all-inclusive salary package)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years experience at a Senior Managerial level; A valid driving licence/ Alternative mode of transport for a person with disabilities; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Post graduate qualification. Competencies: Extensive knowledge of applicable policies and procedures; Knowledge of the following: Management Principles; Public Service procedures; HRM processes inclusive of human resource planning; Labour relations; Financial Management; Empowerment (SMME, Broad based BEE, Women and Disability); Capacity Building; Project Management; Community facilitation; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client orientation and customer focus; Communication skills.

**DUTIES** : Strategic capability and leadership; Change Management; Translate the vision of the department into goals; Develop and implements strategies for the Chief Directorate; Align programmes and operational support; Participate in the departments strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the directorate against pre-determined objectives; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments.; Project and Programme Management; Ensure the effective coordination and monitoring of EPWP; Manage EPWP construction interventions within the province; Ensure efficient and effective oversight and management for all financial resources/aspects of the Chief Directorate and all performance requirements as related to the PFMA and corporate governance; Management of the human resources of the Chief Directorate to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations.

**ENQUIRIES APPLICATIONS** : Ms. JT Gooch Tel No: (021) 483 2826  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 04/362** : **CHIEF DIRECTOR: IMMOVABLE ASSET MANAGEMENT REF NO: TPW 21/2023**

**SALARY CENTRE REQUIREMENTS** : R1 308 051 per annum (Level 14), (all-inclusive salary package)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years experience at a Senior Managerial level; A valid driving licence/ Alternative mode of transport for a person with disabilities; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Post graduate qualification. Competencies: Extensive knowledge of applicable policies and procedures; Knowledge of the following: Management Principles; Public Service procedures; HRM processes; Labour relations; Empowerment (SMME, Broad based BEE, Women and Disability); Capacity Building; Community facilitation; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Interpret and apply relevant policies; Problem solving skills; Sound budgeting skills; Facilitation and presentation skills.

**DUTIES** : Strategic capability and leadership; Change Management; Translate the vision of the department into chief directorate goals; Develop and implements

strategies for the Chief Directorate; Align programmes and operational support; Participate in the departments strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the directorate against pre-determined objectives; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments; Project and Programme Management; Manage programmes and projects that leads to the achievement of the long-term strategic objectives of the organisation; Analyse, prepare and update strategic immovable asset management plans, promotion of effective and efficient utilisation of the immovable assets and establish, maintain and update the property management information systems for the chief directorate as well as to develop and maintain the Immoveable Asset Register; Manage leases, disposals, estates and payment of creditors in Region 1 and Region 2; Manage the acquisition of immovable property; Render transversal financial and administrative support to the Immoveable Asset Management Chief Directorate; Ensure efficient and effective oversight and management for all financial resources/aspects of the Chief Directorate and all performance requirements as related to the PFMA and corporate governance; Management of the human resources of the Chief Directorate to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations

**ENQUIRIES** : Ms. JT Gooch Tel No: (021) 483 2826  
**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>

#### OTHER POSTS

**POST 04/363** : **CHIEF ARCHITECT: PROGRAMME / PROJECT INFRASTRUCTURE DELIVERY: HEALTH REF NO: TPW 25/2023**

**SALARY** : R939 408 per annum, (OSD as prescribed)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : B-Degree in Architecture (or relevant qualification) as recognised by SACAP; A minimum of 6 years post qualification architectural experience; Valid driving licence; Compulsory registration with SACAP as a Professional Architect. Competencies: Knowledge of the following: Contract documentation and administration; Act/regulations of Occupational Health and Safety Act; National Building regulations; SANS and all relevant built environment legislation; Programme and project management; Research and planning procedures; Financial management; Project management; Formulation of policies in a multi-disciplinary professional environment; Skills needed: Written and verbal communication; Conflict management; Leadership, organising and teamwork; Ability to work under pressure, meet deadlines and work in a team.

**DUTIES** : Architectural design and analysis effectiveness will entail the following: Perform final review and approvals or audits on architectural designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintaining architectural operational effectiveness; Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources; Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organisational objectives. Financial Management will entail the following: Ensure the availability and management of funds to meet the budgeted MTEF objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline- related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management; Governance will entail the following: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; Provide technical consulting services for the operation of

architectural related matters to minimize possible architectural risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals; People Management will entail the following: Manage the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct the deviations to achieve departmental objectives.

**ENQUIRIES** : Ms J Thomas Tel No: (021) 483 2004  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 04/364** : **DEPUTY DIRECTOR: TECHNICAL SERVICES REF NO: TPW 17/2023**

**SALARY** : R908 502 per annum (Level 12), (all-inclusive salary package)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (B-Degree or higher) in the built environment; A minimum of 6 years management level experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Project management; Personnel management; Contract administration of maintenance/construction contracts; Financial and procurement procedures; Occupational Health and Safety Act; Public Service Act and regulations; Public Finance Management Act; Skills needed: Analytical; Problem solving; Interpersonal and organisation; Written and verbal communication; Proven computer literacy.

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

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

**POST 04/365** : **DEPUTY DIRECTOR: TECHNICAL SERVICES (GEORGE) REF NO: TPW 27/2023**

**SALARY** : R908 502 per annum (Level12), (all-inclusive salary package)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (B-Degree or higher) in the built environment; A minimum of 6 years management level experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Project management; Personnel management; Contract administration of maintenance/construction contracts; Financial and procurement procedures; Occupational Health and Safety Act; Public Service Act and regulations; Public Finance Management Act; Skills needed: Analytical; Problem solving; Interpersonal and organisation; Written and verbal communication; Proven computer literacy.

**DUTIES** : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and followed up; Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance; Ensure that the relevant project documentation for new and existing structures are compiled; Manage the activities of contractors and consultants; Gather and submit information in terms of the Extended

PublicWorks Programme (EPWP); Supervise the performance and conduct of subordinates.

**ENQUIRIES** : Mr R Monare Tel No: (021) 483 5310

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

**POST 04/366** : **DEPUTY DIRECTOR: MOVEABLE ASSET MANAGEMENT REF NO: TPW 04/2023**

**SALARY** : R766 584 per annum (Level 11), (all-inclusive salary package)

**CENTRE** : Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (B-Degree or higher qualification) in Financial Accounting, Supply Chain Management or Commerce; A minimum of 3 years management level experience in supply chain management and asset management, accounting or auditing. Recommendation: Working knowledge of SCOA. Competencies: Knowledge of the following: Accounting; SCOA; Skills needed: Proven computer literacy; Strategic thinking; Problem solving; Decision making.

**DUTIES** : Develop and oversee the implementation for the asset management system, including the establishment of the asset management unit and departmental policies and procedures; Ensure alignment with modified cash standard; Manage the development and maintenance of the strategic and annual asset management plans aligned with the departmental strategy and budget and in consultation with public works where applicable; Manage the development and maintenance of asset registers, including acquisitions, maintenance management, transfers and valuations; Manage the development of asset needs assessment, operational and disposal; Execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies and update the asset register; Evaluate the counts performed by the branches and critically analyse the conditional assessments documented; Re-assess useful lives of the assets; Manage the development, implementation mechanisms to safeguard assets, prepare monthly reconciliation with supporting schedules for the asset registers to the relevant accounting records and resolve uncleared items; Perform consolidation of all departmental asset registers; Prepare a business plan for the life cycle of assets including an analysis of pricing options using lifecycle costs as well as recommendations on the most appropriate asset solution.

**ENQUIRIES** : Ms P van der Merwe Tel No: (021) 483 6915

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

**POST 04/367** : **BUSINESS ANALYST: ROAD SYSTEM DEVELOPMENT REF NO: TPW 12/2023**

**SALARY** : R766 584 per annum (Level 11), (all-inclusive salary package)

**CENTRE** : Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS** : An appropriate tertiary qualification (National Diploma/B-degree) or higher qualification in Information Systems and/or Engineering (B.Eng); A minimum of 6 years experience in Information Technology; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Proven experience in translating business requirements into system requirements; Proven experience in compiling business and IT systems documentation; Understanding of BIM for transport and roads infrastructure; Proficiency with UI/UX software; Exceptional writing, verbal communication and presentation skills; Experience in/or exposure to design and construction of large engineering projects; Ability and willingness to travel and work remotely. Competencies: Proven knowledge of the following: Business Process modeling and re-engineering; Business Systems Analysis; Business Modelling; Enterprise systems development; E-government and ICT best practices; Functional design and user requirement specifications; Business case development; Product development; Basic finance and accounting; Market segmentation and the theory of marketing Outsourcing; Applicable legislation such as the PFMA, Public Service Act and Regulations, SITA Act and Regulations, Access to Information Act, Telecommunications Act,

<b><u>DUTIES</u></b>	: Electronic Communications and Transactions Act etc; Process flow development, data mapping, data migration, testing, training, change management & analytics; Skills in the following: Exceptional written and verbal communication; Conflict and people management; Well-developed innovative problem solving, analytical, strategic thinking and planning.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Co-ordinate and manage the analysis of business needs, user requirements, objectives and goals for approved E-government and ICT programmes/projects within the agreed frameworks; Map business processes and audit business systems; Prepare business cases for E-government, networking and systems development programmes/projects; Perform transversal business systems analysis; Perform post implementation business systems and impact evaluation; Develop a Provincial Master System and IT Plans; Contribute to the project specifications and ensure that the appropriate tasks are performed at the appropriate level of quality; Ensure that the strategies and policies are implemented and adhered to; Ensure that the appropriate strategies and policies are in place and if/when not provide the necessary expertise to the Policy and Strategy Unit; Actively contribute expertise to the project team in all areas of business analysis; Liaising with developers to resolve system issues; Perform any ad hoc duty that may be assigned by Supervisor/Management; Preparing technical and monthly progress reports, presenting at regular progress meetings and explaining technical concepts to management and non-technical teams across the Branch; Manage the process of escalating service blockages. : Mr J Neethling at 073 952 9707 : Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 04/368</u></b>	: <b><u>QUANTITY SURVEYOR (PRODUCTION LEVEL): METRO EAST/WEST REF NO: TPW 48/2022 R1</u></b>
<b><u>SALARY</u></b>	: Grade A: R646 854 - R696 834 per annum Grade B: R739 605 - R789 267 per annum Grade C: R 833 922- R 982 326 per annum (Salary will be determined based on post registration experience as per the OSD prescript)
<b><u>CENTRE REQUIREMENTS</u></b>	: Department of Transport and Public Works, Western Cape Government : An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a Professional Quantity Surveyor; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Programme and Project Management; Quantity Survey principles and methodologies; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Technical consulting; Networking; Professional judgment; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Proven computer literacy; Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change management; Innovation.
<b><u>DUTIES</u></b>	: Perform quantity surveying activities on buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding quantity surveying services; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Human capital development: Mentor, train and develop Candidate Quantity Surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on



expenditure and service delivery. Research and development: Continuous professional development according to council guidelines; Research/literature studies on quantity surveying to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.

**ENQUIRIES** : Mr M Albertyn Tel No: (021) 483 5440  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 04/369** : **CONTROL ENVIRONMENTAL OFFICER: ENVIRONMENTAL COMPLIANCE REF NO: TPW 27/2022 R1**

**SALARY** : Grade A: R517 725 per annum, (OSD as prescribed)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 4-year Degree (or equivalent qualification) in Environmental Management, Natural or Environmental Science or a related field; A minimum of 6 years; relevant post-qualification experience; A valid (Code B or higher) driving licence. Recommendation: Proven Exposure to Public Sector Management and staff management process and systems; Relevant experience in: The undertaking or review of EIA applications and/or environmental awareness raising or advising applicable to roads or road furniture and related assets, example borrow pits or structures; Integrated Environmental Management, including applicable legislation and policies; Registered with EAPASA as a Candidate EAP or as an EAP; Willingness to travel regularly. Competencies: Knowledge of the following: Environmental Impact Assessment (EIA) requirements; Environmental management systems; Development and practical implementation of environmental policies, guidelines, norms and standards; Integrated Environmental Management, including applicable legislation and policies; Methodologies and techniques for evaluation of environmental impact assessments, environmental management plans, as well as environmental monitoring and auditing; Balanced environmental knowledge including biophysical and functioning of ecosystems, interactions and other environmental aspects; General Project Management; Skills needed: Problem solving related to human resource management and interpersonal relationships; Proven computer literacy (Word, Excel and PowerPoint); Written and verbal communication and report writing; Strategic planning and project/time management; Reviewing and problem solving; Ability to work under pressure and meet strict deadlines; Ability to work independently and within a team; Sound interpersonal skills; Ability to resolve conflict; Ability to research, synthesise and present information in a scientific manner; Ability to work as part of team and independently.

**DUTIES** : Supervise and maintain quality and productivity with regard to evaluation of applications in terms of the relevant environmental legislation; Implementation and supervision of the compliance monitoring and auditing strategy for environmental authorisations; Supervise and maintain quality and productivity with regard to provision of comment on assigned non-applications; Supervision and leadership in assigned projects.

**ENQUIRIES** : Mr A.K. November Tel No: (021) 483 0536/Mr J. Neethling at 0739529707  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 04/370** : **CONTROL GISc TECHNICIAN: ROAD GEOGRAPHICAL INFORMATION SYSTEMS REF NO: TPW 13/2023**

**SALARY** : R466 482 per annum, OSD as prescribed  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Diploma in GISc, Cartography or relevant qualification; A minimum of 6 years post qualification technical GISc experience; Compulsory registration with the South African Geomatics Council (SAGC) as a GISc technician; A valid code B driving licence. Recommendation: Experience in spatial data management and maintenance in a SDE environment; In-depth knowledge of and experience in advanced electronic mapping solutions; Successful completion of ArcGIS Procourses. Competencies: Knowledge of the following: Geodatabase implementation; GIS applications and spatial data; Theory, principles, and practices of GIS; GIS standards; GIS software applications; GIS software customisations; Basic understanding of technologies such as GPS,

- Photogrammetry and Remote Sensing; Projections; Principles of cartography; Skills needed: Problem solving and analysis; Decision making; Team work; Analytical; Creativity; Self-management; Customer service; Written and verbal communication; Proven computer literacy; Project Management.
- DUTIES** : Manage, supervise and perform technical GISc activities; Maintain GIS unit Effectiveness; People management; Functional Requirement analysis; Research, investigate and advice on new GISc technologies.
- ENQUIRIES APPLICATIONS** : Mr J Neethling Tel No: 073 952 9707  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 04/371** : **ASSISTANT DIRECTOR: MEDIATION AND STAKEHOLDER RELATIONS REF NO: TPW 34/2023**
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years' experience in a Conflict and Risk Management environment or similar; 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: Willingness to travel extensively and work irregular hours. Competencies: In-dept knowledge of: Legislative framework; Administration; Document flow processes. Skills needed: Communication (Written and verbal) and report writing; Conflict management; Analysis. Ability to: Work in a team; Handle conflict situations; Work under pressure; Meet strict deadlines; Draft proposals, policy documents and write official reports.
- DUTIES** : Staff and performance management including quarterly reviews; Mediate in public transport conflict; Monitor, visit conflict areas give and analyses report of possible conflict when required; Ensure updated reports of conflicts are being kept and maintained; Provide logistical support to externally appointed mediators or arbitrators; Engage stakeholders, receive information in respect of conflict and to test/verify the veracity of information; Attend stakeholders and other forums when required and compile outcome report; Manage and oversee the public transport incident database.
- ENQUIRIES APPLICATIONS** : Mr M. Erasmus Tel No: (021) 483 7836  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 04/372** : **ASSISTANT DIRECTOR: TRAFFIC LAW FEE COLLECTION AND DISBURSEMENT REF NO: TPW 125/2022 R1**
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years supervisory level experience; A valid Code B (08) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Client Services; Budget and Financial Management; Human Resource Management; Knowledge of Road Traffic legislation; Willingness to regularly travel as required. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Western Cape Provincial Road Traffic Administration Act, 2012 (Act 6 of 2012), Revenue and debt management; Public Finance Management, 1999 (Act 1 of 1999); National Treasury Regulations and Provincial Treasury Directives and Instructions; Municipal Finance Management Act, 2003 (Act 56 of 2003). Analytical thinking, problem solving and decision making; Proven computer literacy (Ms Office suite) with advanced proficiency in MS Excel; Planning, organising; Decision making; Communication (Verbal and written); Client service orientated; Budget and Financial management; Human Resource Management.
- DUTIES** : Develop and regularly revisit policy documents and standard operating procedures in line with legislative and financial requirements regarding fees collection and disbursement pertaining to motor vehicle registration &

licensing, driver and vehicle fitness testing fees, driving licence card production fees (payable to DLCA), vehicle transaction fees (payable to RTMC), and traffic infringement fees (payable to the RTIA); Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Human Resource Management; Implementation of policies and standard operating procedures, developed in line with legislative requirements and financial prescripts; Provide inputs to compile Service Level Agreements regarding fees collection and disbursement; Attend to audit, RTMC, DLCA and RTIA queries regarding fees collection and disbursement; Address over and underpayments by agents; Liaison with various clients and stakeholders by means of written and verbal communications as well as attendance of meetings.

**ENQUIRIES** : Mr R.W. Barreiro Tel No: (021) 483 2061  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 04/373** : **PROJECT MANAGER: ROAD SYSTEM INFRASTRUCTURE REF NO: TPW 32/2023**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher) in Project Management applicable courses; A minimum of 3 years' experience in information technology project management working environment; A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply Recommendation: Applicable certified courses in Project Management e.g., PMBOK certified or similar; Proficiency in MS Project or similar project management software; Proven experience in systems development life cycle; Exposure to government financial reporting and budgeting; Exposure to roads infrastructure Competencies: Proven understanding of the following: Information and Communication Technology and other relevant legislation and policies; Application of monitoring and evaluation methods and tools; Budgeting and Financial Management; Project Management; Programming; Infrastructure planning and design; Network analysis; Contract management; Technical standards/ procedures; Human Resource matters. Skills needed: Communication (written and verbal); Strategic thinking; Data analytics; Organising; Research; Computer utilisation; Chairmanship; Decision making; Planning and co-ordination; Problem solving; Creativity; Conflict management; Analytical thinking; Technical analysis and reporting.

**DUTIES** : Plan, organise and control: Activities of project leaders, system analysts, developers and network technologists in: The development and/or implementation of computer-based systems; The design and/or implementation of network infrastructure technologies and/or projects; The customisation and/or implementation of outsourced information technology projects and the design /customisation and/or implementation of outsourced infrastructure projects; Assigns personnel to projects, direct their work and co-ordinates work of project leaders; Financial control/certification of outsourced projects; Ensures technical and functional standards are observed and prepares staffing and hardware/software budgets; Contract management for outsourced projects; Monitoring and managing performance against project plans; Research on information technology and latest trends in project management; Provide input on policy matters regarding information technology; Perform any ad hoc duty that may be assigned by Supervisor/Management; Report writing

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

**POST 04/374** : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL) REF NO: TPW 14/2023 (X7 POSTS)**

**SALARY** : Grade A: R380 433 - R410 112 per annum  
 Grade B: R433 014 - R466 482 per annum

Grade C: R495 099 - R 583 209 per annum  
(Salary will be determined based on post registration experience as per OSD prescript)

**CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of 3 years post qualification Engineering Technologist experience required; A valid code B driving licence; Compulsory registration with ECSA as a Professional Engineering Technologist or have submitted with ECSA for professional registration as a Professional Engineering Technologist; Compulsory registration with ECSA as a Professional Engineering Technologist must be obtained within 6 months from appointment. Recommendation: Public Sector experience focusing on Roads; Applicable experience in transport infrastructure, road/bridge/ culvert construction and/or maintenance experience of surface and gravel roads; Experience in asset management and/or data collection processes of roads infrastructure; Exposure to project management, budget and financial management of engineering projects; Exposure to its systems and the development of systems for engineering applications; Further studies or formal courses; Experience and good command across various engineering design stages for multidiscipline projects. Competencies: Knowledge of the following: Technical: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional Judgment; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication skills; Computer skills; Planning and Organising; People management.

**DUTIES** : Provide technological advisory services:-Support Engineers, Technicians and associates in field, workshop and office activities Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant boards/councils on engineering-related matters.

**ENQUIRIES APPLICATIONS** : Mr J Neethling Tel No: 073 952 9707  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 04/375** : **GISC TECHNOLOGIST (PRODUCTION LEVEL): ROAD GEOGRAPHICAL INFORMATION SYSTEM REF NO: TPW 15/2023**

**SALARY** : Grade A: R380 433 - R410 112 per annum  
Grade B: R433 014 - R466 482 per annum  
Grade C: R495 099 - R583 209 per annum  
(Salary will be determined based on post registration experience as per OSD prescript)

**CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year GISC Degree or related Bachelor Degree; A minimum of 3 years post qualification GISC Technologist experience; Compulsory registration with SAGC as a GISC Technologist; A valid code B driving licence. Recommendation: In-depth knowledge of and experience in Python scripting in the ArcGIS Enterprise environment; Skilled in the use of Geoprocessing and spatial events based analyses; Successful completion of ArcGIS Pro courses. Competencies: Knowledge of the following: Project management; Programme and project management; Research and development; Legal compliance; Technical report writing; Creating high performance culture; Use science and technology effectively and critically; Skills needed: Strong GIS skills with two or more GIS packages (e.g. ESRI); Analytical, statistical and mathematical; Organization and management; Written and verbal communication; Proven computer literacy.

- DUTIES** : Technical functions; Collect and capture of data from various formats and sources; Participate in the design and implementation of spatial databases; Assist with the manipulation and analysis of data including quality assurance; Create and maintain spatial datatopology and attributes, format manipulation; Apply geo-referencing, datum and projection transformations; Verify spatial data and compile report as required; Capture meta data records; Participate in stakeholder relations; Undertake map production; Maintain GISc unit effectiveness; Disseminate Spatial Information stakeholders; Document GISc processes; GIS Implementation; Provide assistance in systems audit; Support user requirements analysis; Implement GIS standards; Keep up with developments in the geo-spatial industry; Participate in relevant GISc forum.
- ENQUIRIES APPLICATIONS** : Mr J Neethling at 073 952 9707  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 04/376** : **STATE ACCOUNTANT: FINANCIAL GOVERNANCE REF NO: TPW 101/2022 R2**
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B- Degree) or higher qualification in Finance; A minimum of 1 year proven experience in a governance environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in report writing; Proven computer literacy; Willingness to travel when required. Competencies: Knowledge of the following: Internal Control Frameworks; Public Finance Management Act and regulations, instructions, guidelines and practice notes issued in terms thereof; Proven computer literacy; Skills needed: Analytical; Planning; Integrity; Presentation; Communication (written and verbal) skills.
- DUTIES** : Formulation of prescripts, procedures, best practices and guidelines; Manage and provide training on regularity framework; Evaluate compliance with financial systems/prescripts; Manage the external audit process; Compilation and monitoring of a Departmental Corporate Governance Improvement Plan.
- ENQUIRIES APPLICATIONS** : Ms S Hanekom Tel No: (021) 483 2919  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 04/377** : **OCCUPATIONAL HEALTH AND SAFETY OFFICER: OCCUPATIONAL HEALTH AND SAFETY REF NO: TPW 06/2023**
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B- Degree) or higher qualification; A minimum of 1 year relevant experience; Compulsory registration with SACPCMP as an Occupational Health and Safety Officer; A valid driving licence (Code B). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Occupational Health and Safety Act and regulations (Act 85 of 1993); Routine Road Maintenance activities; Contract Administration; Legislation pertaining to Occupational Health and Safety Act, Basic Conditions of Employment Act, Compensation for Occupational Injuries and Diseases Act, Environment Conservation Act; Road Ordinance Act; South African Road Traffic Signs Manual; Operation of road maintenance and road construction machinery and equipment; Written and verbal communication skills; Interpretation of Acts, regulations, specifications and conditions pertaining to Occupational Health and Safety; Proven computer literacy (MS Office); Problem solving skills; Conflict management.
- DUTIES** : Ensure compliance with the Occupational Health and Safety Act within the component; Ensure the reduction of the severity or seriousness of possible injuries; Create awareness and ensure health and safety plans are in place; Provide an administrative function with regards to occupational health and safety.
- ENQUIRIES** : Mr G February Tel No: (021) 959 7700

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 04/378** : **REGIONAL COORDINATOR: PROVINCIAL COORDINATION AND COMPLIANCE MONITORING REF NO: TPW 23/2023**
- SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher); A minimum of 1 year relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Internal office procedures; National, provincial and departmental policies, prescripts and practices regarding EPWP and Public Service reporting procedures; Ministerial determination-EPWP workers; Principles and processes for providing customer and personal services; Disciplinary knowledge in public administration; Administrative and clerical procedures and systems; Applicable EPWP systems; Sector plans; Procedures for receiving, responding to and managing data; Operation and maintenance of office machines and other equipment; Skills needed: Proven computer literacy; Written and verbal communication; Applying technology; Decision making and problem solving.
- DUTIES** : Capturing of EPWP project data received from the various provincial departments and municipalities; Coordinate and manage implementation of EPWP in the West Coast district; Maintain functioning of district forum; Coordinate the development of business by municipalities; Monitoring compliance initiatives; Information session interventions; Provide support to other job creation initiatives; Monitoring of conditional grants; Analyse reports; Manage EPWP office in the district; Provide technical support.
- ENQUIRIES** : Mr J Cloete Tel No: (021) 483 2597  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 04/379** : **PERSONAL ASSISTANT: KNOWLEDGE MANAGEMENT REF NO: TPW 100/2022 R1**
- SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided); A minimum of 3 years experience in rendering secretarial/ administrative support services to management/ senior management. Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Financial administration; Skills needed: Proven computer literacy; Organising; Good people skills; Communication (written, verbal and presentation) skills; Ability to: Communicate well with various stakeholders at different levels and from different backgrounds; Act with tact and discretion; Do research and analyse documents and situations.
- DUTIES** : Provide a secretarial/receptionist support service to the manager; Render an administrative support service; Provide support to the senior manager regarding meetings; Support the senior manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES** : Dr L Barbier at Tel No: (021) 483 8723/4117  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 04/380** : **ADMINISTRATION CLERK: OFFICE SUPPORT SERVICES REF NO: TPW 01/2023**
- SALARY** : R181 599 per annum (Level 05)

- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification). 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. Competencies: A good understanding of the following: The Constitution of the Republic of South Africa; Public Finance Management Act; Public Service Act; Labour Relations Act; Basic Conditions of Employment Act; Skills Development Act; National Archives Act; Protection of Personal Information Act; Employment Equity Act; Skills needed: Proven computer literacy; Written and verbal communication; Innovative and analytical thinking; Team and people orientation; Organised and Self Motivated; Ability to work under pressure.
- DUTIES** : Procurement of assets and expenses for management; Support services; Act as secretariat at section and security meetings; Update GMT Internal Directory; Control parking for GMT staff, Service providers and visitors; Co-ordinate landline and cellphone accounts of staff; Training room bookings; Assist with the supervision of contract cleaning personnel; General administration; GMT maintenance.
- ENQUIRIES APPLICATIONS** : Mrs S Theys Tel No: (021) 469 7617  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 04/381** : **ADMINISTRATION CLERK: CANDIDATE PROGRAMME AND PROFESSIONAL DEVELOPMENT REF NO: TPW 11/2023 (X3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: Department of Transport and Public Works, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organisation; Interpersonal relations; Flexibility; Teamwork.
- DUTIES** : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
- ENQUIRIES APPLICATIONS** : Mr E Nel Tel No: (021) 483 4157  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 04/382** : **ADMINISTRATION CLERK: OPERATING LICENCE AND, PERMITS REF NO: TPW 26/2023 (X4 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: Department of Transport and Public Works, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Appropriate administrative Experience. Competencies: Knowledge of the following: National Land Transport Act 5 (2009); BPM (Business Process Management); National Transport Regulations; Code of conduct; SOP conditions; Public Service Act. Skills needed: Proven computer literacy; Communication (written and verbal); Analytical; Planning; Organising; Problem solving. Ability to: Work independently as well as in a team; Work under pressure and meet deadlines.
- DUTIES** : operating system; Publish application in government gazette; Referrals of gazetting; Effective utilization of the primary operating system; Research on electronic content management system; Additional tasks: assist with the processing of applications; Assist clients in person and telephonically.
- ENQUIRIES APPLICATIONS** : Ms J. Abrahams Tel No: (021) 483 0240  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 04/383** : **CLEANER: CLEANING AND FOOD AID SUPPORT SERVICES REF NO: TPW 05/2023**
- SALARY** : R107 196 per annum (Level 02)

- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
: Basic literacy and numeracy (ABET). Recommendation: Appropriate cleaning and food service experience. Competencies Knowledge of storage, inventory management; Basic communication skills; Interpersonal relations; Ability to work under pressure; Ability to work independently and as part of a team.
- DUTIES** : Manage and ensure the breakaway rooms, boardrooms are clean; Daily cleaning of kitchens, fridges, microwaves and utensils; Make requisition and manage stock of the cleaning materials; Report equipment that are not always in working condition; Work hand in hand with supervisor.
- ENQUIRIES APPLICATIONS** : Ms V Skele Tel No: (021) 483 2367  
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);  
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;  
Or 3. Email your application to, [westerncape@immemploy.com](mailto:westerncape@immemploy.com). Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
- CLOSING DATE** : 27 February 2023

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

- APPLICATIONS** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.
- NOTE** : All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

#### **MANAGEMENT ECHELON**

- POST 04/384** : **CHIEF DIRECTOR: DISTRICTS REF NO: 1**  
Branch: Institutional Development and Co-Ordination
- SALARY** : R1 308 051 per annum. (Level 14), an all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.
- CENTRE REQUIREMENTS** : Head Office, Cape Town  
: An undergraduate qualification (NQF level 8) or equivalent qualification and 8 years of experience at senior management level; Successful completion of the Certificate for entry into the Senior Management Service (SMS); Valid Driver's licence.
- DUTIES** : Knowledge and Experience of education provisioning, the strategic utilization of information systems, quality assurance, district business planning, resource provisioning including LTSM, equipment and Learner Transport, and render a district level corporate service which satisfies the principles of Good Corporate Governance. To define and review on a continual basis the purpose,



objectives, priorities, and activities across Districts that lead to academic improvement and service delivery to schools. Participation in the Branch's strategic planning process. Active involvement in the development and management of the strategic and business plans across Districts, with special emphasis on District Improvement Plans. To evaluate the performance of Districts on a continuous basis against predetermined key measurable objectives and standards. To report to the Deputy Director-General on a regular basis on the activities of the districts and on matters of substantial importance to the Department. To identify areas of risk in the districts and to plan management actions to mitigate such risks. To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate reporting and record keeping of the activities of the districts and of the resources employed by it. Play a leading role in the integration and co-ordination of the department services to the district. To co-ordinate and drive the delivery of quality education at education institutions across districts. This includes the following broad areas of service delivery: Education Provisioning, the strategic utilization of information systems, quality assurance, district business planning, resource provisioning including LTSM, equipment and Learner Transport, and render a district level corporate service which satisfies the principles of Good Corporate Governance. Knowledge and Experience of facilitating Institutional Management Governance (IMG), Specialised Learner and Educator Support (SLES), Curriculum advice to District Management, Circuit Managers and Curriculum Advisors, and promoting the delivery of the curriculum at all levels in schools. Facilitate Institutional Management Governance (IMG) advice to District Management, including Circuit Managers. Facilitate Specialised Learner and Educator Support (SLES) advice to District Management, Circuit Managers and SLES advisors with the purpose of promoting Inclusive Education. Facilitate Curriculum advice to District Management, Circuit Managers and Curriculum Advisors, and promote the delivery of the curriculum at all levels in schools. Ensure the application of Quality Assurance (Integrated Quality Management Systems and related Monitoring & Evaluation systems). Ensure planning, strategy and budgeting processes which support the WCED in the achievement of its goal. Knowledge and Experience of ensuring corporate support services at district level, operational interfaces with Head Office and external agencies Ensure corporate support services at district level. Ensure operational interfaces with Head Office and external agencies. Oversee all education institution rationalisation programmes. Provide communication and interface management services at District level. Knowledge and Experience of financial and human resource management. Manage own internal human capital responsibilities. Assess proposals by outside agencies and make decisions regarding their usefulness. Strategic Management in terms of the Chief Directorate. People Management in terms of the Chief Directorate. Financial Management in terms of the Chief Directorate.

- ENQUIRIES** : Mr AJE Meyer Tel No: 021- 467 2105  
**CLOSING DATE** : 24 February 2023
- POST 04/385** : **DIRECTOR: CAPE WINELANDS EDUCATION DISTRICT OFFICE REF NO: 2**
- SALARY** : R1 105 383 per annum (Level 13), an all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.
- CENTRE REQUIREMENTS** : Worcester  
 : An undergraduate qualification (NQF level 7) as recognised by SAQA; 6 years' experience at a middle/senior managerial level; Successful completion of the Certificate for entry into the Senior Management Service (SMS); Valid driver's licence. Additional requirements: Proven relevant management experience in an education environment. Valid drivers' license. Advanced knowledge of the South African Schools Act. Knowledge of all legislation as related to the Key Performance Areas applicable to districts. Proven excellence in management of district support and/or school management.
- DUTIES** : Lead and manage the following sub-components within the district office: Corporate services: Financial Management, Compliance Management and People Management. Circuit Managers Management and governance Curriculum: FET, Senior and Intermediate and Foundation Phases. Learner Support: Psychological support services, Social Work and Therapists.

Develop, implement and maintain a plan of district improvement. Champion the improvement of quality educational delivery in all schools in the district. Champion quality assurance using Whole School Evaluation and other performance management systems (IQMS/SPMDS). Manage operational interfaces with Head Office components and external agencies. Ensure compliance at educational institutions with specific focus on: Curriculum delivery, Learning and teaching support materials, Learner transport, compliant Financial administration and management and Infrastructure management. Travel extensively within the district to visit schools.

**ENQUIRIES**  
**CLOSING DATE**

: Mr AJE Meyer Tel No: 021- 467 2105  
: 24 February 2023