



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 14 OF 2022

DATE ISSUED 22 APRIL 2022

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **GAUTENG: DEPARTMENT OF E-GOVERNMENT:** Kindly note that the Practitioner: Human Resource Administration (6 posts), REFS/013710 was advertised in Public Service Vacancy Circular 13 dated 08 April 2022, The Salary has been amended as R261 372.00 and the following requirement "1-2 years minimum of a secretarial Diploma or related qualification" is taken off the advert. **NORTH WEST: OFFICE OF THE PREMIER:** Kindly note that the position of Hardware Technician (X2 Posts) with Ref No:

NWP/OOP/2022/24, advertised in the Public Service Vacancy Circular 12 dated 02 April 2022 with the closing date of 22 April 2022, indicated incorrect work experience of 2-4 years' and 1 year supervisory level as requirements. The correct job requirement is 2-3 years' work experience applicable to the relevant discipline. The closing date for the position is extended to 10 May 2022.

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 10 May 2022 at 16:00

NOTE : DALRRD requests applicants to apply manually by submitting applications on the new Z83 form obtainable from any Public Service department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. As from 1 January 2021, 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 (with detailed previous experience) copies of qualifications, service certificates, driver's licence, proof of registration with professional bodies were applicable, identification document and permanent residency/work permit. 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. Applications: 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. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Important: 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.

MANAGEMENT ECHELON

POST 14/01 : **REGISTRAR OF DEEDS REF NO: 3/2/1/2022/093**
(Re-advertisement: those who applied previously are encouraged to apply)

SALARY : R1 269 951 per annum (Level 14), all-inclusive package to be structured in accordance with SMS

CENTRE : Office of the Registrar of Deeds (King Williams Town)

REQUIREMENTS : B Proc (NQF L7) / LLB (NQF L7) / B Uris (NQF L7)/ Advance Diploma: Estate Planning and Administration (NQF 7) with Diploma in Deeds Registration Law. Certificate for entry into the SMS. 5 years' experience as Deputy Registrar of Deeds or Senior Management level in property conveyance. Job Related Knowledge: 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. Job Related Skills: Computer Skills. Communication Skills. Organising Skills. Problem Solving Skills. Interpersonal Skills. Report Writing Skills. Presentation skills. Policy Analyses and Development. Good Judgement and Assertive Skills. Time management. Analytical skills. Financial Management Skills. Project Management. Management of Resources. Negotiation. Influencing skills. Appropriate Courses in Management Practices. Driver's License.

DUTIES

: Manage registration of Deeds in accordance with relevant legislation. Manage examination and register deeds in compliance with Deeds Registries Act of 1973 and Sectional Title Act of 1986 as well common, statutory and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Ensure Deeds are made available from lodgement for execution. Expedite examination of deeds for rural development, land reform and RDP housing in compliance with Deeds Registries Act of 1937 and Sectional Title Act of 1986 as well common, statutory and case law and recognized practices and procedures. Draft the Registrars circular and notice. Comment of Chief Registrars circulars. Comment on bills and draft directives regarding land registration and related matters. Manage the Deeds Trading Account, Human Resource and Supply Chain Management. Ensure that creditors are paid within prescribed timeframe. Manage collection of revenue. Manage the recruitment and selection. Manage the performance management system of the office. Draft and implement management action plan on audit findings. Manage Supply Chain Processes. Monitor usage of ICT systems. Manage labour relations matters. Manage registration, capturing, archiving and delivery of deeds. Update the land register. Archive deeds and documents. Deliver registered deeds and documents. Provide deeds related information and copies to account holder clients. Approve reports to court and advise the high court, law society and other local institutions accordingly. Adjudicate on the registration cases where no precedence exist and advice clients where difficulties are experienced with the drafting and registration of deeds. Increase the office visibility through outreach programs.

ENQUIRIES

: Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376

APPLICATIONS

: Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.

NOTE

: T Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of successful completion of the course before the interviews commence. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

- POST 14/02** : **REGISTRAR OF DEEDS REF NO: 3/2/1/2022/094**
Office of the Registrar of Deeds
Re-advertisement: those who applied previously are encouraged to apply)
- SALARY** : R1 269 951 per annum (Level 14), all-inclusive package to be structured in accordance with SMS
- CENTRE** : Limpopo
- REQUIREMENTS** : B Proc (NQF L7) / LLB (NQF L7) / B Uris (NQF L7)/ Advance Diploma: Estate Planning and Administration (NQF 7) with Diploma in Deeds Registration Law. Certificate for entry into the SMS. 5 years' experience as Deputy Registrar of Deeds or Senior Management level in property conveyance. Job Related Knowledge: 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. Job Related Skills: Computer Skills. Communication Skills. Organising Skills. Problem Solving Skills. Interpersonal Skills. Report Writing Skills. Presentation skills. Policy Analyses and Development. Good Judgement and Assertive Skills. Time management. Analytical skills. Financial Management Skills. Project Management. Management of Resources. Negotiation. Influencing skills. Appropriate Courses in Management Practices. Driver's License.
- DUTIES** : Manage registration of Deeds in accordance with relevant legislation. Manage examination and register deeds in compliance with Deeds Registries Act of 1973 and Sectional Title Act of 1986 as well common, statutory and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Ensure Deeds are made available from lodgement for execution. Expedite examination of deeds for rural development, land reform and RDP housing in compliance with Deeds Registries Act of 1937 and Sectional Title Act of 1986 as well common, statutory and case law and recognized practices and procedures. Draft the Registrars circular and notice. Comment of Chief Registrars circulars. Comment on bills and draft directives regarding land registration and related matters. Manage the Deeds Trading Account, Human Resource and Supply Chain Management. Ensure that creditors are paid within prescribed timeframe. Manage collection of revenue. Manage the recruitment and selection. Manage the performance management system of the office. Draft and implement management action plan on audit findings. Manage Supply Chain Processes. Monitor usage of ICT systems. Manage labour relations matters. Manage registration, capturing, archiving and delivery of deeds. Update the land register. Archive deeds and documents. Deliver registered deeds and documents. Provide deeds related information and copies to clients. Provide deeds related information and copies to account holder clients. Approve reports to court and advise the high court, law society and other local institutions accordingly. Adjudicate on the registration cases where no precedence exist and advice clients where difficulties are experienced with the drafting and registration of deeds. Increase the office visibility through outreach programmes.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of successful completion of the course before the interviews commence. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and

technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

- POST 14/03** : **DEPUTY REGISTRAR OF DEEDS: EXAMINATION, EXECUTIVE AND DEEDS TRAINING REF NO: 3/2/1/2022/091**
Office of the Registrar of Deeds
(Re-advertisement: those who applied previously are encouraged to apply)
- SALARY** : R1 073 173 per annum (Level 13), all-inclusive package to be structured in accordance with SMS
- CENTRE REQUIREMENTS** : Bloemfontein
: B Proc (NQF L7) / LLB (NQF L7) / B Uris (NQF L7)/ Advance Diploma: Estate Planning and Administration (NQF 7) with Diploma in Deeds Registration Law Certificate for entry into the SMS. 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.
- DUTIES** : 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.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure

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

- POST 14/04** : **DEPUTY REGISTRAR OF DEEDS: EXAMINATION, EXECUTIVE AND DEEDS TRAINING REF NO: 3/2/1/2022/089**
Office of the Registrar of Deeds
(Re-advertisement: those who applied previously are encouraged to apply)
- SALARY** : R1 073 173 per annum (Level 13), all-inclusive package to be structured in accordance with SMS
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : B Proc (NQF L7) / LLB (NQF L7) / B Uris (NQF L7)/ Advance Diploma: Estate Planning and Administration (NQF 7) with Diploma in Deeds Registration Law Certificate for entry into the SMS. 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.
- DUTIES** : 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.

**ENQUIRIES
APPLICATIONS**

: Ms L Gama Tel: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
: Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.

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POST 14/05

: **DEPUTY REGISTRAR OF DEEDS: REGISTRATION AND INFORMATION SERVICES REF NO: 3/2/1/2022/092**
Office of the Registrar of Deeds
(Re-advertisement: those who applied previously are encouraged to apply)

SALARY

: R1 073 173 per annum (Level 13), all-inclusive package to be structured in accordance with SMS

CENTRE

: King Willaims Town

REQUIREMENTS

: B Proc (NQF L7) / LLB (NQF L7) / B Uris (NQF L7)/ Advance Diploma: Estate Planning and Administration (NQF 7) with Diploma in Deeds Registration Law. Certificate for entry into the SMS. 5 years' experience as Assistant Registrar of Deeds/Deeds Law Lecturer/Deputy Registrar of Deeds or Middle/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. Good Judgement and Assertive Skills. Time management. Analytical skills. Financial Management Skills. Project Management. Management of Resources. Negotiation. Influencing skills. Appropriate Courses in Management Practices. Driver's License.

DUTIES

: Oversee the registration section. Oversee the workload, workflow, processes and standards and implement corrective measures. Provide guidance on

noting and withdrawal of interdicts. Oversee correspondence and give guidance to clients. Oversee the information section and DOTS services. Manage the turnaround times for the provision of information to clients. Manage the deeds tracking system. Manage the turnaround times on DOTS enquiries. Manage presidential/departmental inquiries and compile a report. Approve complaints register action plan. Monitor the completion of client satisfaction surveys report. Approve the Service Delivery Improvement plan. Oversee the archiving of deeds/documents. Archive deeds and documents. Deliver registered deeds and documents. Maintain the updating of the deeds registration database. Update the land register. Manage the turnaround times and standards for capturing of deeds information on Deeds Registration System (DRS). Manage support services in deeds registration systems. Provide support for deeds registration systems. Liaise with the office of the Chief Registrar on system issues. Oversee systems related helpdesk support. Provide deeds rural development and land reform support services. Provide support to rural development and land reform components. Participate in the provincial planning committees. Advise on registration related matters. Advise on the application of provincial legislation regarding registration matters.

**ENQUIRIES
APPLICATIONS**

: Ms L Gama Tel: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
 : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.

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POST 14/06

: **DEPUTY REGISTRAR OF DEEDS: EXAMINATION, EXECUTIVE AND DEEDS TRAINING REF NO: 3/2/1/2022/090**
 Office of the Registrar of Deeds
 (Re-advertisement: those who applied previously are encouraged to apply)

SALARY

: R1 073 173 per annum (Level 13), all-inclusive package to be structured in accordance with SMS

**CENTRE
REQUIREMENTS**

: Kimberly
 : B Proc (NQF L7) / LLB (NQF L7) / B Uris (NQF L7)/ Advance Diploma: Estate Planning and Administration (NQF 7) with Diploma in Deeds Registration Law Certificate for entry into the SMS. 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.

DUTIES

: 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.

ENQUIRIES
APPLICATIONS

: Ms L Gama Tel: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
: Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.

NOTE

: Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of successful completion of the course before the interviews commence. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

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| <u>POST 14/07</u> | : | <u>DIRECTOR: QUALITY ASSURANCE REF NO: 3/2/1/2022/088</u> Office of the Chief Registrar of Deeds (Re-advertisement: those who applied previously are encouraged to apply) |
| <u>SALARY</u> | : | R1 073 173 per annum (Level 13), all-inclusive package to be structured in accordance with SMS |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | Bachelor's Degree Advanced Diploma in Accounting/Auditing/Managerial Accounting and Finance (NQF7). Certificate for entry into the SMS. 5 Years 'experience at middle/senior management level in External Audit, Internal Control, Financial Management and Financial Reporting environment. Knowledge of Accounting and Financial Reporting Framework (GRAP) AND Relating developments by the ASB. Knowledge of Auditing specifically, including but not limited to international standards on Auditing. Knowledge of Internal controls (Financial and IT (Applicable and General Controls). Knowledge of Financial Management processes and procedures. Knowledge of Supply Chain Management processes and procedures. Knowledge of Human Resource Management processes and procedures. Knowledge of Public Finance Management Act and relating regulations including public sector governance. |
| <u>DUTIES</u> | : | Ensure quality assurance with regard to completeness, accuracy, cut off, classification and accuracy of classes of transactions in the financial statements, Valuation, Completeness, existence and right and rights and obligations of account balance in the financial statements and ensure that presentation and disclosure in the financial statements is in line with financial reporting framework, (GRAP) by interpreting and implementing accounting standards as well as reviewing files, reports and all implementation guidance from national treasury, the Accounting standards as well as reviewing files, the Accounting Standards Board and SAICA. Ensure requisite knowledge of Financial Reporting Framework through knowledge of Accounting standards and interpretations (Including implementation guides) and consultations. Review interim and annual financial statements to ensure that they comply with the relevant financial reporting framework (standards of GRAP and interpretations) and are prepared in line with the relevant financial reporting framework. Review all presentation and disclosure to ensure that it is accurate and complete in accordance with GRAP Requirements. Review reports supporting financial Statements and other supporting Schedules. Review accounts transactions and account balances for compliance with internal financial controls (Completeness, occurrence, cut off, classification, accuracy, valuation, existence and rights and obligations). Ensure that other officials preparing and reviewing financial statements and reports have the requisite knowledge that is in line with the relevant financial reporting framework and in line with the Accounting Standards Boards requirements for preparers and reviewers of financial statements. Coordinate the formulation creative and innovation solutions to enhance financial system effectiveness. Assist in the development and implementation of branch risk (operational, strategic, fraud and project risk) and manage a monitoring and accountable system for branch risk (operational, strategic and fraud risk). Ensure that risk assessments for strategic, operational and fraud risk are performed timeously and accurately to contribute to planning process of the entity. Ensure timeous review of strategic, operational and fraud risk within the entity. Ensure monitoring of implementation of risk action plans (designed into effective internal controls). Ensure to keep abreast with risk knowledge and principles as and when changes occur. Ensure an effective and efficient control environment by ensuring that there is compliance and adherence to prescripts, laws and regulations through guidance and development of internal policies and standard operating procedures that are compliant with laws and regulations applicable to the entity. Develop policies and procedures that promote compliance and adherence to prescripts, law and regulations for SCM, Finance and HRM where applicable. Develop a compliance monitoring mechanism in the branch with regards to policies and procedures. Monitor compliance with financial, SCM and HRM laws and regulations in the branch. Ensure that policies are reviewed annually in line with the PFMA and other legislation and that all legislative changes are incorporated in either revised policies or circulars within the branch in Finance, HRM and SCM. Ensure compliance with laws and regulations relating to irregular, fruitless and wasteful and |

unauthorised expenditure by designing internal controls that will reduce and eventually eliminate irregular, fruitless and wasteful expenditure and unauthorised expenditure. Develop and maintain compliance checklist for irregular, fruitless and wasteful expenditure. Design controls to identify, detect and report on irregular, fruitless and wasteful expenditure (financial compliance committee). Ensure that the controls above are well integrated into the control environment of the entity. Ensure officials are adequately trained on matters of irregular, fruitless and wasteful expenditure. Review AFS and ensure adequate and complete disclosure for irregular, fruitless and wasteful expenditure and unauthorised expenditure. Design, review and monitor implementation of internal control (financial controls IT controls i.e. systems – general and application controls, HRM controls and business-related controls to an extend). Design internal control framework that will be build into a control environment that is functioning. Ensure that control environment for financial, HRM, SCM and IT controls are sound. Implement and review sound internal controls in areas of finance SCM, HRM and IT. Ensure effective and efficient support for other Department entities in the area of development and implementation of financial controls (Governance Audit and Risk) as and when the need arise. Ensure continuous knowledge of audit requirements including but not limited to ISA (International Standards on Auditing). Develop an efficient system of ensuring that audits are run smoothly within the branch, and this includes but limited to: Internal Audits (Finance, SCM, HRM, IT and Audit of Projects), External Audits (e.g. Auditor General Audits). Facilitate and manage the audit reporting process internally by ensuring the following: Ensure information is provided to Auditors timeously, Review management responses to audit findings and management action plans and ensure that these are in-line with prescripts and law and regulations and ensure that these actions are built into the internal control environment for the entire branch, Be the nodal point between auditors and branch management. Strive to continuously reduce the number and materiality of audit findings and ensure that administration is improved in terms of audit options, controls assessment, and number and nature of audit findings received.

ENQUIRIES : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376

APPLICATIONS : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.

NOTE : Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of successful completion of the course before the interviews commence. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually

disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

OTHER POSTS

- POST 14/08** : **DEPUTY DIRECTOR: STRATEGIC LAND ACQUISITION REF NO: 3/2/1/2022/105**
Directorate: District Office
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Western Cape (West Coast)
- REQUIREMENTS** : National Diploma in Agricultural Studies/Agricultural Economics / Development Studies. 3 years' experience in a supervisory level. Job related knowledge: Land Reform, Provision of land and assistance Act as amended, Land Reform (Land Tenants) Act, Restitution Act, Extension of Land Tenure Security Act. Knowledge of Agrarian Transformation as well as key priorities of government. Knowledge of Comprehensive Rural Development Programmes (CRDP). Relevant prescripts pertaining to Land Reform and other relevant prescripts. Job related skills: Communication skills, Strategic management skills, Negotiation skills, Computer literacy skills, Stakeholder relationship skills, Facilitation / coordination skills, Presentation skills, Financial management skills, Project management skills and Interpersonal relations skills. A valid driver's licence.
- DUTIES** : Provide land acquisition and warehousing services. Manage the conducting area-based plans. Manage the identification of movable and immovable assets for acquisition by the state for merging farmers. Manage development of service level agreement on leased assets with merging farmers and caretaker or service provider. Manage the process of valuation of immovable assets. Facilitate the identification and facilitation of land reform strategic institutional partnership. Ensure assessment of company legal compliance for the formation of institutional partnerships. Ensure assessment of the risk profile and business plan of the strategic partners to determine the business compatibility between the service provider and the emerging farmers. Provide regional land acquisition services. Manage the implementation of the land redistribution programme. Manage and coordinate the implementation of land acquisition and development support services. Coordinate the selection of suitable candidates for land allocation. Facilitate allocation acquired land to category and targeted groups. Facilitate the alignment of land allocated to the beneficiary's selection policy. Coordinate the selection process of beneficiaries for the land allocation. Facilitate land allocation approval process through relevant approval structures. Manage human, financial, and other resources of the sub-directorate. Manage and supervise human resource of the Directorate. Manage and monitor finances of the Directorate. Manage procurement of items for the Directorate. Ensure effective use of physical resources and equipment. Ensure effective management of business risk and audit management plans.
- ENQUIRIES** : Mr A Booysen Tel No: (021) 409 0300
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
- NOTE** : African, Coloured, Indian and White males, and Coloured and Indian females and Persons with disabilities are encouraged to apply.
- POST 14/09** : **CONTROL RESOURCE AUDITOR**
Directorate: Land and Soil Management
- SALARY** : R477 090 per annum (Level 10)
- CENTRE** : Pretoria Ref No: 3/2/1/2022/076
Polokwane Ref No: 3/2/1/2022/075
- REQUIREMENTS** : Appropriate 3 years' Degree or equivalent qualification in Agriculture or Natural Resource Management. 3 - 5 years' relevant Natural Resource Management experience. Job related knowledge: Conservation of Agricultural Resources (CARA), National Environmental Management Act (NEMA), National Environmental Management Biodiversity Act (NEMBA), Protected Areas Act, National Veld and Forest Fire Act, National Forest Act, National Water Act, etc. Knowledge of policy development. Public Service Act, Public Service Regulations, Public Finance Management Act (PFMA), Labour Relations Act.

Job related skills: Ability to communicate well and interact with people at different levels. Planning and execution skills, Financial management skills, Management of human resources skills, Conflict management skills, Management and organising skills, Technical skills, Leadership skills, Delegation and empowerment skills, Creativity skills, Interpersonal skills, Problems solving skills, Interpretation skills, Analytical skills. Listening skills, Computer literacy, Report writing skills. A valid driver's licence and the ability to drive and willing to work extended hours, travelling and be prepared to be away from home.

DUTIES : Promote application of sound land management practice and audit compliance with national standards. Ensure continual improvement of the country natural resources. Promote all relevant legislations related to natural resource management. Inspect, monitor and report on the application of CARA, Act 43 of 1983 and related legislations. Conduct audit compliance and enforcement of CARA, Act 43 of 1983. Regulate the land use of agricultural land. Identify non-compliance in order to serve directives / notices to order, to rectify non-compliance. Update database of natural agricultural resources. Provide advice on sustainable use of natural agricultural resources for any programs / projects. Stakeholder management. Establish and strengthen liaison with inter-governmental / key stakeholders in addressing Natural Resources Management (NRM) issues at Provincial and National level. Participate in review of legislative, NRM policy and international treaties related to NRM. Participate in review of legislative, NRM policy and international treaties and ensure implementation of DALRRD policies / strategies that deals with sustainable management of NAR within the Province. Supervision of staff. Allocation and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilization of equipment. Assess staff performance and apply discipline.

ENQUIRIES : Ms NC Ntlokwana Tel No: (012) 319 7567
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

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

POST 14/10 : **ASSISTANT DIRECTOR: LAND CARE REF NO: 3/2/1/2022/073**
 Directorate: Land and Soil Management

SALARY : R477 090 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : National Diploma / B Degree in Agriculture. 3 years' relevant technical experience. Supervisory experience. Job related knowledge: Public Service Regulations, Planning and organising. Human resource matters. Understanding legislation and guiding the work of the Directorate sub-programme. Job related skills: Ability to communicate well and interact with people at different levels, Planning skills, Management and organising skills, Creativity skills, Interpersonal skills, Problem solving skills, Interpretation skills, Analytical skills, Listening skills, Computer literacy skills, Reporting writing skills. A valid driver's licence and the ability to drive and willing to work extended hours and travelling.

DUTIES : Oversee the development and implementation of plans, frameworks, guidelines, norms and standards on promotion of sustainable land management and agriculture. Develop Land Care framework / schemes for the Provincial Department of Agriculture, National Land Care awareness strategies, Junior care models. Institutional building plans. Land Care forums concept notes, National capacity building strategy. Branding norms and standards. Facilitate and monitor the implementation. Provide technical advice regarding the implementation of Land Care themes. Convene and facilitate the hosting of the biennial national Land Care conferences. Develop policy briefs. Ensure promotion for the celebration of international programmes and associated events. Ensure the development of norms and standards for promotional activities. Facilitate farmer and technical team learning experiences and exchange programmes. Collaborate, coordinate and facilitate dissemination of Land Care programme information on sustainable land management. Oversee the generation and publication of various Land Care themes to targeted audiences on different subject matters. Consult various sources to gather relevant information. Consolidate and analyse the gathered

information. Compile Land Care articles on various subject matters: Scientific and technical articles on veld management. Scientific and technical articles on soil conservation / soil care. Scientific and technical articles on water resource management. Publications on Junior Care. Scientific and technical articles on Conservation Agriculture. Coordinate the dissemination of promotional Land Care themes to the targeted recipients. Ensure compiling of projects profiles and case studies. Coordinate Land Care programme inputs to major National Exhibition platforms. Facilitate the development of Land Care information systems. Develop and maintain various Land Care databases (Training Database and Junior School Database). Ensure the continuous maintenance of databases and Land Care Information system. Develop information portal on natural resources. Ensure the up scaling of best practices. Update the Directorate related information into the DALRRD website. Facilitate and implement national Land Care capacity building strategy and plans. Compile framework on committees and support. Identify research needs. Facilitate sharing of innovation on farm applied research. Develop / review partnership model and engage private sector organisations in Land Care Programmes. Develop / review Junior Care and Land Care training manual. Conduct skill audit for Land Care beneficiaries and stakeholders. Ensure that skills and training for Land Care beneficiaries and stakeholders. Ensure Land Care training manual is updated. Establish linkage between the Provinces with educational institution. Facilitate exchange visit programmes for farmers and partners on Land Care Programme focus areas. Supervision of staff. Allocation and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilization of equipment. Assess staff performance and apply discipline.

APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

ENQUIRIES : Mr R Mampholo Tel No: (012) 319 7687

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

POST 14/11 : **PROJECT COORDINATOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2022/103**
Directorate: District Office: Western Cape

SALARY : R477 090 per annum (Level 10)

CENTRE : West Coast

REQUIREMENTS : National Diploma in the field of Humanities / Social Science or Law (LLB). 3 years' experience in a land reform related environment. Job related knowledge: Thorough knowledge of land tenure security matters, Transformation of Certain Rural Areas Act (TRANCRA) and Upgrading of Land Tenure Rights Act (ULTRA). Job related skills: Communication skills (excellent verbal and written communication skills), Negotiation and conflict resolution skills, Strategic management and leadership skills, Project Management skills, Networking skills, Team management skills, People management skills, Customer and client focus skills and Statistical forecasting skills. A valid driver's licence and willingness to travel.

DUTIES : Implement the Extension of Security of Tenure (ESTA) Programmes. Respond to all queries in ESTA accordingly. Liaise with Justice Ministry, Game Farmers, Department of Environmental Affairs, Conventional Farmers / Farm owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA / Labour Tenants Act (LTA). Develop a database for monitoring and evaluation of interventions processes of all cases. Conduct training workshops of staff and role players in the land reform. Assist staff in the District Office to incorporate changes in land reform policy and procedures to their planning and implementation. Attend workshops and meetings on the implementation of relevant Act continually. Implement the Interim Protection of Land Rights Interventions. Respond to all queries related to Interim Protection of Informal Land Rights Act (IPILRA). Protect the rights of people living in a communal land. Conduct training workshops to role players. Implement Labour Tenants Programmes. Address LTA that have been lodged. Categorise LTA cases according to claimant's choice when required. Implement Transformation of Certain Rural Areas Act Programmes. Prepare transformation process. Facilitate the gazetting and notice process. Gather information. Facilitate the effected decision and approval. Compile executing report. Implement Land Title Adjustment Act Programmes. Conduct investigations. Prepare terms of

- reference. Compile reports. Implement Upgrading of Land Tenure Rights Act Programmes. Develop land profile. Consult stakeholders. Compile a report.
- ENQUIRIES** : Mr L Joseph Tel No: (021) 409 0300
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
- NOTE** : Coloured, Indian and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 14/12** : **PROJECT COORDINATOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2022/104**
Directorate: District Office: Western Cape
- SALARY** : R477 090 per annum (Level 10)
- CENTRE** : Cape Winelands
- REQUIREMENTS** : National Diploma in the field of Humanities / Social Science or Law (LLB). 3 years' experience in a land reform related environment. Job related knowledge: Thorough knowledge of land tenure security matters, Transformation of Certain Rural Areas Act (TRANCRA) and Upgrading of Land Tenure Rights Act (ULTRA). Job related skills: Communication skills (excellent verbal and written communication skills), Negotiation and conflict resolution skills, Strategic management and leadership skills, Project Management skills, Networking skills, Team management skills, People management skills, Customer and client focus skills and Statistical forecasting skills. A valid driver's licence and willingness to travel.
- DUTIES** : Implement the Extension of Security of Tenure (ESTA) Programmes. Respond to all queries in ESTA accordingly. Liaise with Justice Ministry, Game Farmers, Department of Environmental Affairs, Conventional Farmers / Farm owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA / Labour Tenants Act (LTA). Develop a database for monitoring and evaluation of interventions processes of all cases. Conduct training workshops of staff and role players in the land reform. Assist staff in the District Office to incorporate changes in land reform policy and procedures to their planning and implementation. Attend workshops and meetings on the implementation of relevant Act continually. Implement the Interim Protection of Land Rights Interventions. Respond to all queries related to Interim Protection of Informal Land Rights Act (IPILRA). Protect the rights of people living in a communal land. Conduct training workshops to role players. Implement Labour Tenants Programmes. Address LTA that have been lodged. Categorise LTA cases according to claimant's choice when required. Implement Transformation of Certain Rural Areas Act Programmes. Prepare transformation process. Facilitate the gazetting and notice process. Gather information. Facilitate the effected decision and approval. Compile executing report. Implement Land Title Adjustment Act Programmes. Conduct investigations. Prepare terms of reference. Compile reports. Implement Upgrading of Land Tenure Rights Act Programmes. Develop land profile. Consult stakeholders. Compile a report.
- ENQUIRIES** : Mr L Joseph Tel No: (021) 409 0300
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
- NOTE** : African, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 14/13** : **PROJECT COORDINATOR: COOPERATIVE AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2022/102**
Directorate: District Office: Mpumalanga
- SALARY** : R477 090 per annum (Level 10)
- CENTRE** : Gert Sibande District
- REQUIREMENTS** : National Diploma in Business Management / Financial Management / Economics. 3 years' supervisory experience in a related field. Job related knowledge: Good knowledge, understanding and interpretation of budget management. Good knowledge of the departmental land reform programme, legislation and procedures. Job related skills: Communication skills, People management skills, Negotiation skills, Performance management skills, Conflict resolution skills, Facilitation skills, Capacity building skills and Financial management skills. Map reading, analysis and interpretation skills. A valid driver's licence and willing to travel and work irregular hours.

- DUTIES** : Identify and facilitate the development of cooperatives. Organise primary cooperatives into secondary cooperatives. Liaise with commodity association and other stakeholders for data collection. This in order to create and maintain cooperatives database. Engage organs of the state, private sector and building partnerships. Facilitate development of business plans for funding. Develop a monitoring tool and strategy for cooperatives. Set up internal / coop governance and constitution and facilitate training in adherence and ensure compliance with the Co-operatives Act, No. 14 of 2005. Provide support to new and existing cooperatives (Establishment, registration, constitution, facilitate training and monitoring). Facilitate training on governance issues of cooperatives and business management. Identify and support the development of enterprise operational and compliance system. Develop training plans and manuals for cooperatives. Management of the partnership arrangements. Develop reporting template. Assist cooperatives to ensure that they comply with Cooperative Act. Among others by holding Annual General Meetings: submission of their financial records to South African Revenue Services etc. Ensure market opportunities are identified for co-operative development in the Department. Identify local, national and international markets for cooperatives. Assist cooperatives to get branding for their business through Small Enterprise and Development Agency. Assist cooperatives to get export certificates to sell their products. Assist the cooperatives to produce good quality and quantity goods / produce at the correct time. Facilitate the development of co-operative financing institutions towards the formation of a Co-operative Bank. Organise workshops for cooperative on understanding functioning of the cooperative's financial institution. Encourage the cooperative to develop the culture of saving. Link the cooperative with relevant institutions towards establishment of banking facility. Coordinate the development of rural enterprise and industries. Identify entrepreneurs and link them with various entities to support them with Development e.g. financial and non-financial support. Organise workshop for Small, Medium and Micro Enterprises (SMME). Facilitate the development of small and medium scale agro-processing programmes. Identify those business entities with potential for agro-processing. Link them with relevant institutions for assistance and development. Facilitate skills development programmes with relevant institutions e.g. Sector Education and training Authority (SETAS) etc. Ensure Compliance with relevant legislation.
- ENQUIRIES** : Mr KE Senosha Tel No: (013) 754 8000
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Nelspruit, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Nelspruit, 1200.
- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females Persons with disabilities are encouraged to apply.
- POST 14/14** : **ASSISTANT DIRECTOR: ASSET AND FACILITIES MANAGEMENT REF NO: 3/2/1/2022/081**
Directorate: Financial and Supply Chain Management Services
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Mpumalanga (Nelspruit)
- REQUIREMENTS** : A National Diploma in Financial Management / Accounting / Commerce / Supply Chain Management. 3 years' experience at supervisory level in the relevant field. Job related knowledge: Knowledge of Public Service Policies and Regulations, Knowledge of Treasury Regulations, Public Finance Management Act. Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS). Ability to monitor budget. Ability to liaise at different level of management. Ability to perform supply chain management services. Job related skills: Computer literacy skills, Communication skills (verbal and written), Organising skills, Supervisory skills and Liaison skills. A valid driver's licence.
- DUTIES** : Manage Switchboard operations. Attend to faulty telephones systems when reported. Manage telephone costs on ongoing basis. Maintain asset register. Confirm that new assets are barcoded and captured on asset register. Conduct asset verification. Implement controls for safeguarding assets. Conduct asset spot checks. Ensure that lost assets are reported to South African Police Service and loss control. Ensure that Asset Management (AM) forms are filled and signed. Reconcile asset registers with LOGIS and BAS. Ensure that AM 2 and order balance. Maintain the Barcoded Asset Audit (BAUD) system. Ensure

that new and disposed assets are captured. Ensure that replaced barcoded are captured. Verify asset purchases. Ensure that all purchased assets are in line with the specification. Provide facilities management services. Assign offices and parking to new officials. Make follow ups with the Department of Public Works on reported issues for maintenance. Ensure that there is cleaning service in place. Ensure that the offices are fumigated.

ENQUIRIES : Ms P Muchanga Tel No: (013) 754 8072
APPLICATIONS : Applications can be submitted by post to: Private Bag X11305, Nelspruit, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Nelspruit, 1200.
NOTE : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 14/15 : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT**
REF NO: 3/2/1/2022/082
 Directorate: Financial and Supply Chain Management Services

SALARY : R382 245 per annum (Level 09)
CENTRE : Mpumalanga (Nelspruit)
REQUIREMENTS : A National Diploma in Supply Chain Management / Purchasing Management / Public Administration / Public Management. 3 years' supervisory experience working in the demand and acquisition environment. Job related knowledge: Knowledge of Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act. Preferential Procurement Policy Framework Act. Ability to monitor budget. Job related skills: Computer literacy skills, Communication skills (verbal and written), Organising skills, Supervisory skills, Liaison skills. A valid driver's licence.

DUTIES : Administer demand management plan (DMP). Facilitate and prepare communique for submission of DMPs. Analyse, advise and verify development of DMP's for all offices. Facilitate, analyse, advise and verify consolidated Provincial DMP. Facilitate approval of the client's DMP. Submit verified consolidated DMP. Coordinate procurement plan. Analyse and Verify developed procurement plan. Facilitate approval of the Provincial consolidated procurement plan. Submit verified and approved procurement plan. Monitor and report on implementation of procurement plan. Provide support to client's offices. Provide contract management services. Manage contract performance. Facilitate the industry analysis of service provider. Analyse and verify analysis of registered supplier versus commodities identified. Submit a report from optional analysis for approval. Provide support and guidance to client office. Provide advice in nomination of bid specification and evaluation committee members (Terms of reference). Facilitate and coordinate approval of Bid specification and evaluation members. Facilitate and coordinate bid specification meetings. Align terms of reference, pricing schedule, minutes and submit for approval. Ensure that acquisition management for advertisement of bids is done on time. Identify, initiate, facilitate and implement sourcing strategies (terms of contract, transversal contract, bulk procurement and direct sourcing) (Sourcing Strategies). Assist service providers to online information on CSD (Central Supplier Database). Verify captured service providers information on CSD and allocate service provider number. Record service providers performance on the service provider database. Maintain contract register (Administration of contract). Monitor expiring contracts and advise users. Monitor performance of contract and compile report. Capture and update contract register and lease compliance certificate. Identify expiring contracts and advise the clients accordingly. Facilitate and convene service provider meeting. Facilitate quotation management process. Prepare and submit recommendation for adjudication of quotes and award. Check if the procurement process was conducted according to the correct procedures. Adjudicate the recommended quote or proposal and award the contract to the successful service provider. Report outcome of award to Policy Performance, Risk Management. Facilitate bid management process. Receive terms of reference and procurement approach, analyse and distribute for compliance of bid documentation. Review and approve bid documentation. Submit invitation to bid for advertisement as per the medium specified in the procurement approach. Record bid submitted after closing date and time and return unopened to the bidder. Publish the names of all bidders that submitted bid offers (Departmental website). Verify if the bid offers received meet the responsiveness criteria and approve the responsiveness results. Review

evaluation report and submit via email to the relevant Bid Evaluation Committee Members. Serve as Bid Adjudication Committee Secretariat. Facilitate Bid Adjudication outcomes. Provide guidance and support to the clients. Provide management response for audit queries / request and submit to supervisor. Review and implement risk register. Implement external and internal audit action plan. Advice on supply chain management risk control and fraud preventions.

ENQUIRIES : Ms P Muchanga Tel No: (013) 754 8072
APPLICATIONS : Applications can be submitted by post to: Private Bag X11305, Nelspruit, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Nelspruit, 1200.

NOTE : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 14/16 : **ASSISTANT DIRECTOR: SYSTEMS AND PAYMENTS REF NO: 3/2/1/2022/083**
Directorate: Financial and Supply Chain Management Services

SALARY : R382 245 per annum (Level 09)
CENTRE : Mpumalanga (Nelspruit)
REQUIREMENTS : National Diploma in Financial Management / Accounting / Commerce. 3 years' in the relevant field. Job related knowledge: Knowledge of the Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS). Ability to monitor budget. Ability to liaise at different levels of management. Job related skills: Computer literacy skills, Communication skills (verbal and written), Organising skills, Supervisory skills and Liaison skills. A valid driver's licence.

DUTIES : Ensure that finance systems are regularly maintained. Consolidate monthly reports. Ensure that faulty systems are attended to. Manage accounts and financial control systems services. Manage payments on BAS, LOGIS and ACCPAC. Ensure payments of invoices within 30 days. Authorise payments on systems. Ensure that payments are compliant with PFMA, Treasury Regulations and departmental policies and procedures. Manage Financial Audits and Risk Management recommendations. Manage lease payments on Proactive Land Acquisition Strategy (PLAS) farms. Provide management information, statistics and reports. Submit reports and portfolio of evidence for accruals and payables. Coordinate year-end closure for audit purposes. Consolidate inputs for interim and annual financial statements. Conduct farmers progress aging report. Ensure farmers progress aging report supporting documents are valid and complete. Compile farmers progress aging report. Manage data capturing services. Update Balance of Grant System (BOG). Ensure that payment registers are kept. Ensure that all financial documents are captured and recorded.

ENQUIRIES : Ms P Muchanga Tel No: (013) 754 8072
APPLICATIONS : Applications can be submitted by post to: Private Bag X11305, Nelspruit, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Nelspruit, 1200.

NOTE : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 14/17 : **ASSISTANT DIRECTOR: PROJECT IMPLEMENTATION REF NO: 3/2/1/2022/086**
Directorate: National Rural Youth Service Corps

SALARY : R382 245 per annum (Level 09)
CENTRE : Western Cape
REQUIREMENTS : A National Diploma in Business Management / Community Development / Project Management / Public Administration. 3 years' working experience in the Youth Development field. Job related knowledge: Project management life cycle, Skills Development Act, South African Qualifications Act, Youth Development. Job related skills: Planning and organising skills, Financial management skills, Decision-making skills, Communication and interpersonal skills, Computer literacy skills (Microsoft Word, Project, Excel, PowerPoint, Internet), Skills development and Youth development skills. A valid driver's licence.

- DUTIES** : Coordinate and facilitate the recruitment and the management of the youth enrolled in the National Rural Youth Service Corps (NARYSEC) Programme within the District. Engage local stakeholders regarding eminent NARYSEC recruitment. Prepare recruitment advertisement in consultation with the Director and place advert in local key points. Chair interviews and keep minutes. Arrange orientation of new youth into NARYSEC programme. Facilitate recruitment of youth who meet criteria and submit required documents. Facilitate signing of contract with recruited youth. Monitor youth participation in the programme and compile monthly reports. Update records of youth in different training colleges, community services and leadership training. Facilitate election of NARYSEC Participation Committee members by youth periodically. Hold monthly meetings with NARYSEC Youth Committee members, keep records of meetings and submit monthly reports. Facilitate and coordinate logistical arrangements for youth attending training, meetings and events. Administer attendance registers during training and community service for the payment of stipend and additional allowance to youth. Compile monthly report on youth that have absconded / not active whose stipend / additional allowance must be frozen or terminated. Manage the performance of community service by youth within the District municipality. Facilitate the securing of place where youth will perform community service. Facilitate signing of attendance registers when youth performing community service. Monitor at least once a month to assist with monitoring attendance, training progress and compile reports. Coordinate and facilitate skills development of the NARYSEC youth within the District municipalities. Facilitate and coordinate career guidance sessions through Deputy Director: Skills Development. Facilitate youth signing of training commitment letters. Educate and explain to the youth on how the additional allowance is paid and mentioned. Visit training venues monthly to assist with monitoring of attendance, training progress and compile reports. Coordinate, facilitate and support exit opportunities for the NARYSEC youth. Assist with the facilitation and coordination of awareness campaigns on entrepreneurship skills and other existing opportunities. Link youth to identified internal and external existing opportunities. Assist with the facilitation and coordination the establishment of cooperative and support for the existing ones.
- ENQUIRIES** : Mr N Mgoqi Tel No: (021) 409 0300
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
- NOTE** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 14/18** : **ASSISTANT DIRECTOR: FINANCIAL PLANNING REF NO: 3/2/1/2022/098 (2 POSTS)**
Directorate: Management Accounting
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma in Financial Management / Commerce. 3 years' supervisory experience in the budget management environment. Job related knowledge: Budget systems. Knowledge of Financial Accounting Systems. Generally Accepted Accounting Principles (GAAP). Job related skills: Advanced computer literacy skills especially in spreadsheets, Analytical and numerical abilities, Project management skills, Accuracy and an eye for detail, Interpersonal skills, Computer literacy skills, Problem solving and decision-making skills, Time management skills, Communication skills (verbal and written) and Basic numeracy skills. A valid driver's licence. Ability to work under pressure and in a team.
- DUTIES** : Initiate budget compilation process annually. Develop, implement and evaluate budget inputs for budget framework processes Adjusted Estimates of National Expenditure (AENE), Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE) and Roll-overs. Manage the Branch budget process as per the action plan. Attend information Sessions for Budget Programme Managers. Consolidate budget inputs from the Branch. Monitor budget in accordance with the vote. Monitor budget implementation for programmes in accordance with the appropriation bill. Monitor the implementation for capturing the original budget (ENE) and adjusted budget (AENE) on BAS annually. Monitor Standard Chart of Accounts (SCOA) segment aligned to the vote. Monitor the implementation of BAS budget

structures. Monitor economic reporting format allocation combinations. Monitor budget maintenance. Monitor and advise responsibility managers to reallocate budget to items with a negative balance. Monitor balancing report at the end of the month. Monitor and advise with the preparation of realignment documents quarterly.

ENQUIRIES
APPLICATIONS

- : Ms N Mkhanyiswa Tel No: 082 827 6279
- : Applications can be submitted by post to Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

NOTE

- : African and Indian males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is service excellence for improving lives through cooperative governance. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery innovation and promote representivity in the Department through the filling of this posts. Applicant whose appointment/transfer/promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : Applications must be submitted electronically via email to recruitment@cogta.gov.za
- FOR ATTENTION** : Ms Mpho Bakhane Tel No: 012 334 0628 / 0629 / 0732
- CLOSING DATE** : 11 May 2022
- 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 (1) 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, as well as at least 2 contactable references, (2) a copy of the applicant's South African ID Document, (3) a copy of the applicant's drivers' license, (4) a copy of Grade 12 Certificate as well as all qualifications mentioned in the CV, (5) a SAQA verification report for foreign qualifications. (Only shortlisted candidates will be required to submit certified documents/ copies on or before the day of the interviews) It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), 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. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and 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. 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 below post is a senior management post. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore submit proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of successful completion of the course.

MANAGEMENT ECHELON

- POST 14/19** : **DEPUTY DIRECTOR-GENERAL: (HEAD) NATIONAL DISASTER MANAGEMENT CENTRE**
- SALARY** : R1 544 415 per annum (Level 15), an all-inclusive remuneration package. The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines

**CENTRE
REQUIREMENTS**

: Pretoria
: Qualifications – Minimum: A Grade 12 certificate, undergraduate qualification in Disaster Management/ Development studies/ Environmental or Social Sciences (NQF level 7 as recognized by SAQA) and post-graduate qualification (NQF level 8 as recognised by SAQA) Experience: At least 8-10 years in experience at Senior Management (SMS) level. Technical Competencies: Policy and legislation relevant to disaster risk management function. Disaster risk management. Core philosophy of disaster risk management, reduction and mainstreaming risk reduction into development. Project management methodologies. Information management and GIS. Additional requirements: Senior Management Pre-Entry Programme; Valid South African driver's license (Intensive travelling). Required: Proficient in MS Word, MS PowerPoint and MS Project.

DUTIES

: Job purpose: Establish and oversee institutional arrangements for implementing disaster management in South Africa. Oversee the development, implementation and monitoring of disaster management, legislative frameworks, and fire services policies across the three spheres of government. Determine priorities and coordinate the national preparedness, response, recovery, and rehabilitation relating to disasters. Oversee strategic objectives of the national disaster management, integrated information management and communication system. Oversee the co-ordination, facilitation of disaster management capacity building, community awareness programmes and disaster risk reduction strategies.

**ENQUIRIES
NOTE**

: Mr J Tidimane Tel No: (012) 334 0734
: Equity: Female candidates are encouraged to apply.

DEPARTMENT OF CORRECTIONAL SERVICES



- APPLICATIONS** : **Eastern Cape Region:** Department of Correctional Services, Head Recruitment, Private Bag X9013, East London, 5200 OR hand deliver at: Block E Ocean Terrance, Moore Street, Quigney, East London. Contact persons: Ms. Z Myataza/Ms. M Aarons M/Ms. N Grongqo N/ Ms. NS Mgugudo and N Ndongyela Tel No: (043) 706 7866/82/83/88.
Free State And Northern Cape Region: Department of Correctional Services, Head Recruitment, Private Bag X20530, Bloemfontein, 9300 OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein. Contact persons: Ms. Ndlovu NC, Ms. Mkuni NJ, Ms. Molutsoane N, Ms. MP Moreki-Rathaba at Tel No: 051 404 0283.
Gauteng Region: Department of Correctional Services, Head Recruitment, Head Recruitment, Private Bag X393, Pretoria, 0001 OR hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield. Contact persons: Mr SS Masango/Ms Feni Annah /Ms Pinky Makwarela at Tel No: 012 420 0179/73.
KwaZulu-Natal Region: Department of Correctional Services, Head Recruitment, Private Bag X 9126 Pietermaritzburg 3201 or hand deliver at: Regional Office, Eugene Marais Road, Napierville, Pietermaritzburg. Contact persons: Ms AL Mkhize Tel No: 033 3557370 / Ms B Shange 033 355 7369 / Ms NI Mhlongo 033 355 7367 / Mr SB Khumalo 033 355 7368 / Ms GJ Mchunu 033 355 7386.
Limpopo, Mpumalanga And North West (LMN) Region: Department of Correctional Services, Head Recruitment, Private Bag X99, Pretoria 0001 OR hand deliver at: 198 Masada Building, Cnr. Johannes Ramokhoase (Proes) and Paul Kruger Street, Pretoria. Contact persons: Ms Portia Bungqu Tel No: 012 306 2032/ Mr Brent Botha 012 306 2041/Ms Thandiwe Lekhuleni 012 306 2041/ Ms Petunia Nomvela 012 306 2033/ Mr Tshepo Ndlamini 012 306 2055.
Western Cape Region: Department of Correctional Services, Head Recruitment, Private Bag X01, Edgemead, 7404 OR hand deliver at: Breede River Street, Monte Vista, Edgemead. Contact persons: Ms NA Mdladlamba at Tel No: 021 550 6014/ 6060/6052.
Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street). Contact persons: Mr Mokotjo TN Tel No: 012 307 2173/Mr Y Naidoo 012 307 2079/ Ms TP Baloyi or Ms Khumalo NS 012 305 8589.
- CLOSING DATE** : 10 May 2022 @ 15h45. It is the sole responsibility of an applicant to ensure that their application reaches DCS before.
- NOTE** : Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of

interview. The Department of Correctional Services reserves the right not to fill any of these advertised posts. Applications: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applicants must submit copies of qualifications, identity document and driver's licence (where appropriate) and any other relevant documents. (Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews). Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the relevant addresses as reflected below:

OTHER POSTS

- POST 14/20** : **DEPUTY DIRECTOR: INSPECTORATE REF NO: HO 2022/03/03**
Directorate: Inspectorate
- SALARY** : R744 255 per annum, (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : Degree or national diploma in Social Sciences or equivalent qualification. 3-5 years relevant experience on middle management level. Computer literacy. Valid driver's licence. Competencies And Attributes: Financial management. Problem solving and decision-making skills. Facilitation skills. Plan, organize, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management skills. Report writing. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
- DUTIES** : Plan and coordinate inspection programmes. Manage, coordinate and quality control of inspection reports of national and regional inspectors. Execute comprehensive and high level inspections as directed by the Commissioner and the Director needing investigation. Management of inspection teams. Compilation and maintenance of inspection tools. Manage, train and develop staff (Regional and National). Management of human resources, finance and assets.
- ENQUIRIES** : Head Office: Mr Mokotjo TN Tel No: 012 307 2173/Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi or Ms Khumalo NS Tel No: 012 305 8589.
- NOTE** : Appointment under the Public Service Act.
- POST 14/21** : **DEPUTY DIRECTOR: LEGAL ADMINISTRATION SUPPORT: CONTINGENT LIABILITY REF NO: HO 2022/03/04**
Directorate: Litigation
- SALARY** : R744 255 per annum, (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : Relevant 3 years national diploma/degree in Law or equivalent qualification. 3-5 years management experience in the legal environment. Computer literacy. Valid driver's licence. Competencies And Attributes: Understanding of PFMA, DCS legislative and policy frameworks. Development and management of electronic databases and systems. Understanding of Public Service policies and legislative frameworks. Strategic capability and leadership. Service delivery innovation. Presentation and report writing skills. Conflict management. Problem solving and analysis. People management and empowerment. Project and programme management.
- DUTIES** : Management/administration/handling of contingent liabilities, assets and motions against the Department. Provide reports on contingent liabilities, assets and motions. Planning of contingent liabilities, assets and motions activities. Oversee maintenance of registry and library services for Legal Services components. Management of human resources, finance and assets.
- ENQUIRIES** : Head Office: Mr Mokotjo TN Tel No: 012 307 2173/Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi or Ms Khumalo NS Tel No: 012 305 8589.

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| <u>NOTE</u> | : | Appointment under the Public Service Act. |
| <u>POST 14/22</u> | : | <u>ASSISTANT DIRECTOR: INITIATOR REF NO: HO 2022/03/05 (X3 POSTS)</u> Directorate: Code Enforcement |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R477 090 per annum National Head Office Degree or national diploma in Labour Relations or Personnel Management or equivalent qualification. 3-5 years supervisory experience in a similar environment. Computer literacy. Valid driver's licence. Competencies And Attributes: Financial management. Initiation, facilitation, presentation, conflict, problem solving and decision making skills. Knowledge of labour law. Report writing. Project management. Training and development. Change management. Plan, organize, lead and control. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policies and legislation framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel. |
| <u>DUTIES</u> | : | Initiate in disciplinary hearings/arbitrations. Controlling and updating status reports. Compile and update reports. Analyze investigation reports. Consultation with witnesses. Conduct research. Formulation of charges. Obtain approval/mandate for prosecution. Serving notification and setting dates of hearing. Preparation of witnesses. Liaise with external law enforcement agencies such as the Directorate Special Operations (DSO), Special Investigation Unit (SIU) and Department of Justice. Update database. Maintain case files and system. Management of human resources, finance and assets. |
| <u>ENQUIRIES</u> | : | Head Office: Mr Mokotjo TN Tel No: 012 307 2173/Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi or Ms Khumalo NS Tel No: 012 305 8589. |
| <u>NOTE</u> | : | Appointment under the Public Service Act. |
| <u>POST 14/23</u> | : | <u>SURVEILLANCE OFFICER: COMMUNICABLE DISEASES (X9 POSTS)</u> (18 Months Contract) |
| <u>SALARY CENTRE</u> | : | R477 090 per annum, (plus 37% in lieu of benefits) Eastern Cape Regional Office Ref No: EC 2022/03/01 Free State and Northern Cape Regional Office Ref No: FSNC 2022/03/01 (X2 Posts) Gauteng Regional Office Ref No: GP 2022/03/01 Kwazulu Natal Regional Office Ref No: KZN 2022/03/01 Limpopo, Mpumalanga and North West Regional Office Ref No: LMN 2022/03/01 (X3 Posts) Western Cape Regional Office [Ref No: WC 2022/03/01] |
| <u>REQUIREMENTS</u> | : | Appropriate bachelor's degree / national diploma in Health Systems Research, Public Health, Epidemiology or related Health Sciences. Current registration with the relevant statutory body. A minimum of 3-5 years' experience in epidemiology or disease surveillance. Computer literacy. Valid driver's license. Competencies and Attributes: Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations, Public Service Act and Public Service Regulations. Clear understanding of disease surveillance, health research monitoring and evaluation techniques. Good understanding of early warning system and outbreak investigation techniques. Good understanding and interpretation of laboratory results. Demonstrate ability to use health information/data for action. Analytical, statistical and good communication skills. |
| <u>DUTIES</u> | : | Develop, implement and monitor norms, standards and policies pertaining to disease surveillance. Provide strategic information regarding trends in the pathogens of public health importance (e.g. COVID-19). Provide expert technical advice and assistance on the design, maintenance, analysis and interpretation of surveillance database. Monitor disease trends and distribution. Monitor the burden of a disease over time. Collaborate with the health care team and other public health experts on issues pertaining to disease surveillance. Determine risk factors for the disease and populations at greatest risk. Management and response to communicable disease outbreaks and subsequently advice on interventions required to curb morbidity and address public health needs and resource allocation. Maintain an effective communicable disease surveillance system. Manage and maintain data for all |

ENQUIRIES

surveillance activities (collect, collate analyses and make line listings) and support Management Areas on the surveillance of all disease notifications. Support and sensitize health facilities regarding communicable disease surveillance. Organize programs to educate the inmates and officials on ways to prevent disease contamination and spread. Conduct facility visits to do records review. Conduct monthly feedback sessions. Provide weekly, monthly and quarterly reports. Management of human resources, finance and assets.

Eastern Cape region: Ms. Z Myataza/Ms. M Aarons M/Ms. N Grongqo N/ Ms. NS Mgugudo and N Ndonyela Tel No: (043) 706 7866/82/83/88.

Free State and Northern Cape region: Ms. Ndlovu NC, Ms. Mkuni NJ, Ms. Molutsokane N, Ms. MP Moreki-Rathaba at Tel No: 051 404 0283.

Gauteng region: Mr SS Masango/Ms Feni Annah /Ms Pinky Makwarela at Tel No: 012 420 0179/73.

Kwazulu Natal region: Ms AL Mkhize Tel No: 033 3557370 / Ms B Shange Tel No: 033 355 7369 / Ms NI Mhlongo Tel No: 033 355 7367 / Mr SB Khumalo Tel No: 033 355 7368 / Ms GJ Mchunu Tel No: 033 355 7386.

Limpopo, Mpumalanga and North West region: Ms Portia Bungqu Tel No: 012 306 2032/ Mr Brent Botha Tel No: 012 306 2041/Ms Thandiwe Lekhuleni Tel No: 012 306 2041/ Ms Petunia Nomvela Tel No: 012 306 2033/ Mr Tshupo Ndlamini Tel No: 012 306 2055.

Western Cape region: Ms NA Mdladlamba at Tel No: 021 550 6014/ 6060/6052.

POST 14/24

PROFESSIONAL NURSE GRADE 1 (SPECIALTY NURSING): INFECTION PREVENTION AND CONTROL COORDINATOR (X46 POSTS)
(18 Months Contract)

SALARY CENTRE

R388 974 per annum, (Plus 37% in lieu of benefits)

East London Ref No: EC 2022/03/02
Kirkwood Ref No: EC 2022/03/03
Middledrift Ref No: EC 2022/03/04
Sada Ref No: EC 2022/03/05
St Albans Ref No: EC 2022/03/06
Mthatha Ref No: EC 2022/03/07

Free State and Northern Cape Region:
Colesberg Ref No: FSNC 2022/03/02
Goedemoed Ref No: FSNC 2022/03/03
Groenpunt Ref No: FSNC 2022/03/04
Grootvlei Ref No: FSNC 2022/03/05
Kimberly Ref No: FSNC 2022/03/06
Kroonstad Ref No: FSNC 2022/03/07
Upington Ref No: FSNC 2022/03/08

Gauteng Region:
Baviaanspoort Ref No: GP 2022/03/02
Boksburg Ref No: GP 2022/03/03
Johannesburg Ref No: GP 2022/03/04
Kgoši Mampuru II [Ref: GP 2022/03/05
Krugersdorp Ref No: GP 2022/03/06
Leeuwkop Ref No: GP 2022/03/07
Modderbee Ref No: GP 2022/03/08
Zonderwater Ref No: GP 2022/03/09

KwaZulu-Natal Region:
Durban Ref No: KZN 2022/03/02
Empangeni Ref No: KZN 2022/03/03
Glencoe Ref No: KZN 2022/03/04
Kokstad Ref No: KZN 2022/03/05
Ncome Ref No: KZN 2022/03/06
Pietermaritzburg Ref No: KZN 2022/03/07
Waterval Ref No: KZN 2022/03/08

Limpopo, Mpumalanga and North West Region:
Barberton Ref No: LMN 2022/03/02
Bethal Ref No: LMN 2022/03/03
Klerksdorp Ref No: LMN 2022/03/04
Polokwane Ref No: LMN 2022/03/05
Rooigrond Ref No: LMN 2022/03/06
Rustenburg Ref No: LMN 2022/03/07
Thohoyandou Ref No: LMN 2022/03/08

Witbank Ref No: LMN 2022/03/09

Western Cape Region:

Allandale Ref No: WC 2022/03/02

Brandvlei Ref No: WC 2022/03/03

Breede Rivier (Worcester) Ref No: WC 2022/03/04

Drakenstein Ref No: WC 2022/03/05

George [Ref No: WC 2022/03/06

Goodwood Ref No: WC 2022/03/07

Helderstroom (Overberg) Ref No: WC 2022/03/08

Malmesbury Ref No: WC 2022/03/09

Polls-moor Ref No: 2022/03/10

Voorberg Ref No: WC 2022/03/11

REQUIREMENTS

: Current registration with the South African Nursing Council (SANC) as a registered Nurse or equivalent NQF level 7 qualification. Certificate in Infection Control from an accredited institution. 3-5 years recognisable experience in nursing after registration as a professional Nurse with SANC. Computer literacy. Valid driver's licence. Competencies and Attributes: Stakeholder focuses and service delivery. Coaching. Communication. Decision making. Plan, organize, lead and control. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Ability to improve systems and processes to facilitate continuous improvement. Ability to recognize the need for action, considering possible risks and taking responsibility for results. Lead and manage change. Teamwork. Willingness to travel. Ability to perform a technical function to required standards.

DUTIES

: Provide support to the Management Areas in managing the prevention, identification and control of infections. Plan, develop and implement an infection control programme for the Management Areas using basic infection control standards. Review environmental hygiene, cleanliness, the care of linen and waste management on a regular basis and document results. Notify the Department of Health timeously of diseases where applicable. Monitor the availability of appropriate disinfectants, sterilization methods and ensure that health care professionals and other officials understand the use of these items. Monitoring the implementation of and compliance with relevant IPC policies, guidelines and standard operating procedures. Monitor the implementation of the Food Services Acts, guidelines and regulations inclusive of the Hazard Analysis Critical Control Points (HACCP) and Food Safety Management Systems. Monitor compliance with the IPC controls (managerial, administrative, environmental and personal protective equipment). Ensure that there is a written quality improvement programme for infection control after a base line assessment and that evaluation and remedial measure are in place. Dissemination of Information, Education and Knowledge on IPC activities, measures and levels of prevention. Training of all relevant officials on IPC guidelines and standard operating procedures. Conduct infection prevention and control audits. Develop and monitor functional Surveillance System for nosocomial infections and antimicrobial resistance pathogens. Management of human resources, finance and assets.

ENQUIRIES

: **Eastern Cape region:** Ms. Z Myataza/Ms. M Aarons M/Ms. N Grongqo N/ Ms. NS Mgugudo and N Ndonyela Tel No: (043) 706 7866/82/83/88.

Free State and Northern Cape region: Ms. Ndlovu NC, Ms. Mkuni NJ, Ms. Molutsoane N, Ms. MP Moreki-Rathaba at Tel No: 051 404 0283.

Gauteng region: Mr SS Masango/Ms Feni Annah /Ms Pinky Makwarela at Tel No: 012 420 0179/73. KwaZulu-Natal region: Ms AL Mkhize Tel No: 033 3557370 / Ms B Shange Tel No: 033 355 7369 / Ms NI Mhlongo Tel No: 033 355 7367 / Mr SB Khumalo Tel No: 033 355 7368 / Ms GJ Mchunu Tel No: 033 355 7386.

Limpopo, Mpumalanga and North West region: Ms Portia Bungqu Tel No: 012 306 2032/ Mr Brent Botha Tel No: 012 306 2041/Ms Thandiwe Lekhuleni 012 306 2041/ Ms Petunia Nomvela Tel No: 012 306 2033/ Mr Tshupo Ndlamini Tel No: 012 306 2055.

Western Cape region: Ms NA Mdladlamba at Tel No: 021 550 6014/ 6060/6052.

NOTE

: Appointment under the Public Service Act.

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- CLOSING DATE** : 10 May 2022 at 16:00
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated comprehensive CV as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed, initialled and signed new form Z83. Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the 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 the communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) NB: Indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified.

OTHER POSTS

- POST 14/25** : **COUNSELLOR REF NO: HR 4/4/7/71**
- SALARY** : Grade 1: R587 835 – R652 407 per annum, (OSD)
Grade 2: R672 123 – R745 953 per annum, (OSD)
Grade 3: R761 274 – R844 884 per annum, (OSD)
- CENTRE** : Mkhondo Labour Centre
- REQUIREMENTS** : Four years B Psych qualification or a B Psych Equivalent Qualification. Valid Drivers licence. Registration with Health Professional Council of South Africa

as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice). **Grade 1:** 0 (zero) to 6 years' experience gained after registration. **Grade 2:** Eight (8) years relevant experience gained after registration. **Grade 3:** Sixteen (16) years relevant experience gained after registration. Knowledge: Knowledge of Employment Services Act, ILO conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Counselling, Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

DUTIES : Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organizations (Government, non-government, no-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and resources of the career guidance support.

ENQUIRIES APPLICATIONS : Ms S Mathenjwa Tel No: 066 469 4644
Deputy Director Labour Centre Operations: Private Bag X34, Mkhondo, 2380 or hand deliver at Balalas Building, 42 Kotze Street, Mkhondo

FOR ATTENTION : The Deputy Director: Labour Centre Operations. Email: Jobs-PRT@labour.gov.za

POST 14/26 : **ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR 4/4/7/72**

SALARY CENTRE REQUIREMENTS : R382 245 per annum
Provincial Office: Mpumalanga
BPROC/LLB degree / Four (4) year legal qualification. Drivers Licence. Two (2) years functional experience in compliance or legal services environment, Admission as an Attorney or Advocate. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate Governance, Skills Development Act, Public service Regulations, SDLA. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Presentation, Innovative, Analytical, Verbal and written communication.

DUTIES : Appear in court for enforcement of COID and OHS. Manage the implementation of the COIDA and OHS enforcement processes. Manage and facilitate the implementation of capacity development programmes for the inspectors in the province. Co-ordinate information to provide legal advice and proceeding for COID and OHS enforcement.

ENQUIRIES APPLICATIONS : Ms NL Njwambe Tel No: (013) 655 8700
The Provincial Chief Inspector, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za

FOR ATTENTION : The Provincial Chief Inspector

POST 14/27 : **FIELD ICT TECHNICIAN REF NO: HR 4/4/8/26**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
Provincial Office: Northern Cape
A Three-year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Information Technology/ Systems PLUS a valid code 08 driver's licence. 2 years functional experience in the ICT field/ environment/ technical support environment with understanding of network connectivity technologies. Knowledge: Technical standards/procedures, End user support procedures, Operating systems, Active Directory, Backup technologies and processes, ICT Service Management Processes, Departmental Policies and procedures, Batho Pele Principles. Skills: Communications, Analytical thinking, Process Improvement, Leadership, Good interpersonal relation, Listening.

DUTIES : Provide Desktop and Printer support. Provide Call management on Information Technology Service Management System (ITSM). Provide Local Area Network (LAN) Support.

ENQUIRIES APPLICATIONS : Mr TD Mhlophe Tel No: 053 838 1501
Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road

FOR ATTENTION : Human Resources Operations, Provincial Office Kimberley Email: Jobs-NC@labour.gov.za

POST 14/28 : **CLAIMS CREDIT OFFICER REF NO: HR 4/4/8/08**

SALARY : R211 713 per annum
CENTRE : Provincial Office: Northern Cape
REQUIREMENTS : Grade12 /Senior Certificate. 0-6 months experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial Systems, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes and Procedures. Skills: Financial Management, Communication (verbal & written), Computer literacy, Time Management, Planning and Organizing, Analytical, Numeracy, Interpersonal.

DUTIES : Collect outstanding Overpayments balance. Maintain all Overpayment Debtors Records manually and electronically. Maintain payments of benefits to clients.

ENQUIRIES : Adv B Gwabeni Tel No: (053) 838 1554
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road

FOR ATTENTION : Human Resources Operations, Provincial Office Kimberley. Email: Jobs-NC@Labour.gov.za

POST 14/29 : **BCEA INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/19**

SALARY : R211 713 per annum
CENTRE : Newcastle Labour Centre, KZN
REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Drivers licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.

DUTIES : 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.

ENQUIRIES : Mr S Pillay Tel No: (034) 312 3334
APPLICATIONS : Deputy Director: Newcastle Labour Centre, PO Box 985, Newcastle 2940 or hand deliver at 29 Scott Street Newcastle.

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal Email: Jobs-KZN7@labour.gov.za

POST 14/30 : **INSPECTOR REF NO: HR4/4/4/04/07**

SALARY : R211 713 per annum
CENTRE : Temba Labour Centre
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations/ Labour/ LLB/BCOM LAW. Valid driver's license. Knowledge: Extensive knowledge of the following Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, UI Contribution Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.

DUTIES : 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.

ENQUIRIES : Ms G Malungana Tel No: (012) 727 1432 (Temba Labour Centre)

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein Email: Jobs-GP5@labour.gov.za – Temba Labour Centre

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

POST 14/31 : **ACCOUNTS AND BOOKING CLERK REF NO: HR 4/4/8/640**

SALARY : R176 310 per annum

CENTRE : Provincial Office: Free State

REQUIREMENTS : Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent Certificate. Knowledge: Public Service Financial Management, Departmental policies and procedures, Project management, Intermediate Human Resources Development, General management, Strategic management, Skills Development Act, LRA & BCEA. Skills: Facilitation, Computer literacy, Presentation, Innovative, Verbal and written communication skills, People management.

DUTIES : Provide booking services of cars in the Province. (Daily). Attain information to prepare payment for service provider. (Daily), Acquire information on payment of fines. (Weekly), Disseminate information to the relevant stakeholder e.g. newly developed policies, new act pertain transport etc. (Monthly).

ENQUIRIES : Ms N Tokwe Tel No: (051) 505 6204

APPLICATIONS : Human Resource Management: Provincial Operations. Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State. Email: Jobs-FS5@labour.gov.za

DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT

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

APPLICATIONS : May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria, marked for the attention: Human Resources Management.

CLOSING DATE : 16 May 2022

NOTE : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full accompanied by certified copies of qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) together with the recent Curriculum Vitae in order to be considered. Please note that should you not use the newly amended Z83 and completed, initialled, and signed in full, the department reserves the rights to disqualify your application. 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. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, A pre- entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/>. Shortlisted candidates must provide proof of successful completion of the course. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

ERRATUM: Kindly note that the following posts that were advertised in Public Service Vacancy Circular No: 13 dated 08 April 2022 with the closing date of 03 May 2022, the qualifications requirements have been amended as follows: (1) Director: Licensing Ref No: CWM02/2022 A recognized Bachelor's degree in Environmental Sciences or Natural Sciences (NQF Level 7) or an equivalent relevant qualification. (2) Control Environmental Officer Grade A: Climate Change Mitigation Research and Analysis: Ref No: CCAQ04/2022 is a recognised (4) year degree (NQF8) in Environmental/ Natural Sciences / Engineering or an equivalent qualification in a related field. (3) Control Environmental Officer Grade A: Priority Area Planning: Ref No: CCAQ05/2022 is a recognised 4-year degree (NQF8) in Environmental /Natural Sciences or equivalent qualification in a related field. (4) Control Biodiversity Officer Grade A: Threatened or Protected Species Ref No: RCSM03/2022 (X2 Posts) is a recognised 4 Degree (NQF 8) in Natural or Environmental Sciences or equivalent qualification in a related field. The closing date for the above mentioned posts have been extended to 10 May 2022. (5) Kindly also note that

the post of Legal Administration Officer (Mr5): Legal Support: Nema: Ref No: RCSM02/2022 has been withdrawn.

MANAGEMENT ECHELON

- POST 14/32** : **DIRECTOR: CLIMATE CHANGE MONITORING AND EVALUATION: IMPACT & ADAPTATION REF NO: CCAQ03/2022**
- SALARY** : R1 073 187 per annum, (all-inclusive salary package). (Remuneration package) The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE REQUIREMENT** : Pretoria
: A Bachelor's Degree in Natural or Physical Sciences, Environmental Development Planning (NQF7) or Equivalent qualification within the related field plus five years' experience at Middle/Senior Managerial level. Extensive relevant experience. Knowledge of environmental and development issues (globally, regionally, locally). Proven experience in monitoring and evaluation. Knowledge and competency on climate change will be an added advantage. Demonstrate understanding of climate change adaptation, international reporting requirements as well national climate change policy as well as climate change adaptation strategies. Demonstrated grounding in finance, Public Service procedures and DFFE policies. Knowledge of climate change information system as well as the monitoring and evaluation of climate change impacts. Ability to manage and plan for activities, including projects and policy matters. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations skills and ability to deal with conflict; Stakeholder engagement; Strategic Capability and Leadership; Programme and Project Management; Financial Management; People Management and Empowerment. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).
- DUTIES** : Develop and continuously upgrade a set of indicators that may be used to monitor and evaluate climate change impacts and adaptation response in South Africa. Co-develop national climate change information system and support development subnational climate change information systems with all provinces. Develop climate change indicators with relevant adaptation sectors. Support the monitoring and evaluation on the implementation of the National Climate Change Adaptation Strategy. Establish, co-ordinate and maintain structures and networks to ensure robust discussions and debates by recognised experts in the field of monitoring and evaluating climate change adaptation actions. Identify, describe, commission and quality assure research required to identify, develop and/or utilise new and/or improved climate change adaptation monitoring and evaluation. Develop reports for national and international reporting in consultation with key stakeholders.
- ENQUERIES** : Mr T Ramaru Tel No: 012 399 9252

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE
NOTE

: 12 May 2022 before 12h00 noon No late applications will be considered.
 : Take Note Of The Disclaimer Mentioned On Each Advert. It is mandatory that applications with supporting documentation, including signed Z83 be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications send 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. Only send documents related to the requirements in the advert. From 1 January 2021, a new application for employment (Z83) from will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered. Requirements: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for virtual interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes 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). Note that certain information contained in the application may be verified through the request for official documents and or other methods of verification. 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 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 14/33 : **CLIENT LIAISON OFFICER: EASTERN CAPE REGIONAL OFFICE REF NO: CLO/ECU/2022/03-1P**
Client Services
Permanent

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09), (Basic salary)
: Umtata Office
: A three year degree/national diploma or equivalent three year qualification (at least 360 credits) with a minimum of four (4) years' experience in client relations management. Computer literacy that would include a good working knowledge of Microsoft Office products. Valid driver's license is mandatory, at least two years old (copy of license should be attached). Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. Geographical knowledge of the province for which application is made. Excellent customer relations experience. The applications of individuals currently residing in Eastern Cape may receive preference. Knowledge of Employee benefits. Knowledge of client relations management. Knowledge of GPAA/GEPP'S products and services. Excellent problem solving skills. Strong customer orientation and customer relations. Excellent presentation skills. Excellent communication skills at all levels in and outside the organization (verbal and written). Outgoing personality. Ability to build strong network relationships. Ability to take responsibility and to work independently. Analytical skills.

DUTIES : The successful candidate will be responsible for the following functions and include, but not limited to: Providing education and training: Conduct training to HR Unit on correct completion of documentation to be submitted to GPAA; Conduct workshops and roadshows to members, employers and stakeholders to create understanding of products used and processes to be followed; Conduct Induction Programme to employees and stakeholders to create understanding of products used and processes to be followed; Plan presentation of education materials, monitor and evaluate the effectiveness of programmes conducted, recommending enhancements; Market new services offered by GPAA by conducting training of new/current Pension Case Management users (PCM); Promote compliance with GPAA's processes and procedures. Compliance of employer and stakeholders: Check reported feedback regarding compliance of performance from the employer departments; Follow-up/trace missing information on outstanding documents in order to enable finalisation of the process (Trace members for outstanding life certificates); Analyse documents received on PCM-Pension Case Management to provide feedback to departments on core issues identified, highlighting key issues to Senior CLO; Ensure that GPAA rules, products and processes are known and adhered to. Enquiry management (General and RMC): Check member queries through wireless facility and resolve on site; Provide information regarding member cases; Facilitate meetings with relevant client departments in resolving administrative issues; Confirm member status with employer (RMC); Update member information on the RMC portal application; Requesting and receiving additional information from employer with regards to Medical and IOD; Interaction with Compensation Fund regarding IOD enquiries. Collection of documentation: Pre-verification of documents received from employer, member and third party; Checking and capturing of documents; Bar coding, linking and indexing of documents; Scanning documents onto PEKWA; Quality assurance of each case using control sheet; Collect supporting documents for RMC processes; Collect original awards from employer regarding IOD.

ENQUIRY APPLICATIONS : Felicia Mahlaba on Tel No: 012 319 1455
: It is mandatory to email your application with the relevant supporting documentation to Recruit1@gpaa.gov.za

NOTE : #Disclaimer: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as other requirements as contained in the footer. Quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have

the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Note: The purpose of a Client Liaison Officer is to provide client outreach, education and employer compliance. One permanent Client Liaison Officer Position is currently available at the Government Pensions Administration Agency at the Eastern Cape Regional Office: Umtata.

POST 14/34 : **SENIOR COMMUNICATION OFFICER: EXTERNAL COMMUNICATIONS**
REF NO: CO/E-COM/2022/04-2C
 (12 months contract)
 External Communications

SALARY : R321 543 per annum (Level 08), plus 37% in lieu of benefits
CENTRE : Pretoria Head Office

REQUIREMENTS : A degree or equivalent three year qualification (with minimum 360 credits) in Communications or related field coupled with a minimum of three (3) years' relevant practical experience in Media Relations. Experience should include the drafting/writing of articles, speaking notes, media statements, publications, etc. Experience in working with journalists and advertising representatives. Ability to conceptualise, write and implement a Communication Strategy. Knowledge of media landscape. Knowledge of execution of media campaigns. Knowledge of writing media statements and articles. Knowledge of writing reports. Good analytical skills. Good communication skills (both verbal and written). Creativity. Integrity. Logical. Understanding of GEPF/GPAA's and its processes. Understanding of the Pension and Financial Sector.

DUTIES : The successful candidate will be responsible for the following functions and include, but not limited to: Develop and maintain external stakeholder contact database, media monitoring and analysis: Keep the Communications unit abreast of developments in pensions and finance sector; Monitor GPAA/GEPF coverage in the media; Recommendations to management to remedy media coverage; Arrange, coordinate and oversee media briefings; Record media briefing proceedings as part of a media monitoring and evaluation process; Regularly update media database; Create platforms to increase stakeholder engagements and maintain database; Organize workshops for external stakeholders. Liaise and maintain relationships with National and Provincial Departments and other stakeholders: Interact with different divisions and stakeholders to source information that needs to be communicated to the public; Communicate with stakeholders regarding the implementation of the communication strategy; Assist in the implementation of Communication, Stakeholder and Marketing strategy in GPAA. Maintain the external communications channels: Arrange and conduct regular and specialized interaction, including media visits; Ensure pre-recorded interviews are edited; Conduct live interviews; Create opportunities for and attend media briefings. Research and write articles for members' and pensioners' publications: Draft speaking notes and media statements; Prepare briefing notes and packs for campaigns; Draft all publications and coordinate members' and pensioners' publications. Provide co-ordination of all external communication campaigns and reports: Coordinate all outreach platforms; Provide logistical support for all roadshows and campaigns in GPAA; Assist with coordination of marketing on behalf of GPAA. Provide administrative support to the unit: Perform office administrative activities; Organise office logistical matters; File office correspondence, documents and reports; Draft and type standard correspondence and documents; Completion of forms and documents related to claims, payments, invoices and consultant fees; Order stationery and equipment for the section.

ENQUIRY : Mapule Mahlangu on Tel No: 012 399 2639
APPLICATIONS : It is mandatory to email your application with the relevant supporting documentation to Recruit2@gpaa.gov.za

NOTE : #Disclaimer: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as other requirements as contained in the footer. Quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have

the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Note: The purpose of these roles are to provide support in the Media and External communication of GPAA. Various 12 month contract positions of Communication Officers are currently available at the Government Pensions Administration Agency: External Communications Section.

POST 14/35 : **HR ADMINISTRATOR: BASIC CONDITIONS OF SERVICE REF NO: HRA/BCS/2022/04-1C**
(12 months contract)
Human Resources

SALARY : R211 713 per annum (Level 06), (plus 37% in lieu of benefits)
CENTRE : Pretoria Head Office
REQUIREMENTS : An appropriate and recognized three year qualification (Degree/National diploma/equivalent three year qualification with at least 360 credits) in Human Resources with 18 months experience in human resources administration which should include experience in the basic conditions of service field in the Public Service Or A Grade 12 certificate with at least 3 years' experience in human resources administration of which should include experience in the basic conditions of service field within the Public Service. Experience in the Administration of Leave, PILIR and Housing Allowance will be a requirement. Experience in other basic conditions of service, such as Injury on duty, Long Service awards, Probation, Senior and Middle management services, Financial Disclosures, and overtime etc. will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Good working knowledge of PERSAL of which should not be older than one year. Working knowledge of Basic Conditions (Leave, PILIR, Housing, etc). Working knowledge of Persal system. Knowledge of Public Service Prescripts and Legislation. Knowledge of Office administration. Knowledge of Employee Benefits. Good administration skills. Good communication skills both verbal and written. Ability to prioritize and meet deadlines. Team player. Good customer relations. Good organizing and coordination skills. Good problem solving skills. Good interpersonal relations skills; Adhering to business ethics. Accuracy.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide administration support of Service Benefits; Implement and maintain state guarantees; Implement status and confirmation of probation; Processing of housing allowance, stop-orders; Processing of injury on duty; Administer of garnishee and maintenance orders; Processing of long service awards; Capture PERSAL transactions; Administer confirmation of employment and sympathy letters; Administer overtime requests; Administer the coordination of disclosures for levels 1-10 that is not required to disclose electronically; Capture and update records on Persal. Provide administration of leave and PILIR processing; Administer daily recording and processing of leave; Administer reconciliation of leave; Assist in the auditing of leave on a quarterly basis and provision of reports to management; Administer incapacity leave, medical referrals and ill health (PILIR); Administer the leave gratuity process. Administration of MMS and SMS services: Administer the implementation of SMS and MMS promotions, pay progressions and notches; Administer the implementation of motor finance for SMS; Capture the MMS/SMS salary structures- new, maintenance. Provide administrative support to the unit: Perform office administrative activities; Organize office logistical matters; File office correspondence, documents and reports; Draft and type standard correspondence and documents; Completion of forms and documents relevant to the office; Order stationery and equipment for the section.

ENQUIRY : Mbongiseni Nkosi on Tel No: 012 399 2202
APPLICATIONS : It is mandatory to email your application with the relevant supporting documentation to Recruit3@gpaa.gov.za

NOTE : # Disclaimer: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as other requirements as contained in the folder. Quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the

COVID-19 pandemic. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Note: The purpose of the role is to support implementation of Human Resources Practices and Administration, specifically HR Service Benefits within the GPAA. One contract position of HR Administrator: Basic Conditions of Service is currently available at Human Resources Administration Section in GPAA – 12 months contract.

POST 14/36 : **CUSTOMER SERVICE AGENT NORTHERN CAPE REGIONAL OFFICE**
REF NO: CSA/NC/KIMB/04-2C
 (12 months contract)
 Client Services

SALARY : R211 713 per annum (Level 06), plus 37% in lieu of benefits
CENTRE : Kimberley
REQUIREMENTS : An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven experience in the processing (administration) of life insurance/employee benefits or client relationship management/client care preferably in Employee Benefits, Life Insurance, Medical Aid environments or similar financial institutions or A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in the processing (administration) of life insurance/employee benefits or client relationship management/client care preferably in Employee Benefits, Life Insurance, Medical Aid environments or similar financial institutions. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. The applications of individuals currently residing in the Province (Northern Cape) or adjacent areas applying for may receive preference. Excellent problem solving skills. Excellent presentation skills. Excellent communication skills, both verbal and written. Ability to communicate with clients. Time management skills. Self-management – being able to work independently. Knowledge of Employee Benefits. Knowledge of client relations management. Geographical knowledge of the Province applying for.

DUTIES : The successful candidate will be responsible for the following functions and include, but not limited to: Provide quality customer service within CRM: Handle all face to face enquiries received effectively; Follow up and finalize enquiries referred to other business units, within the agreed time frames; Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame; Update on all the relevant GPAA systems. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame; Interact with the departments and members regarding outstanding queries; Relationship management on any changes happening in the various sections; Provide/ request feedback to various clients and stakeholders; Follow-up with business units and provide feedback to clients until cases are finalized; Effective and efficient administration of documents received; Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports: Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care; Compile and submit daily, weekly and monthly production statistics to the supervisor; Check and update consolidated/escalation lists to the supervisor. Mbongiseni Nkosi on Tel No: 012 399 2202

ENQUIRY :
APPLICATIONS : It is mandatory to email your application with the relevant supporting documentation to Recruit3@gpaa.gov.za

NOTE : #Disclaimer: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as other requirements as contained in the footer quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted

within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Note: The purpose of the role is to provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment. Two contract positions for Customer Service Agents are currently available in the Northern Cape Regional offices of the GPAA based in Kimberley on a 12 months contract.

POST 14/37 : **M&E ADMINISTRATOR: REGIONAL COORDINATION REF NO: ARC/M&E/2022/04-1P**
Corporate Monitoring and Evaluation
Permanent

SALARY : R211 713 per annum (Level 06)
CENTRE : Pretoria Head Office
REQUIREMENTS : An appropriate three year tertiary qualification (N Dip/B Degree) (at least 360 credits) coupled with 18 months relevant experience in an Administration function. A Senior Certificate coupled with three (3) years proven experience in an Administration function. Experience gained within a Monitoring and Evaluation environment may receive preference. Proficient Computer Literacy (MS Office Products). Knowledge of Office Administration. Knowledge of Public Service and departmental Prescripts and Legislations. Updated knowledge on procedures and processes within the office of the M & E manager. Knowledge of LRA. Sound organisational skills. Excellent written communication skills. Ability to communicate at all levels – good verbal communications skills. Good telephone etiquette. Customer oriented. Good interpersonal relationships. High level of reliability. Ability to act with tact and discretion. Adhering to business ethics. Good grooming and presentation.

DUTIES : The successful candidate will be responsible for the following functions and include, but not limited to: Provide support to Monitoring processes of Regional Offices (ROs): Support coordination of monitoring activities in Regional Offices; Contribute in assisting the ROs to develop logical frameworks, indicators, baselines, benchmarks and thresholds; Document and monitor regional office monitoring plans; Assist in development of monitoring tools; Assist ROs to monitor their programmes; Assist in ROs monitoring data collection and analysis; Assist in compilation of quarterly and annual monitoring reports; Track implementation of recommendations from RO monitoring reports. Provide support for evaluation studies in Regional Offices (ROs): Provide support in facilitation of needs analysis in ROs; Liaison with clients and beneficiaries; Assist in documenting and tracking evaluation plans; Assist in development of evaluation tools; Contribute to literature review for proposal writing; Contribute to compilation and presentation of concept notes/proposals for internal peer reviews; Undertake data collection, capturing and analysis for evaluation studies; Assist in data verification of RO evaluation data; Provide support in ensuring ROs evaluate their programmes; Assist in compilation of evaluation reports; Track implementation of recommendations from evaluation studies; Contribute to documentation of lessons learnt. Provide administrative support for projects in Regional Offices: Participate in planning for training in ROs; Arrange meetings with stakeholders (Employer Departments) and with RO officials; Incorporate inputs to peer reviewed documents.

ENQUIRIES : Mbongiseni Nkosi on Tel No: 012 399 2202
APPLICATIONS : It is mandatory to email your application with the relevant supporting documentation to Recruit3@gpaa.gov.za

NOTE : #Disclaimer: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as other requirements as contained in the footer quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Note: The purpose of the role is to render Monitoring and Evaluation support service to Regional Offices (ROs) within GPAA. A permanent position of M&E Administrator: Regional

Coordination is currently available at the Government Pensions Administration Agency: Corporate Monitoring and Evaluation based at Head Office Pretoria.

GOVERNMENT PRINTING WORKS

The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001.
- FOR ATTENTION** : Ms V Maja Tel No: 012 764 3912 / Ms L Pale Tel No: 012 764 3976
- CLOSING DATE** : 11 May 2022 (16:00 noon)
- NOTE** : Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za/vacancies), the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed, and clear indication of the reference number on the Z 83. A recent comprehensive CV specifying all qualifications and experience with respective dates, Copies of qualifications, ID and a valid driver's license (where required), must be attached. Such copies need not to be certified when applying for a post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA), The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews, which might be virtual at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise, which might be virtual that intends to test relevant technical elements of the jobs; by the Government Printing Works, Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration, If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POST

- POST 14/38** : **ARTISAN (PRODUCTION) GRADE A (MECHANISED BINDING) REF NO: GPW22/12 (X2 POSTS)**
Re-advertisement
- SALARY** : R193 512 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in mechanised / craft binding Basic computer skills Quality conscious Good knowledge of mechanised binding equipment / craft binding operations Willingness to work shifts Grade 12 will be an added advantage.
- DUTIES** : Responsible to adjust, run and maintain mechanised binding and or packing equipment / machines Ensure optimum productivity and maintain high quality standards of binding Reconcile documents daily Responsible for basic operating and maintenance Adherence to Occupational Health and Safety regulations and procedures.
- ENQUIRIES** : Mr TH Khumalo Tel No: (012) 748-6329

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 128 Voortrekker Road and Raslouw or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail
- FOR ATTENTION** : Ms TP Moepi
- CLOSING DATE** : 13 May 2022 at 12:00 Midday
- NOTE** : Applications should be submitted on the new Z83 form obtainable from any Public Service Department and should be accompanied by a CV. Copies of qualification certificates (need not be certified) should be attached (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert) including ID and driver's license. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

**GRADUATE INTERNSHIP PROGRAMME 2022-2024
(24 MONTHS)**

The National Department of Health invites unemployed graduates who seek practical work experience and who are interested in the Public Service career to apply for internship (an occupationally based work experience opportunity) in the occupations mentioned below for a minimum of twenty-four (24) months.

The applicants must not have been exposed or have participated in an internship programme. The Department aims to enhance the employability of unemployed graduates as potential employees through this internship programme. Applicants must be 18-35 years of age.

OTHER POSTS

- POST 14/39** : **HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT INTERNSHIP REF NO: NDOH 15/2022**
Chief Directorate: Human Resources Management and Development
- STIPEND** : R6 174.96 per month
- CENTRE** : Pretoria
- REQUIREMENTS** : Diploma/Degree (NQF 6) in Human Resources Management/Development/ Management of Training or Public Management.
- ENQUIRIES** : Mr A Masilo at Tel No: 012 395 8669
- POST 14/40** : **ORGANISATIONAL DEVELOPMENT INTERNSHIP REF NO: NDOH 16/2022**
Directorate: Human Resources Administration
- STIPEND** : R6 174.96 per month
- CENTRE** : Pretoria
- REQUIREMENTS** : Diploma/Degree (NQF 6) in Management Services or Operations Management and Production Management.
- ENQUIRIES** : Mr A Masilo at Tel No: 012 395 8669
- POST 14/41** : **FINANCIAL MANAGEMENT AND ACCOUNTING INTERNSHIP REF NO: NDOH 17/2022**
Chief Directorate: Financial Management and Accounting
- STIPEND** : R6 194.96 per month

CENTRE REQUIREMENTS ENQUIRIES : Pretoria
: Diploma /Degree (NQF 6) in Financial Management/Accounting.
: Mr A Masilo at Tel No: 012 395 8669

POST 14/42 : **SUPPLY CHAIN MANAGEMENT INTERNSHIP REF NO: NDOH 18/2022**
Chief Directorate: Supply Chain and Assets Management

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6174.96 per month
: Pretoria
: Diploma/Degree (NQF 6) in Supply Chain Management/Logistics/Public
Management/Purchasing/Transport Management
: Mr A Masilo at Tel No: 012 395 8669

POST 14/43 : **INTERNAL AUDIT INTERNSHIP REF NO: NDOH 19/2022**
Chief Directorate: Internal Audit and Risk Management

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 174.96 per month
: Pretoria
: Diploma/ Degree (NQF 6) in Internal Auditing/Risk Management.
: Mr A Masilo at Tel No: 012 395 8669

POST 14/44 : **INFORMATION COMMUNICATION AND TECHNOLOGY INTERNSHIP REF NO: NDOH20 /2022**
Chief Directorate: Information Communication and Technology

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 174.96 per month
: Pretoria
: Diploma/ Degree (NQF 6) in Computer Science/Information Technology.
: Mr A Masilo at Tel No: 012 395 8669

POST 14/45 : **COMMUNICATION INTERNSHIP REF NO: NDOH 21/2022**
Chief Directorate: Financial Management and Accounting

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 174.96 per month
: Pretoria
: Diploma/ Degree (NQF 6) in Journalism/Marketing and
communication/Communication.
: Mr A Masilo at Tel No: 012 395 8669

POST 14/46 : **LEGAL SERVICES INTERNSHIP REF NO: NDOH 22/2022**
Chief Directorate: Legal Services and Parliamentary Affairs

STIPEND CENTRE REQUIREMENTS ENQUIRIES : R6 174.96 per month
: Pretoria
: Degree (NQF level 7) in Bachelor of Laws (LLB).
: Mr A Masilo at Tel No: 012 395 8669

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

OTHER POSTS

| | | |
|----------------------------|---|--|
| <u>POST 14/47</u> | : | <u>ASSISTANT DIRECTOR: EXAMINATION SERVICES REF NO: MALUTITVET/ASD-ES/2022</u> |
| <u>SALARY</u> | : | R477 090 per annum (Level 10) |
| <u>CENTRE</u> | : | Central Office (Phuthaditjhaba) |
| <u>REQUIREMENTS</u> | : | National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree/Equivalent qualification. A recognised Teachers qualification. Minimum of five years lecturing experience. 3-5 years experience in the management of assessment and examinations. Valid SACE certificate. Credit-bearing Assessor certificate. Credit-bearing Moderator certificate. Recommendation: Unendorsed valid drivers license. Computer literate in MS Office 365 (Word, Excel, PowerPoint and Outlook). An extensive knowledge of the DHET Examination and Assessment Policies and revised ICASS guidelines. Excellent leadership and management skills and principles. Contract management principles and practices. Basic budgeting principles and practices. Excellent verbal and written communication skills. Must be able to work under pressure and adapt to changes in the TVET sector. Computer literate on assessment & examination e-learning platforms. |
| <u>DUTIES</u> | : | Manage the college examination and assessments section. Standardisation of ICASS assessments throughout campuses. Coordinate collaboration groups on the setting of quality and standardised assessment tasks and the moderation thereof. Coordinate the Site-Based Assessments (SBA) as per DHET Policies and Guidelines. Manage the internal marking centres at campuses. Oversee the process of internal marking. Coordinate the marker and moderator applications to DHET. Ensuring the submissions of all term marks to MIS are done timeously. Verification of submitted college term marks on assessments and final resulting. Support the integrity of the implementation of ISAT at all campuses. Provide assessment and examination support to all campuses. Monitor all campuses on the implementation of examination related policies. Ensuring the state of examination readiness at all campuses. Manage the process of resolving pending results. Monitor and support distribution point managers. Oversee the implementation of DHET/College management plans concerning assessments and examinations. Be the liaising person between the college and DHET on all the examination and assessment related matters. Develop, review and implement the college examination related policies. Provide guidance and assistance to the graduation committee. Writing reports as and when required, inclusive of broad management and academic board reports. |
| <u>ENQUIRIES</u> | : | Mr GD Mokoena Tel No: 058 303 1732 |
| <u>APPLICATIONS</u> | : | All applications should be posted to: Deputy Principal Corporate Services: Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High and Broster Street, Bethlehem, 9700 or emailed to hrrecruitment@malutitvet.co.za . Please quote the relevant reference number on the subject line for emailed applications. Faxed applications will not be considered. |
| <u>NOTE</u> | : | Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za (and be fully completed, dated and signed) and should be accompanied by copies of formal qualifications, copy of academic transcript, copy of unendorsed valid driver's licence (where applicable) and copy of ID (both sides if it is a smart card ID), a comprehensive CV with contact details of at least three references and any other relevant documents. Required documents need not be certified when applying for post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted |

candidates only. Shortlisted candidates will be subjected to security screening. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the below mentioned advert.

- CLOSING DATE** : 13 May 2022 at 13:00
- POST 14/48** : **ASSISTANT DIRECTOR: EXAMINATIONS AND ASSESSMENTS REF NO: CJC/EXA/04/2022**
(Re-advertised)
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum (Level 10) plus benefits as applicable in the Public Sector
: Central Office
: Grade 12 certificate or equivalent. A recognised National Diploma (NQF 6) in Education/ Administration or equivalent qualification. A post graduate qualification in the relevant field/s will be an advantage. At least FIVE years of experience in the TVET 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. Knowledge of White Paper on PSET Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of COLTECH/ITS system and TVETMIS. Knowledge of national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Planning and Organising. Finance Management. Report Writing. Communication and Interpersonal. Problem Solving. Computer Literacy. Analytical. Client Oriented. Project Management. Team Leadership. Planning and Organising. People Management. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal.
- DUTIES** : Manage the provision of examination services. Manage training of Invigilators, Markers and Data Capturers. Manage the establishment of the function of Irregularity Committee. Manage the control of issuing of the certificates. Manage proper administration of the examination unit. Management of all human, financial, and other resources of the unit. Ensuring completion of performance agreements by all employees in the unit. Supervision of staff.
- ENQUIRIES APPLICATIONS NOTE** : Mr. B Khakhu Tel No: 011 351 6000
: All applications are to be sent via email to recruitment41@cjc.edu.za
: Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. 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** : 10 May 2022 at 16:00

POST 14/49 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: CJC/HRM/01/2022**
(Re-advertised)

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

CENTRE : Central Office

REQUIREMENTS : Grade 12 or equivalent qualification. Appropriate Degree/National Diploma (NQF level 6) in Human Resources Management or Public Administration, or equivalent. At least 8 years of experience in the human resources and administration environment. Must have a minimum 3 (three) years at a supervisory level. Thorough knowledge of relevant Sectoral and HR related legislations and public service regulations. Must be able to interpret and apply HR and related prescripts. Sound interpersonal relations and conflict management skills. Must be able to work independently as well as in a team. Good communication skills with a high proficiency in writing. Very good level of computer literacy. Knowledge of PERSAL system will be an advantage. Valid driver's licence. Ability to work under pressure and meet deadlines. Very good leadership and management skills. Sound experience in interpretation, development and implementation of HR policies. Au fait with the Continuing Education and Training Act (2006), Basic Conditions of Employment Act, Public Service Act, Employment of Educators Act and Labour Relations Act, Skills Development Act, Employment Equity Act, Public Service Regulations. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal.

DUTIES : Develop and maintain Human Resources Administrative systems and practices. Facilitate and oversee recruitment and selection processes as per departmental policies. Manage and render conditions of services (leave, Housing, pension, bonus). Coordinate the design, review and implementation of the College organisational structure. Facilitate the development of job descriptions. Maintain and manage employee personal records. Facilitate, manage, develop and implement employee health and wellness programmes. Develop, manage and facilitate the training and development programmes (i.e. staff trainings, bursaries, internships and Learnership) Provide the coordination and implementation of performances management systems (PMDS & IQMS). Coordinate, develop and monitor the implementation and reporting of the Employment Equity plan. Attend all internal and external HR matters from relevant stakeholders. Prepare HR reports as required by the institutions and departmental processes. Ensure that the College has all required HR policies and other relevant prescripts. Facilitate the HR risk register. Ensure that all HR audit findings are addressed in prescribed time frames.

ENQUIRIES : Mr. B Khakhu Tel No: 011 351 6000

APPLICATIONS : All applications are to be sent via email to recruitment38@cjc.edu.za

NOTE : Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. 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 : 10 May 2022 at 16:00

POST 14/50 : **ASSISTANT DIRECTOR: OFFICE MANAGER (OFFICE OF THE PRINCIPAL) REF NO: CJC/OFM/02/2022**
(Re-advertised)

SALARY : R382 425 per annum (Level 09), plus benefits as applicable in the Public Sector

CENTRE : Central Office

REQUIREMENTS : Grade 12 certificate or equivalent. A recognised three-year National Diploma (NQF6) in Recognised National Diploma (NQF 6) in /Public Management/ Business Management / Office Management and Technology or related qualification. A post graduate qualification in the relevant field/s will be an advantage. At least FIVE (5) years' relevant experience in strategic planning and public/ corporate administration environment. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration and the Higher Education sector. Understanding of corporate governance and Cost centre budgetary, expenditure and cash flow management. Knowledge of Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation.

DUTIES : Render administrative/executive support services in the office of the Principal. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other approved committees. Provide strategic management, monitoring and evaluation services. Records management. Management of all human, financial and other resources of the unit. Ensure completion of performance agreements by all employees in the unit; Supervision of staff.

ENQUIRIES : Mr. B Khakhu Tel No: 011 351 6000

APPLICATIONS : All applications are to be sent via email to recruitment39@cjc.edu.za

NOTE : Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including, including matric or equivalent, academic records/transcripts and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. One complete set of scanned documents must be submitted separately for each post you wish to apply for. Do not separate the Z83, CV and qualifications into separate documents. Scan all these into a single flowing document for each post. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. 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 : 10 May 2022 at 16:00

POST 14/51 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: CJC/MAC/05/2022**
(Re-advertised)

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

CENTRE : Central Office

REQUIREMENTS : Grade 12 certificate or equivalent. A recognised 3-year qualification in Management Accounting or Financial Management (NQF Level 6). (An NQF Level 7 qualification will be advantageous). Knowledge of IFRS/GRAP. An

understanding of PFMA. Experience in cost reduction strategies, revenue enhancement strategies to assist the college in enhancing its profitability. Planning and Organising. Report Writing. Communication and Interpersonal. Problem Solving. Computer Literacy. Analytical. Client Oriented. Project Management. Team Leadership. Planning and Organising. People Management. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal.

DUTIES

: Ensure budget is prepared and monitored on a monthly basis, an analysis of the variance analysis report should be submitted to CFO monthly; Advise CFO in ensuring efficiency of cost management and revenue enhancing measures; Monitor age of debtors and enhance recoverability measures; Analyse cost drivers and enhance their management; Report to CFO on all management accounting matters and provide support to the CFO and Principal on these strategies. Management of all human, financial, and other resources of the unit. Ensuring completion of performance agreements by all employees in the unit. Supervision of staff.

ENQUIRIES

: Mr. B Khakhu Tel No: 011 351 6000

APPLICATIONS

: All applications are to be sent via email to recruitment42@cjc.edu.za

NOTE

: Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. 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

: 10 May 2022 at 16:00

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 16 May 2022

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, a CV, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Application that do not comply with the above specifications will be disqualified. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position. Women and people with.

OTHER POSTS

POST 14/52 : **FAMILY ADVOCATE: LP7 –LP8 REF NO: 2022/22/MP**

SALARY : R774 660 – R1 285 149 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement

CENTRE REQUIREMENTS : Family Advocate: Mbombela Office
An LLB Degree or recognised four (4) year legal qualification; At least 5 years appropriate post qualification litigation experience; Admission as an Advocate. A valid driver license. Skills and Competencies: Good communication skills, (both verbal and writing); Research; Investigation; Monitoring and evaluation; Report writing skills; Diversity Management, Dispute and Conflict resolutions skills.

DUTIES : Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Attend to Hague matters when delegated to do so; Endorse settlement agreements or commenting thereof; Institute and conduct enquiries to ascertain the best interest of children by means of ADR procedure; Attend to all relevant circuit courts within Mpumalanga

ENQUIRIES APPLICATIONS : Mr LT Mndebele Tel No: (013) 753 9300/220
Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X11249 Nelspruit, 1200.

NOTE : People with disabilities are encouraged to apply

POST 14/53 : **DEPUTY DIRECTOR: GUARDIAN'S FUND REF NO: 22/94/CFO**

SALARY : R744 255 – R876 705 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
A Degree/ National Diploma at NQF level 6 as recognized by SAQA in Financial Management or equivalent qualification; 3 years relevant experience in Financial Accounting at supervisory/management (Assistant Director) level; Knowledge of Public Financial Management Act, Administration of Estates Act, Departmental Financial Instruction and Treasury Regulations; Knowledge of

- the Generally Recognized Accounting Practice (GRAP); Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc.); Financial management; Research and analytical skills; Leadership and strategic capabilities; Policy analysis and development; Good communication skills (verbal and written); Accuracy and attention to detail; Interpersonal skills; Problem solving skills.
- DUTIES** : Key Performance Areas: Manage the compilation of financial reports (including the Trial balance and Annual Financial Statements) in respect of the Guardian's Fund; Review Guardian's Fund transactions and reconciliations & PIC Investments at Master's Office; Advise senior and top management on interest rates to be paid to beneficiaries; Perform system manager functions in respect of Internet Banking; Manage the configuration of the new Guardian's Fund system; Develop, review and implement financial accounting systems and procedures; Provide effective people management.
- ENQUIRIES** : Mr. J. Maluleke Tel No: (012) 315 1090/ 357 8591
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001.OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001
- POST 14/54** : **DEPUTY DIRECTOR: AREA COURT MANAGER REF NO: 51/22/LMP**
- SALARY** : R744 255 – R876 705 per annum, (all inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Limpopo Province: Groblersdal – Lebowakgomo Cluster
- REQUIREMENTS** : A three year Bachelor Degree in Public Management Administration or National Diploma (NQF Level 6) or equivalent qualification; 6 years relevant experience of which 3 years should be at management level; A valid driver's licence; Knowledge and experience of financial management, PFMA, office and district administration will serve as strong recommendations. Skills And Competencies: Communication (verbal and written) skills; Good interpersonal relations; Computer literacy; Language Skills; Ability to operate technical equipment; Organising skills; Leadership skills; Finance Management skills; Project Management.
- DUTIES** : Key Performance Areas: Develop, present and implement strategic and business plans in the area; Manage the facilities, physical resources, information and communication related to the courts; Compile, analyse and present court performance statistics and trends as required by relevant users; Develop and implement strategies towards value – added services; Lead and manage the transformation process in the designated offices;
- ENQUIRIES** : Mr. Maakamedi T.P Tel No: (015) 287 2025 or Ms. Phalane M.R Tel No: (015) 287 2036
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0699.
- POST 14/55** : **COURT MANAGER REF NO: 52/22/LMP**
- SALARY** : R477 090 – R561 981 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Praktiseer
- REQUIREMENTS** : A three (3) year qualification in Public Administration/Management /or a National Diploma/ Degree/ NQF level 6 in Service Management (NQF Level 5) plus module in Case Flow Management or equivalent qualification; Three (3) year's managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's licence. Skills and Competencies: Computer literacy; Communication skills; Motivation skills; Planning and organizing skills; Presentation skills; Financial management skills; Decision making skills; Loyalty and honesty; ability to work under pressure; Team leadership; Management of interpersonal conflict and problems solving; Customer focus and responsive.
- DUTIES** : Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court ; Manage the strategic and business

planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Manage the projects intended to improve court; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements Manage service level agreements.

ENQUIRIES : Ms Mongalo M.P Tel No: (015) 287 2037 or Ms Manyaja P.M. Tel No: (015) 287 2026

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x 9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0699.

POST 14/56 : **CLUSTER MANAGER: COURT INTERPRETING REF NO: 53/22/LMP**

SALARY : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement

CENTRE REQUIREMENTS : Polokwane Cluster
 : NQF level 4/ Grade 12; National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English; Proficiency in two or more indigenous languages; Six years practical experience Interpreting of which three (3) years at supervisors level. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytic thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.

DUTIES : Key Performance Areas: Manage the cluster legal interpreting and language services; Develop and implement the legal interpreting and language services business plan for the cluster; Manage both human and non-human resources of legal interpreting and language services; Manage training and development of court interpreters; Manage compliance of the code of conduct.

ENQUIRIES : Ms. Manyaja P.M Tel No: (015) 287 2026 or Ms. Mongalo M.P Tel No: (015) 287 2037.

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0699.

POST 14/57 : **PRINCIPAL COURT INTERPRETER REF NO: 2022/31/MP**
 (This is a re-advertisement, candidates who previously applied are encouraged to re-apply)

SALARY : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Nsikazi Magistrate Office
 : NQF Level 4/ Grade 12; Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF5; Proficiency in two or more indigenous languages (preference will be given to languages used in area); Proficiency in English; 5 years' practical experience as a Court Interpreter with a minimum of 2 years supervisory experience; A valid driver's license; Language requirements: sePedi; xiTsonga and siSwati. Skills and Competencies: Communication skills, Listening skills, Interpersonal skills, Time management, Computer literacy, Analytical Thinking, Problem Solving, Planning and organizing; Confidentiality; Ability to work under pressure.

DUTIES : Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Quarterly and annual assessments of interpreters; Procure Foreign Language Interpreters and Casual Interpreters in line with the PFMA.

ENQUIRIES : Ms KN Zwane Tel No: (013) 753 9300/249

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200.

- POST 14/58** : **ASSISTANT STATE ATTORNEY, CONVEYANCING (LP3-LP4) REF NO: 22/82/SA (X2 POSTS)**
- SALARY** : R305 973 – R859 752 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney: Cape Town
: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Admission as a Conveyancer and notary will be an added advantage; A valid driver's licence. Skills And Competencies: Legal research and drafting of conveyancing, notarial and related documents; Dispute resolution; Case flow management; Computer literacy; Communication skills (written and verbal); Creative and analytical skills; Supervisory and mentoring skills; Problem solving and conflict management.
- DUTIES** : Key Performance Areas: Draft, prepare and register conveyancing and notarial documents; Furnish legal advice and opinion to client departments; Provide supervision and training to other professional staff; Perform all functions normally performed by a conveyancer and a notary; Give effect to the Department's strategic plans, policies and prescripts; Maintain record or work performed and provide statistics required.
- ENQUIRIES APPLICATIONS** : Mr. E. Seerane Tel No: (012) 315 1780
: 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.
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
- POST 14/59** : **CHIEF ACCOUNTING CLERK REF NO: 49/2022/WC**
(Directorate: Finance)
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office: Cape Town
: Grade 12 certificate or equivalent qualification; A minimum of 3 years' experience required; Knowledge of financial and economic factors. Skills and Competencies: Computer literacy (Ms Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Conflict management; Planning and organizing skills; Numerical skills; Attention to detail; Analytical skills.
- DUTIES** : Key Performance Areas: Supervise and render financial accounting transactions; Supervise and perform salary administration support services; Supervise and perform bookkeeping support services; Render a budget support service; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms N Magengelele Tel No: (021) 462 5471
: Please forward your application to: Regional Head: Private Bag X 9171, Cape Town 8000 or physical address: 08 Riebeeck Street, Norton Rose House, 5th Floor, Cape Town.
- FOR ATTENTION NOTE** : Mr M Koopman
: People with disabilities are encouraged to apply.
- POST 14/60** : **SENIOR COURT INTERPRETER (X2 POSTS)**
(This is a re-advertisement, candidates who previously applied are encouraged to re-apply)
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mashishing Magistrate Office Ref No: 2022/32/MP
Mbombela Magistrate Office Ref No: 2022/30/MP
- REQUIREMENTS** : Grade 12 and National Diploma: Legal Interpreting at NQF Level 5 or any other equivalent qualification in the field of languages with minimum of three (3) years' practical experience as a Court Interpreter OR Grade 12 with ten (10) years practical experience as a Court Interpreter; Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended; A valid driver's license: Language Requirements: Sepedi and siSwati. Skills and Competencies: Communication skills, Listening skills,

- Interpersonal skills, Time management, Computer literacy, Analytical Thinking, Problem Solving, Planning and organizing, Confidentiality, Ability to work under pressure.
- DUTIES** : Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.
- ENQUIRIES** : Mr LT Mdebele Tel Nio Tel No: (013) 753 9300/220 or Ms KN Zwane Tel No: (013) 753 9300/249
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Private Bag x11249, Nelspruit 1200.
- NOTE** : Separate application can be made quoting the relevant reference number
- POST 14/61** : **SENIOR COURT INTERPRETER REF NO: 22/53/FS**
(This is a re-advertisement, candidates who previously applied are encouraged to re-apply)
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Koffiefontein (Stationed At Heilbron)
Grade 12 and National Diploma: Legal Interpreting at NQF Level 5 or any other equivalent qualification in the field of languages with minimum of three (3) years' practical experience as a Court Interpreter OR Grade 12 with ten (10) years practical experience as a Court Interpreter; Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended; A valid driver's license. Language Proficiency HEILBRON: Afrikaans, IsiZulu, Sesotho, English (Setswana and IsiXhosa will be an added advantage). Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.
- ENQUIRIES** : Ms NM Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- POST 14/62** : **LEGAL ADMINISTRATION OFFICER (MR3-MR5): LEGAL PROCESS REF NO: 22/92/LD**
- SALARY** : R260 928 – R926 193 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
An LLB Degree or 4 years recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of South African Legal system, legal practices and related spheres with specific reference to Criminal Procedure Act; Knowledge of the Constitution of the Republic of South Africa and South African laws; appropriate knowledge of and experience in Office Administration. Skills and Competencies: Computer literacy (MS Office); Communication and interpersonal relations; Innovative and analytical thinking; Planning and organizational skills; Financial management; Research and report writing skills; Project management.
- DUTIES** : Key Performance Areas: Process and advise role players on applications for expungements, presidential pardons and requests for reconsideration of new evidence; Conduct legal research on principles of case law; Handle ad hoc tasks in line with instructions; Draft legal documents and advise on applications received and deal with office administration.
- ENQUIRIES** : Ms P Leshilo Tel No: (012) 357 8240
- 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** : People with disabilities are encouraged to apply.
- POST 14/63** : **MAINTENANCE OFFICER (MR1- MR5) REF NO: 2022/24/ MP**
- SALARY** : R201 387 – R926 193 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Standerton Magistrate Office
- REQUIREMENTS** : LLB degree or recognized 4-year legal qualification; Basic knowledge and understanding of legal research principles; Knowledge of legal proceedings relevant to mediation, arbitration; and conciliation. Skills and Competencies: Legal drafting skills; Languages skills; (oral & written); Motivational skills; Loyalty, honesty, ability to work under pressure; Communication skills; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.
- DUTIES** : Key Performance Areas: Conduct preliminary interviews; Conduct informal maintenance enquires; Conduct formal maintenance enquires; Render administrative support.
- ENQUIRIES** : Ms. NC Maseko Tel No: (013) 753 9300 Ext. 224
- APPLICATIONS** : Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X11249 Nelspruit, 1200.

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (The NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes.



- APPLICATIONS** : Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001 or via e-mail at NSG.Recruitment@thensg.gov.za
- FOR ATTENTION** : Mr Mpho Mugodo Tel No: (012) 441 6017 or Thabo Ngwenya Tel No: (012) 441 6108
- CLOSING DATE** : 13 May 2022
- NOTE** : Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references as well as copies of qualifications and identity documents. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be quoted in the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to a technical exercise as well as personnel suitability checks such as security vetting, citizen verification, financial records check and qualifications verifications. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and to disclose particulars of all registrable financial interests within a month. The selection process will be in line with the Senior Management System requirements. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and persons with disability) through the filling of the post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Service Pre-Entry Programme (Nyukela) is required for being considered for this SMS post. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> NB: Suitably qualified, dynamic, passionate and experienced persons are invited to apply for the vacant permanent positions. Applicants are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position.
- ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 11 dated 25 March 2022 is withdrawn Director: Financial Account with Ref No: NSG: 03/2022. With the closing date of 08 April 2022.

MANAGEMENT ECHELON

- POST 14/64** : **CHIEF FINANCIAL OFFICER (CFO) REF NO: NSG: 04/2022**
- SALARY** : R1 269 951 per annum, (all inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate three year Bachelor's Degree (NQF level 7) in the field of Financial Management and/or equivalent. A SAICA CA qualification is strongly recommended. At least 6-10 years' experience in financial accounting, supply chain management and budgeting of which five years must have been at a Senior Management Level. Comprehensive knowledge and understanding of the Public Finance Management Act (PFMA) and Generally Recognised Accounting Practice (GRAP) including proven experience in its application. A track record in preparation and management of strategic plans, business plans, budgets and financial reports. Ability to implement internal systems and controls to ensure sound Financial Management as well as the management of resources. Skills in Financial Management, Management Accounting and Supply Chain Management within a trading entity will be an advantage. Proven managerial and communication skills (written and verbal). Competencies in Strategic

DUTIES

: Capability and Leadership, Financial Management, Knowledge Management, Service Delivery Innovation (SDI), Problem solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus.
: The successful candidate will provide strategic direction as head of the Finance chief directorate. Support the Principal and other senior managers in the execution of their functions in terms of the Public Service Act, 1994 and the PFMA, 1999. Ensuring that NSG's financial resources are effectively utilized to a variance of 0% (Vote) and 10% (Trade). Oversee the statutory reporting and management reporting. Driving the implementation of an integrated financial processing and management system, linked to those of line function units. Leading the expansion of a modernized financial accounting section to handle the high volume of transactions, arising from increased training activities. Establishing and maintaining appropriate systems (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources. Formulating creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the NSG. Facilitating the implementation of national norms and standards where applicable. Liaison with key stakeholders such as the National Treasury, Auditor-General of South Africa as well as risk management and audit institutions. Advising the Principal pertaining to matters that have strategic, financial and revenue implications. Liaising with the relevant role-players in the financial environment regarding transverse financial matters. Managing and leading to collect the relevant data to identify potential sources of revenue of the NSG by continuously identify potential of actual sources of revenue, identifying limits to the revenue base of the NSG, review the tariff policy and ensure it's included in the annual report and to conduct analyses on revenue collection trends which will inform recommendations for increases in tariffs and fee structures where relevant.

ENQUIRIES

: Ms Letty Raseroka Tel No: (012) 441 6626

POST 14/65

: **DIRECTOR: FINANCIAL ACCOUNTING REF NO: NSG: 05/2022**

SALARY
CENTRE
REQUIREMENTS

: R1 073 187 per annum, (all-inclusive salary package)
: Pretoria
: Applicants must be in possession of an appropriate three-year tertiary qualification (NQF level 7) in the field of Finance/Accounting/Financial Management and/or equivalent. A South African Institute of Chartered Accountants qualification will be an added advantage. At least 6-10 years' experience in financial accounting of which five years must be at a middle management level. A track record in the preparation and management of financial reports. Ability to implement internal control systems to ensure sound financial management. Knowledge and understanding of the PFMA, Treasury Regulations and other related Public Sector regulatory frameworks. Any experience working within an environment that utilizes Modified Cash Standard and GRAP would be a strong recommendation. Financial Management skills and experience within a trading entity. Proven managerial and communication skills (written and verbal). Competencies in Strategic Capability and Leadership, Financial Management, Knowledge Management, Service Delivery Innovation (SDI), Problem solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus. The incumbent must have the ability to work under pressure, to meet deadlines and maintain a high level of confidentiality. They must be resourceful and highly proactive, results driven, pay attention to detail, display a professional demeanor and be able to resolve conflicts decisively.

DUTIES

: The successful candidate will be responsible for implementing NSG policies and operational procedures related to Financial Accounting in accordance with specific relevant legislative prescripts, in order to enhance accountability and performance. Ensuring that NSG compliance reports related to financial accounting are submitted in relation with the Treasury guidelines and that EMP201/EMP501 accurate and complete VAT returns are submitted to SARS on a monthly and bi-annual basis. Managing 100% reconciliation of general ledger towards a zero balance on suspense accounts. Preparation of financial reports, handle all internal and external auditors' queries. Develop and implement systems for management of donor funding. Managing resources of the directorate, develop and monitor risk management strategies. NSG's financial resources effectively utilized to a variance of 0% (Vote) and 10% (Trade). Managing the entire payments and receipts sections including the

reporting aspect. Driving the expansion of a modernised financial accounting section to handle the high volume of transactions, arising from increased training activities. Engaging vigorously with clients to understand their needs and share information. Supporting the CFO, Principal and senior managers in the execution of their functions in terms of the Public Service and Public Finance Management Acts.

ENQUIRIES : Ms Letty Raseroka Tel No: (012) 441 6626

OTHER POST

POST 14/66 : **DEPUTY DIRECTOR ICT GOVERNANCE & ENTERPRISE ARCHITECTURE**
REF NO: NSG: 06/2022

SALARY : R744 255 per annum, (all inclusive salary package)
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of an appropriate Bachelor Degree or Diploma/equivalent qualification in Information Technology / Computer Science. Knowledge and experience in TOGAF, COBIT and ITIL frameworks will serve as an added advantage. At least 3-5 years' experience in the area of Information Technology Governance, Project Management and service level agreement management. Thorough knowledge of Local Area Network hardware and software systems. Vast Knowledge in system development project management, networks, Server Operating Systems and Data Centre Systems. Knowledge of the application and use of enterprise architecture in government. Knowledge of cyber security management and applications. Planning, administration and organising skills. Strong practical knowledge and experience of Local Area Networks, Wide Area Networks and ICT Infrastructure. Ability to communicate effectively (oral and written) at all levels within the department as well as with service providers, as well as the State Information Technology Agency and other role players. Well-developed diagnostic and problem-solving skills. Knowledge of Digital Transformation and 4th Industrial Revolution emerging ICT technologies. An understanding of the PFMA, SITA Act, Government and National Treasury Regulations, POPI Act and PAIA. Demonstrate good interpersonal skills and demonstrate flexibility and ability to adapt to changes. The incumbent must also be cost conscious, independent, dynamic, self-confident, team worker, strong on self-direction and possess a client-focused attitude. Results orientated and able to function effectively under pressure and possess a valid driver's license.

DUTIES : The successful candidate will be responsible for ICT Governance and Enterprise Architecture. The candidate will work closely with the departmental initiatives on ICT Security. Support and maintenance of the NSG Data Centre, Local Area Network and the SITA Wide Area Network. The position will be required to intervene and respond to Monitoring Systems and Alarms in the NSG LAN and Data Centres. Compile and conduct user awareness programmes on ICT governance. Manage end user requirements for ICT Hardware and Software packages. Manage various ICT projects. Complaints monitoring and reporting. Develop and revise ICT frameworks, policies, procedures and standards and continuously monitor the effective implementation thereof to ensure reliable ICT services. Managing and administer service level agreements (SLAs) and Operational Level Agreements (OLA) with Service Providers. Representing the Chief Information Officer in various Departmental Committees.

ENQUIRIES : Ms Letty Raseroka Tel No: (012) 441 6626

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration. In the filling of these posts, preference will be given to Women and Persons with Disabilities.



- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- CLOSING DATE** : 16 May 2022
- NOTE** : All applications must be in a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za/ www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department. 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. A recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driving license (where appropriate) and any other relevant documents should accompany the application. (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa to their applications. Dual citizenship holders must provide the Police Clearance certificate from country of origin. 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/training-course/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.

OTHER POST

- POST 14/67** : **OFFICE MANAGER / ADMINISTRATIVE SECRETARY: CHAMBERS OF THE CHIEF JUSTICE REF NO: 2022/73/OCJ**
(Three-Year Contract)
- SALARY** : R382 245 – R461 745 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Constitutional Court (Private Office of the Chief Justice)
- REQUIREMENTS** : Grade 12 and a three-year National Diploma/ Bachelor's Degree in Office Management or equivalent qualification at NQF Level 6 (360 credits). A minimum of three (3) years' relevant experience in an Office Administration environment. A valid driver's licence. Skills and Competencies: Job Knowledge of office management responsibilities, systems and procedures. Knowledge of the functioning of an executive office. Excellent Communication skills. Proficiency in English (verbal and written). Knowledge of Electronic Information Resources and online retrieval. Strong Leadership and Management Capabilities. Ability and willingness to travel often and work long hours. Ability to meet strict deadlines and to work under pressure. A sense of attention to detail. Computer literacy (MS Word, PowerPoint, Excel and Outlook).
- DUTIES** : Manage the Chamber responsibilities/duties of the Chief Justice. Provide administrative and secretarial support to the Chief Justice. Provide receptionist services in the Chambers of the Chief Justice. Provide support to the Chief Justice with regard to preparation for meetings. Provide assistance to the Chief Justice in support of his extra judicial responsibilities. Liaise with all stakeholders with regard to matters emanating from the Chambers of the Chief Justice. Check and manage all incoming and outgoing correspondence from the Chambers of the Chief Justice with other stakeholders. Facilitate that reports and documents are processed timeously for the Chief Justice in preparation for official commitments.
- ENQUIRIES** : Technical and HR related enquiries: Ms L Kwinika Tel No: (010) 493 2500 / 2578

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, or you can email your application to recruitment@opsc.gov.za.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 10 May 2022, 15h30.
- NOTE** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The accompanying documents need not be certified, shortlisted candidates will be required to bring certified copies on or before the interviews. The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). 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. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

OTHER POST

- POST 14/68** : **ASSISTANT DIRECTOR: PROVINCIAL OFFICE SUPPORT (X2 POSTS)**
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Public Service Commission:
KwaZulu-Natal Provincial Office (Pietermaritzburg) Ref No: ASDPOS/KZN/04/2022
Mpumalanga Provincial Office (Mbombela) Ref No: ASDPOS/MP/04/2022
- REQUIREMENTS** : Ideal candidate's profile: A National Diploma/Degree (New NQF Level 6 or 7) in the field of Social Sciences, Labour Relations/Law/Public Administration/Management and or Human Resources. 2-3 years' experience as a State Administrative Officer or equivalent experience in a related field, including in the private sector. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations. Must be assertive, trustworthy, ethical and professional with integrity. Must have effective administrative, organizational and communication skills. Must be creative, motivated, self-driven, results-oriented and initiative. Ability to work

both independently and as part of a team. Ability to work under pressure and maintain a high level of confidentiality. Must have commitment to transformation. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Must have a valid driver's license (with exception of disabled applicants).

DUTIES

: Provide support in: Conducting investigations of Grievances and Complaints emanating from the Provincial Departments. Updating the grievances and complaints emanating from the Province. Collecting and forwarding the six-monthly grievance reports in terms of Rule 1.1 of the Grievance Rules. Advocacy (i.e. Workshops in Grievance and other LR related Matters). Research Project/s. Monitoring and Evaluation of adherence by Provincial Departments to the Constitutional principles governing Public Administration. Research Projects. Advocacy in M&E and CVP Promotion Compiling section 196(4)(e) Report. Service Delivery Inspections. Monitoring of 30 Day Payment. Compiling bi-annual report in the implementation of the PSC recommendations. Investigating complaints lodged. Collating information relating to financial misconduct from the Provincial Departments and submit same to Head Office. Collating financial disclosure forms from the Provincial Departments and submit same to Head Office. Referral of cases emanating from the National Anti-Corruption Hotline to the SSC and follow-up on same. Ethics Research. Advocacy in Ethics.

ENQUIRIES

: Ms Pumziwe Kwanini - KwaZulu-Natal Office Tel No: 033 345 9997
Ms Salome Meso – Mpumalanga Office Tel No: 013 755 4070

DEPARTMENT OF PUBLIC ENTERPRISES

- APPLICATIONS** : The Department of Public Enterprises, Private Bag X15, Hatfield, 0028 or hand deliver at 80 Hamilton Street, Arcadia, Pretoria, 0008.
- FOR ATTENTION** : Human Resources
- CLOSING DATE** : 13 May 2022
- NOTE** : Applications must be submitted on form Z83 and Copies of qualifications, identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. 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. 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. Failure to submit the requested documents will result in your application not being considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise and 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. People with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

- POST 14/69** : **DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: DPE/2020/02**
Unit: Office of the Head of Department
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive salary package) structured as follows: Basic salary – 70% of package, State contribution to the Government Employee Pension Fund 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicant must be in possession of a three year tertiary qualification in Public Administration or an equivalent qualification (NQF 7) as required by SAQA, accompanied by at least 5 years' experience at middle/senior managerial level. The successful candidate must be a dynamic and confident person, possessing sound interpersonal and networking skills, the ability to comprehend and think strategically with good organizing and project management skills, the ability to work under pressure and must be willing to work beyond normal working hours. Excellent business writing and communication skills with a high level of computer literacy in Microsoft suites are essential for this position. In-depth knowledge of the Public Service Regulatory frameworks, will serve as an added advantage.
- DUTIES** : Manage and oversee the following functions: development and maintenance of the DPE's internal governance structures diary. Development and distribution of Agendas for DPE's Governance Structures. Distribution of minutes and action schedules for DPE'S governance structures. Conducting of progress follow-up on critical matters for the Head of Department. Alerting members of DPE's governance structures on report back imperatives. Document management processes in the Office and ensure compliance with MIS Standards. Receive requests for information or responses on all parliamentary matters and coordinate processes for the submission of responses by operational units. Quality assure inputs and responses received from operational units. Consolidate multi-faceted responses. Facilitate approval of responses by the Head of Department. Liaise with the Office of the Minister on all parliamentary matters. Develop and maintain a File Plan for the Office of the HOD's. Office. Receive all correspondence directed to the HOD, filter issues requiring the personal attention of the HOD and redirect other matters for action by relevant components. Coordinate the retrieval of documents and reports for the HOD. Source information from a wide range of sources within and outside the Department for the HOD. Manage the Office's document flow system and ensure that the HOD is alerted to critical approval

requirements so as to not delay departmental operational work. Research topics of a general nature on behalf of the HOD. Develop and publish position papers to be used by the HOD during interaction with stakeholders and meetings of a general nature. Perform quality assurance. Develop and maintain an information repository of key information that is required by the HOD on a regular basis. Manage and direct the provisioning of secretarial and receptionist support service, office administration support services, official engagement and personal diary management services; and travel and accommodation support to the Head of Department. .Manage and oversee departmental Information and Knowledge Management services.

ENQUIRIES

: Mr George Malatsi Tel No: 012 431-1117

OTHER POST

POST 14/70

: **DEPUTY DIRECTOR: SECURITY AND FACILITIES REF NO: DPE/2022/03**
Unit: Security and Facilities Management

SALARY

: R744 255 per annum (Level 11), (all-inclusive salary package) consisting of a basic salary of 70/75% and 30%/25% flexible portion that can be structured according to individual's personal needs.

CENTRE REQUIREMENTS

: Pretoria
: Applicants must be in possession of a degree in Public Administration/Security/Facilities Management or related fields (NQF level 7) as recognized by SAQA. A minimum of three (3) years' experience in either Security and or Facilities management at supervisory level (Assistant Director Level). Knowledge and Understanding of Public Finance Management Act, Promotion of Access to Information Act, Protection of Information Act, Minimum Physical Security Standards, Occupational Health and Safety, Security & Auxiliary Services Standards eg. MISS, MPSS, NTR, Public Service Act, 1994, Public Service Regulations 2001 (amended), National Treasury Regulations and project management.

DUTIES

: Provide technical support with the development and maintenance of the departmental security and safety policy framework. Coordinate and provide physical and person security services on departmental premises and events. Coordinate and provide vetting services. Conduct investigations of security breaches and asset losses. Manage and implement departmental processes to ensure compliance with OHSA and SHERQ. Manage the facilities resources. Manage and implement departmental processes to ensure compliance with OHSA and SHERQ. Manage Service Level Agreements of Service Providers. Managing of the Occupational Health and Safety function. Manage subordinates.

ENQUIRIES

: Mr. Benneth Baloyi Tel No: (012) 431-1029

**INTERNSHIP PROGRAMME (2022-2024)
(TWENTY-FOUR (24) MONTHS)**

APPLICATIONS

: The Department of Public Enterprises, Private Bag X15, Hatfield, 0028 or hand deliver at 80 Hamilton Street, Arcadia, Pretoria, 0008.

FOR ATTENTION

: Human Resources

CLOSING DATE

: 13 May 2022

NOTE

: Applicants must be South African citizens between the age of 18 to 35, unemployed graduates and have not been exposed to an internship programme before. Note: it will be expected from the selected candidates to be available for interviews on a date of and place as determined by the Department of Public Enterprises. Applicants must note that further checks will be conducted once they are shortlisted and their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal record. If you apply for more than one position in the Department, please submit separate applications for each position. Applications must be submitted on a Z83 Form(new Z83 Form which is effective as from 01 January 2021) obtainable from the Department of Public Service and Administration website: www.dpsa.gov.za or may be collected from the Department of Public Enterprises , 80 Hamilton street, Arcadia or any Government Department . All Applications must be accompanied by a CV, copy of your senior certificate, Identity document, academic record and qualification. It is the applicant responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to

submit the required document will result in your application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within four months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Public Enterprises reserves the to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process

OTHER POSTS

POST 14/71 : **OFFICE OF THE CHIEF FINANCIAL OFFICER REF NO: INTERN/202/009 (X1 POST)**
Unit: Finance

STIPEND : R8 000 per month
CENTRE : Pretoria
REQUIREMENTS : Financial Management, Public Financial Management, Financial Accounting
ENQUIRIES : Mr Simon Manganye Tel No: 012 431 1012 or Ms Lettie Sono Tel No 012 431 1265

POST 14/72 : **CORPORATE MANAGEMENT REF NO: INTERN/2022/010 (X1 POST)**
Unit: Internal Audit

STIPEND : R8 000 per month
CENTRE : Pretoria
REQUIREMENTS : Financial Management/Bachelor of Commerce in Auding/ Risk Management/ Internal Auditing/ Accounting
ENQUIRIES : Mr Simon Manganye Tel No: 012 431 1012 or Ms Lettie Sono Tel No 012 431 1265

POST 14/73 : **OFFICE OF THE CHIEF FINANCIAL OFFICER REF NO: INTERN/2022/011 (X1 POST)**
Unit: Supply Chain Management

STIPEND : R8 000 per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor Degree or National Diploma in Public Administration/ Management/ Supply Chain Management/ Logistics Management.
ENQUIRIES : Mr Simon Manganye Tel No: 012 431 1012 or Ms Lettie Sono Tel No 012 431 1265

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** : 11 May 2022
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp." From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. 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. Note: 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/>.

MANAGEMENT ECHELON

- POST 14/74** : **DIRECTOR: LEGISLATION REF NO: DPSA 13/2022**
- SALARY** : R1 073 187 per annum (Level 13), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE REQUIREMENTS** : Pretoria
: A Senior Certificate and an appropriate B. Degree qualification of LLB or an undergraduate Degree in Law at a minimum of NQF level 7. A pre-entry certificate for SMS must be completed before an appointment can be considered. Registration as an attorney/advocate. Minimum of 5 years' at a Middle/Senior Management level. Minimum of 8 years' appropriate experience in a Legal environment, including experience in legislative drafting and processing. Sound knowledge of the Constitution of the Republic of South Africa, Government's legislative frameworks, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic priorities of Government and sound understanding of operations management. Knowledge of public administration and labour related legislation, drafting conventions applicable in South Africa and Legislative processes. Skills: Problem solving, decision making, stakeholder management and coordination, strategic thinking, communication and

information management, interpersonal relations, confidentiality, team work, project management, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, diversity management, facilitation, programme and project management, financial management, change management, people management and empowerment.

- DUTIES** : Manage legislative oversight and drafting/examining and analyses of Public Administration Legislation (technical quality, adherence to legislative best practice, consistency with the Constitution and other primary legislation), manage legal advice and support on legislative matters regarding public administration legislation all operations, systems and processes of the Directorate. All aspects (e.g. relevant documentation complied) for the parliamentary legislative process and legal instruments associated with the promulgation and commencement of legislation facilitated and managed. Bills drafted as required, Inputs on draft legislation relating to the public administration managed (Comments and inputs on draft bills coordinated) and impact of draft legislation on national and provincial departments and stakeholders determined for the Minister's information. Drafting/examining and analyses of regulations relating to the public administration. Review legislation administered by the Minister for Public Service and Administration. Provide guidance on internal policy development (policies, norms and standards, directives, circulars, frameworks and guidelines) for internal Legal Services developed in line with national policies/frameworks as required. Ensure all audit findings addressed by the approved due date. Ensure the Directorate budget completed and submitted by the stipulated due date. Ensure effective and efficient management of the budget achieved and maintained. Attendance of management structures of the Department and any other meetings as directed and participate in transversal task/project team and committees as require or nominated. Manage the performance agreements, probation reports, mid-year and annual reports submitted by the stipulated due dates.
- ENQUIRIES** : Ms. Renisha Naidoo Tel No: (012) 336 1006

OTHER POSTS

- POST 14/75** : **ASSISTANT DIRECTOR: INTERNAL MONITORING AND EVALUATION REF NO: DPSA 14/2022**

- SALARY** : R382 245 per annum (Level 09). Annual progression up to a maximum salary of R450 255 per annum is possible, subject to satisfactory performance.

- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate National Diploma in Public Administration or Monitoring and Evaluation and Social Science or equivalent qualification at NQF level 6/7. At least minimum 3 years relevant experience in public sector, private sector or non-governmental sector. Minimum of 3 years of experience in the field of Strategic planning, project management, monitoring, evaluation and development of programme performance reports. Sound knowledge of the Public Finance Management Act (PFMA), PSR, National Treasury Regulation on departmental budgeting, DPME revised framework on strategic plans, annual performance plans and reporting. Managerial skills: Planning, monitoring and evaluation, knowledge of government planning and reporting cycles, and related regulations. Generic skills: client orientation and customer focus, problem solving and analysis, decision making, diversity management, communication and information management, report writing and computer literacy. Technical skills: Monitoring and evaluation, strategic formulation and planning, research, project management and change management.

- DUTIES** : To facilitate the provision of Internal Monitoring and Evaluation Services to the DPSA. Collect and collate reports from all Branches towards the development of Quarterly, Annual Reports of the Departments. Provide support with the facilitation of performance information sessions within the Department. To assist in development and implementation of Monitoring and Evaluation frameworks. To assist in development of M&E tools, guidelines and systems for reporting. To assist in development and design of evaluations guidelines for implementation of programmes, interventions and projects. To assist in coordination of management responses to audit findings on performance information. To support the coordination and facilitation of the department's strategic and operational planning process.

- ENQUIRIES** : Mr. Siyabulela Tshetu Tel No: (012) 336 1594

| | | |
|-----------------------------------|---|---|
| <u>POST 14/76</u> | : | <u>ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN AND SERVICE DELIVERY IMPROVEMENT REF NO: DPSA 15/2022</u> |
| <u>SALARY</u> | : | R382 245 per annum (Level 09). Annual progression up to a maximum salary of R450 255 per annum is possible, subject to satisfactory performance. |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria An appropriate National Diploma in Management Services, Operations Management, HRM, Industrial Psychology and Public Management or equivalent qualification at NQF level 6/7. A minimum of 3 years' relevant experience in Organisational Design and Service Delivery Improvement. Sound knowledge of the Organisational design process, ability to administer Batho Pele programme, proficient knowledge about: The White Paper on transformation of the Public Service, The Batho Pele White Paper, Batho Pele Revitalisation Strategy of 2004, Public Service Regulation, 2016 Part 3 Sec 36-38, The Code of Conduct and The Public Service Charter, Sound understanding of the Public Service Administration prescripts (PSA, PAJA, PAIA, EEA, BCEA) and knowledge of the Operations Management Framework. Attributes: Innovative and proactive, ability to gather and analyse information, ability to develop and apply policies, ability to work independently and in a team, good interpersonal relations, collect and interpret information and reports. Generic skills: client orientation and customer focus, problem solving and analysis, decision making, diversity management, communication and information management, facilitation and negotiation, report writing and computer literacy. Technical skills: Functional grouping and mapping, Work Study and Business process mapping, Job Evaluation, Diagnostic and analytical, Project management and coordination skills, Proficient in Business Modelling Tools, Business report writing and presentation. |
| <u>DUTIES</u> | : | Provide support in Departmental Organisational Design services. Provide support in the implementation of Operations Management Framework. Provide support in the development and implementation of the Service Delivery Improvement Plans (SDIP). Provide support in the institutionalization of Batho Pele Programmes. Facilitate the development of the Departmental Complaints/Compliments Policy and Procedure. Facilitate the development of the Departmental Service Delivery Charter and to facilitate the development of the Departmental Services Standards. |
| <u>ENQUIRIES</u> | : | Mr. Mpho Leshabane Tel No: (012) 336 1372 |

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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

**APPLICATIONS**

- : May Be Forwarded To The Correct Regional Office/Centre:
Head Office Applications: Post: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria. For Attention: Ms. N.P. Mudau.
Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. For Attention: Mr E Nguyuzza
Mthatha Regional Office Applications: Umtata Regional Office Applications: The Regional Manager Department Of Public Works & Infrastructures Private Bag X 5007 Sutherland Street Mthatha, 5099, Hand Delivery / Physical Address: Department Of Public Works & Infrastructures, 96 Sutherland Street Prd li Building, 5 Th Floor Mthatha 5099
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
 13 May 2022 at 16H00

CLOSING DATE**NOTE**

- : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted, To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants must submit application with the following attachment (1) copies of qualifications, (2) identity document and (3) driver's licence (where applicable) and any other relevant documents, such copies need not be certified when applying for the post. The communication from the 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 months, please regard your application as unsuccessful. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.

OTHER POSTS

- POST 14/77** : **DEPUTY DIRECTOR: RECRUITMENT REF NO: 2022/152 (X2 POSTS)**
(12 Month Contract)
- SALARY** : R882 042 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Human Resource Management, Public Management, Public Administration, Management Science or Social Sciences or related field. Relevant years of experience in HR Recruitment at supervisory/management level (ASD Level). Knowledge of Standards, practices, processes and procedures related to HR Recruitment, Structure and functioning of the Department, Employment Equity Plan of the Department, PERSAL, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Codes of Remuneration, Public Finance Management Act, Conflict management, Project management. Skills: Advisory skills, Supervisory skills, General administration and organisational skills, Computer utilisation and Analytical thinking. Communication and report writing abilities.
- DUTIES** : Develop and manage the implementation of recruitment strategies and policies:- Keep abreast with the latest developments in the field of recruitment and selection; Develop and maintain all recruitment policies and procedures in line with relevant prescripts; Compile recruitment strategy that is aligned to the employment equity plan on a continual basis; Compile a QA checklist to audit Regions on following the correct policies and procedures; Ensure that all policies are implemented; Ensure compliance of all recruitment policies. Manage, coordinate and implement advertising processes:- Communicate recruitment plan to the relevant managers; Implement recruitment plan based on organisational structure changes and new vacancies; Ensure that proper staff requisition processes are implemented before advertisement of positions; Receive and implement staff requisitions forms and motivation for posts to be advertised; Coordinate the process of drafting advertisements; Obtain quotes for placement of advertisements; Ensure approval of all adverts; Facilitation of placement bookings with advertisement agencies. Manage, coordinate and implement selection processes: Oversee sorting of received applications; Oversee the arrangements for interviews such as dates, venues, and invitations to candidates. Ensure that all the required documents for the interviews are prepared on time; Represent human resource in interviews of short listed applicants; Ensure candidates attend all tests (competency assessments, reference checks) as prescribed in the Departmental Recruitment and Selection Policy and DPSA prescripts; Ensure communication with successful applicants; Oversee verification of results, certificates and qualifications; Oversee the compilation of appointment letters; Report on progress on the filling of positions; provide professional support and advice on recruitment to line managers; Manage the Sub-directorate:- Ensure maintenance of discipline; Manage performance and development; Establish, implement and maintain efficient and effective communication arrangements; Develop and manage the operational plan of the sub-directorate and report on progress as required; Manage procurement and asset management for the sub-directorate; Plan and allocate work; Quality control of work delivered by employees.
- ENQUIRIES** : Mr C Zaba Tel No: 012 406 1548
- POST 14/78** : **ASSISTANT DIRECTOR: RECRUITMENT REF NO: 2022/153 (X2 POSTS)**
(12 Month Contract)
- SALARY** : R477 090 per annum
- CENTRE** : Head Office (Pretoria)

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

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

ENQUIRIES : Ms NP Mudau Tel No: 012 406 1548

POST 14/79 : **CHIEF WORKS MANAGER: MECHANICAL REF NO: 2022/154**

SALARY : R321 543 per annum
CENTRE : Nelspruit Regional office

REQUIREMENTS : National Diploma in Mechanical Engineering (S/T/N Stream) with minimum 3 years' experience or N3 plus Trade Test in Mechanical Engineering with minimum 5 years' experience. Extensive knowledge of Mechanical regulations, Occupational Health and Safety act and Public Finance Management act. A driver's licence. Registration with a professional body in the built environment would be an advantage. Good verbal and written communication skills. Computer literacy. Good interpersonal skills. Good budgeting and estimating skills. Management and planning skills. Knowledge and understanding of the government procurement system.

DUTIES : Manage day-to-day of mechanical maintenance project activities to facilitate effective project execution in terms of cost, quality and time in the existing state accommodation. Manage project cost estimates and budgets. Conduct site inspection to ensure compliance with specification set out by the department. Ensure compliance with OHSA and regulations. Assist in the development of building programmes and conditional surveys and report regularly to management on the progress thereof. Manage the budget. Render a coordinated and professional service at all levels regarding the maintenance and management of DPW clients. Regularly updating of asset register.

ENQUIRIES : Mr S Khumalo, Tel: 013 101 0130

POST 14/80 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR (LEASING & ACQUISITIONS) REF NO: 2022/155**

SALARY : R261 372 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary (NQF level 6) qualification in Management Assistant/Public Management/Administration/ Secretariat/Office Management or equivalent. The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently, with minimum supervision. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting processes and how to apply them. Knowledge of Government Procurement processes will be an added advantage.

DUTIES : Manage the traffic in the office of the Chief Director, efficient and effective Human Resources, Financial administrative support. Perform the duties of the Chief Director User Clerk in the office of incoming and outgoing post. Maintain a filing registry in the office of the Chief Director. Provision stationery and supplies, Maintaining an electronic post register for the Chief Directorate, management of the Chief Director's diary, Schedule meetings and telephone management, Make official travel arrangements for the Chief Directorate, Assist with the preparation and development of Chief Director's presentations, reports and minutes of meetings, Arrange official functions for the office of the Chief Director, Assist in the identification and development of training material for the Chief Directorate and organise training facilities, Responsible for procurement processes within the Chief Directorate and manage the petty cash, Assist in the development of the MTEF budget for the Chief Directorate and develop and maintain a monthly commitment register, Ensure the security profile and classification of documentation reports and information related to the office of the Chief Director

ENQUIRIES : Mr. Morris Mabinja Tel No: 012 406 2066

POST 14/81 : **ADMIN OFFICER: CLEANING SERVICES REF NO: 2022/156 (X2 POSTS)**
Facilities Management: Cleaning Services

SALARY : R261 372 per annum
CENTRE : Cape Town
REQUIREMENTS : A three year tertiary qualification in Public Administration or related qualification with appropriate experience, understanding of and competence in Property and Facilities Management including relevant experience in Cleaning Services. A good understanding of project management. Valid driver's license. Computer literacy. Knowledge or understanding of the Government Procurement System. An understanding of the PFMA, PPPFA and EPWP. Ability to compile and adjudicate 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.

DUTIES : Manage service contracts and contractor's performance and quality of work for the duration of contracts. Manage related budgets and financial planning. Compile specifications 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 (Work plans, Training, Career developments etc.). Events Management.

ENQUIRIES : Ms W Botes Tel No: 021 402 2240

POST 14/82 : **HR CLERK: HR PLANNING AND RECRUITMENT REF NO: 2022/157**

SALARY : R176 310 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A Senior certificate with appropriate experience in HR planning and recruitment. (A National Diploma in Human Resources Management will be an added advantage). Valid driver's license. Knowledge of standard practices,

processes and procedures related to HR recruitment and planning. Practical knowledge of Persal. An understanding of Minimum Information Security Standards (MISS) Act, Public Service Act and Regulations, Employment Equity Act, Collective Agreements, 52 Codes of Remuneration. Computer literacy (MS Word, Excell, PowerPoint). Basic numeracy, interpersonal and diplomacy skills. Ability to analyse and interpret HR policies and prescripts. Interpersonal skills. Planning and organizing skills. Ability to work under pressure. Ability to cope with a high workload. Communication and reporting abilities. The ability to work in stressful situations. People orientated, trustworthy, assertive, hardworking and self-motivated. The ability to work in a team. Willingness to participate in all HRM related activities as required by the manager.

DUTIES : Handle the administrative processes with regard to recruitment, selection and placement, which entail: Advertising vacancies, processing of applications, attending interviews, writing submissions for appointments and appointment letters, prepare and provide employment statistics to the Head of Human resources. Ensure adherence to effective implementation of policies regulations and Acts with regard to HR. Process appointments, transfers, promotions, relocations. Maintain and provide related statistical information. Management of learners or interns within the unit.

ENQUIRIES : Ms C Rossouw Tel No: (021) 402 2014

POST 14/83 : **CLEANER: FACILITIES MANAGEMENT REF NO: 2022/158 (X1 POST)**

SALARY : R104 073 per annum
CENTRE : Umtata Regional Office

REQUIREMENTS : Grade 10 and appropriate cleaning experience in an office environment. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Cleaning or Hygiene certificates will be an added advantage.

DUTIES : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors.

ENQUIRIES : Ms N Nakumba Tel No: (012) 492 3173

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to: recruitment@dsbd.gov.za by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 13 May 2022 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated). Applicants must submit copies of qualifications, Identity document, and any other relevant documents. Such copies need not be certified when applying for the post. The requirement of certified copies will be limited to shortlisted candidates only. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference (as per EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POSTS

- POST 14/84** : **DEPUTY DIRECTOR: PERORMANCE MONITORING & REPORTING REF NO: DD PERF MON**
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all-inclusive remuneration package)
: Pretoria
: An undergraduate qualification (NQF Level 7) in Economics/ Business Administration/ Public Management/ Developmental Studies/ Social Sciences or any related field as recognised by SAQA. Possess a minimum of 5 years' relevant experience (of which 3 years must be at an Assistant Director Level). Experience in the public / private sector reporting, monitoring and evaluation environment will be considered an added advantage. Have proven competencies such as, Communication (verbal and written), Knowledge Management, Programme and Project Management, Analytical (mathematical and statistical knowledge), Problem solving, Report writing, Attention to detail, Interpersonal relations skills, Stakeholder Management, Planning, coordinating, and organising skills, Honesty and Integrity and Monitoring and Evaluation Techniques.
- DUTIES** : Develop performance information monitoring and reporting tools, processes, and frameworks. Manage effective and efficient use of performance information monitoring tools, processes and frameworks and guide and advise management in respect of utilisation. Manage performance Information and performance evidence. Receive, verify, and document validated performance evidence information according to the department's performance information management policy, Attend to all internal and external audit findings and engage with business units to resolve audit matters and report on progress on audit findings. Review Business Units' monthly and quarterly performance

information reports and performance evidence against the department's approved annual performance plan and technical indicator descriptions and produce evidence-based quarterly performance information reports. Review the Department's quarterly and annual performance information and supporting evidence against the approved annual performance plan and technical indicator descriptions and produce draft year-to-date and annual performance information reports. Report on the implementation progress of programmes implemented by the department. Report on the implementation progress of the department's Service Delivery Improvement Plan. Efficiently communicate with internal and external stakeholders through emails, reports, submissions, letters, memorandums, and presentations, and give advice on procedural and technical related matters in respect of performance monitoring and reporting guidelines and standard operating procedure to ensure compliance. Communicate with management and process owners on the internal and external performance monitoring and reporting processes, tools, frameworks, and timelines.

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

NOTE : Candidates must quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DD PERF MON"

POST 14/85 : **SENIOR INTERNAL AUDITOR REF NO: SNR INT AUD**

SALARY : R321 543 per annum
CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Auditing/ accounting/ or any related field as recognised by SAQA. Possess a minimum of 3 – 5 years 'experience in internal auditing. Have proven competencies such as, Communication (verbal and written), Customer / Client Focus, Service Delivery Systems, Analytical Thinking, Research Skills, Presentation Skills, Reporting Writing Skills. Experience in auditing financial statements and information systems will be an advantage.

DUTIES : Plan internal audits. Conduct business understanding on the audit subject, conduct risk analysis and identify risk, consider applicable legislative frameworks on the subject. Determine the focus areas and scope of the audit. Develop an audit engagement letter for the audit. Arrange entrance meeting with the unit and agree on the terms of engagement. Document system descriptions and get buy in from management. Execute internal audits. Conduct the control adequacy assessment, conduct sampling procedures, develop an audit programme to be signed off by the audit manager, execute audit procedures, communicate exceptions to management, and process management comments. Develop a draft audit report, convene exit meeting, and present the findings of the draft report findings. Prepare an audit summary for the various stakeholders, outline risk areas and track process.

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

NOTE : Candidates must quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: SNR INT AUD"

INTERNSHIP PROGRAMME 2022/2024

The duration of the internship programme is twenty-four (24) months. The Department invites all suitable and qualifying graduates aged between 18 and 35, who are interested and who have never participated in an Internship programme before, to apply for the following Internship Programmes.

APPLICATIONS : Applications can be submitted by email to: recruitment@dsbd.gov.za by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.

CLOSING DATE : 13 May 2022 at 16h00. Applications received after the closing date will not be considered.

NOTE : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form (newly prescribed z83 form effective 01 January 2021); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of all certificates and Identity Document copy and academic transcript/ record. Applicants must submit copies of qualifications, Identity document, and drivers' licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The requirement of certified copies will be

limited to shortlisted candidates only. 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. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within six months of the closing date of the advertisement, please accept that your application has been unsuccessful. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study/discipline as detailed below, should not have previously served as an intern or contract worker in the Public Service and must not be older than 35 years. Clear indication of the position / internship programme and reference number that is being applied for must be indicated on your z83. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Applicants who participated on the internship programme in the past will be disqualified. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference (as per EE Plan). The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POST

- POST 14/86** : **INTERN: RISK & INTEGRITY MANAGEMENT REF NO: RISK INTERN**
- STIPEND** : R105,856.50 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate National Diploma or Degree (NQF 6/7) in Risk Management / Internal Audit /Forensic Investigations / Public Management / Public Administration or any related field as recognised by SAQA. Additional: Academic Excellence, Leadership Roles, Participation in Community programmes.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment on Tel No: (012) 394-5286/ 3097
- NOTE** : Candidates must quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: RISK INTERN"

**PROVINCIAL ADMINISTRATION FREE STATE
DEPARTMENT OF HEALTH**

- CLOSING DATE** : 16 May 2022
- NOTE** : Applications must be submitted on new Z83 form. “Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered.” The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as all qualification(s), academic records including a Senior certificate and ID-document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. Applicants must submit copies of qualifications, Identify document and driver’s license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
- ERRATUM:** Kindly note that the following post were advertised in Public Service Vacancy Circular 12 dated 25 March 2022, The Posts have been amended on the Requirements as follows (1) Clinical Technologist Grade 1-3: Cardiothoracic Surgery Department Universitas Academic Hospital: with Ref No: H/C/16. The Closing date has been extended to 12 May 2022

MANAGEMENT ECHELON

- POST 14/87** : **DIRECTOR: INFRASTRUCTURE DELIVERY PROGRAMME**
MANAGEMENT REF NO: H/D/12
Infrastructure and Engineering Services
- SALARY** : R1 073 187 per annum
- CENTRE** : Infrastructure Technical Services, Corporate Office, Bloemfontein
- REQUIREMENTS** : Degree in Built environment. 5 Years’ experience in middle management or Senior Management level. Environment Public Sector Management and/or related Management experience in the delivery and oversight of infrastructure programmes. (6 – 8 years post qualification) Successful completion of the Nyukela Pre-entry certificate of Senior Management level. Valid Driver’s License. Proof of Computer literacy. Knowledge and Skills: Architectural

Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Expanded Public Works Programme. Local Government Building Regulations [where applicable]. Construction Industry Development Board Act of 2000 and Regulations. PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Departmental/Provincial Supply Chain Management Policies. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Public Service Act of 1994 and Regulations of 2001. Province Specific Land Administration Acts where relevant. Government Immovable Asset Management Act of 2007. Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Health Act and Regulations, Act 61 of 2003. Occupational Health and Safety Act of 1993 and Regulations. Knowledge of CIDB Act and Regulations, Council of Built Environment Act of 2000, PFMA, DORA, Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial / Departmental Supply Chain Management Systems and Policies, Promotion of Access to Information Act, IDMS framework.

DUTIES

: Norms and Standards Medium Term Expenditure Budget, Annual Budget, Adjustment Budget, Infrastructure Programme Management Plan, Construction Procurement Strategy and Infrastructure Programme Implementation Plan Identify Infrastructure strategic objectives. Determine greatest needs of Department addressed as the highest priorities in terms of infrastructure delivery – including both Capital and Maintenance Projects. Prepare Medium Term, Annual and Adjustment Budget. Prepare bids for performance grants in collaboration with the Director Infrastructure Planning. Finalize and approve Infrastructure Programme Management Plans. Finalize and approve the procurement strategy providing value for money to inform the Infrastructure Programme Management Plan. Sign off on inputs provided to the preparation of the Infrastructure Programme Implementation Plan by Implementing Agent[s]. Review and sign-off Infrastructure Programme Implementation Plans. Review and recommend signing of Signed Service Delivery Agreement. Capital and Scheduled Maintenance Project Implementation and Oversight Participate on various Supply Chain Management Committees. Sign-off Project Execution Plans. Sign-off scope and/or cost variations. Consult Districts and Health Facilities during initiation and commissioning phases. Undertake regular project site meetings and visits. Implement commissioning plans effectively and efficiently. Finalize and approve all infrastructure monitoring reports [performance and financial reports]. Update Project/Programme Management systems. Complete Post Project and Post Occupancy Evaluations. Manage feedback learning generated in terms of the application of approved norms and standards. Manage social facilitation. Monitor EPWP targets. Management of the infrastructure budget as Infrastructure Programme Manager for assigned projects Use of funds in terms of contracts issued effectively, efficiently and in compliance with Public Finance Management Act. Review and approve cost and scope variations. Review and approve Task and Work Orders. Authorise invoices certified by Implementing Agents. Update financial documentation and records. Prepare financial reports including management information. Strategic management Align Directorate core business and strategic objectives to that of the Department. Provide clarity to professionals and support staff to understand their roles and responsibilities. People Management Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees. Compliance to Project Management principles and system.

**ENQUIRIES
APPLICATIONS**

: Adv TM Thebe Tel No: (051 408 1122/1841)
: The Chief Director: HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION

: Me RD Stallenberg

OTHER POSTS

| | | |
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| <u>POST 14/88</u> | : | <u>HEAD CLINICAL UNIT (GYNAECOLOGY ONCOLOGY) REF NO: H/H/3</u> |
| <u>SALARY</u> | : | R1 754 739 per annum, (OSD) |
| <u>CENTRE</u> | : | Obstetrics And Gynaecology Department, Universitas Academic Hospital: Bloemfontein |
| <u>REQUIREMENTS</u> | : | MBCHB or equivalent Degree. Registration as a Medical Sub- Specialist in Gynaecology Oncology with HPCSA. A minimum of 3 years' appropriate experience as Medical Specialist after registration with HPCSA in Gynaecology Oncology. Offer will be based on proven years of experience Proof of current registration for 2022/2023. Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: Good communication, interpersonal skills, computer literacy financial, statistical skills and human resource management skills, Knowledge of relevant Acts, Policies, Guidelines and Ethical practices. Analytic thinking, independent decision making and problem-solving skills. |
| <u>DUTIES</u> | : | To be responsible for service delivery within the Obstetrics and Gynaecology Department of Gynaecology Oncology at Universitas Academic Hospital. To appointment to the Joint Staff Establishment. To supervisor pre- and post-graduate training and examinations in Obstetrics and Gynaecology Department: Gynaecology Oncology Unit, at the Universitas Academic Hospital. Render outreach and support service to other levels of care in our drainage areas (Free State Province) Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH, HPCSA, CMSA, UFS. Undertake all tasks as directed by the Head of Clinical Department and Head of Clinical Services at Universitas Academic Hospital. |
| <u>ENQUIRIES</u> | : | Prof SM Baloyi Tel No: (051 405 3272) |
| <u>APPLICATIONS</u> | : | The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein |
| <u>FOR ATTENTION</u> | : | Mr MJ Baleni |
| <u>POST 14/89</u> | : | <u>MEDICAL SPECIALIST GRADE 1-3 REF NO: H/M/19 (X3 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R1 302 855 per annum, (OSD) Grade 2: R1 489 665 per annum, (OSD) Grade 3: R1 628 853 per annum, (OSD) |
| <u>CENTRE</u> | : | Plastic Surgery Department, Universitas Academic Hospital |
| <u>REQUIREMENTS</u> | : | MBCHB Degree post graduate qualification that allows Registration with HPCSA as Medical Specialist in a recognised sub-speciality in Plastic Surgery. A valid driver's license. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource Experience: Grade 1: none Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. Knowledge and Skills: Provide evidence of leadership qualities and experience. Research qualifications in the field of Plastic Surgery either MMed or PHD. Evidence of professional good standing e.g. membership of professional organizations and their management committees. ACLS, ATLS, APLS. |
| <u>DUTIES</u> | : | Service delivery and medical administration: Provide outreach, in-reach and Support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct Research. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all responsible duties as directed by the Head of Department Nuclear Medicine. Conducting clinical audits. Monitoring and evaluation f relevant clinical effectiveness indicators. |
| <u>ENQUIRIES</u> | : | Prof CPG Nel Tel No: 051 405 3544 |
| <u>APPLICATION</u> | : | The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein. |
| <u>FOR ATTENTION</u> | : | Me A Lombard |

POST 14/90 : **CLINICAL MANAGER MEDICAL GRADE 1 REF NO: H/C/20**

SALARY : R1 191 510 per annum
CENTRE : Fezi Ngubentombi Hospital, Sasolburg
REQUIREMENTS : MBCHB Degree. A minimum of 3 years' appropriate experience as Medical Practitioner after registration with HPCSA. Proof of registration for 2022/2023 Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: Good interpersonal relations. Good communication skills. Computer literacy. Ability To work under pressure. Ability to function as an effective member of the Clinical Service and Clinical Stakeholders. Computer skills. Ability to work independently and in a multi-disciplinary team context. Analytical thinking, independently decision making and problem solving skills. Responsive and pro-active with flexible approach. Good co-ordination and planning skills. Experience in root cause analysis process or medical legal processes. Time management. Creative and innovation. Professionalism. Confidentiality.

DUTIES : To manage the hospital's Clinical Services and clinical support service to ensure its effective and efficient delivery of quality service. Ensure integration of clinical services, clinical support services and nursing services. Develop, implement, monitor and evaluate operational plans for clinical support services. Co-operation, liaison and communication with all stakeholders. Manage outreach programs from level II and III institutions and outreach to primary Health Care Clinics. Responsible for managing medico legal risk and ethical dilemmas. To ensure the implementation of policies and protocols. To carry out tasks as delegated by CEO. Manage Finance and Human Resource of Clinical services.

ENQUIRIES : Mr. KP Phahladira Tel No: 016 970 9421
APPLICATIONS : The Chief Executive Officer, Fezi Ngubentombi Hospital, Private Bag X2017, Sasolburg, 1947
FOR ATTENTION : Mr RD Makgokolo

POST 14/91 : **DEPUTY DIRECTOR: PHYSIOTHERAPY GRADE 1 REF NO: H/D/10**

SALARY : R870 423 per annum
CENTRE : Universitas Academic Hospital
REQUIREMENTS : A Bachelor Degree in Physiotherapy. Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). A minimum of 5 year's appropriate experience in the relevant profession after registration with HPCSA (where applicable) of which 3 years must be appropriate experience on Management level. Knowledge And Skills: Good communication, interpersonal skills, computer literacy financial, statistical skills and human resource management skills. Knowledge of relevant Acts, Policies, Guidelines and Ethical practices. Analytic thinking, independent decision making and problem-solving skills.

DUTIES : Strategic Management, Operational Management, Clinical Governance & Health Information Management of the department. Clinical Service Delivery, Human Resource Management and Development within the department. Management of Education and training. Financial and SCM Management within the department and management of Research.

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

POST 14/92 : **MEDICAL OFFICER GRADE 1-3: REF NO: H/M/21**
(Applicants might be required to enter into a commuted overtime contract.)

SALARY : Grade 1: R833 523 – R897 939 per annum
Grade2: R953 049 - R1 042 092 per annum
Grade3: R1 106 037 - R1 382 802 per annum
CENTRE : Community Health, Universitas Academic Hospital
REQUIREMENTS : MBCHB or equivalent Degree Registration with the HPCSA as Medical practitioner (Independent Practice). Proof of current registration with HPCSA (2022/2023) Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Experience: **Grade 1:** None after registration as Medical practitioner with the Health Professions

Council of South Africa (HPCSA) In respect of South African qualified employees. One-year relevant experience after registration as Medical practitioner with recognized a foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 5 years after registration as medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 10 years after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical practitioner with a recognized foreign health professional Council in respect of foreign qualified employee's o whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: A relevant postgraduate occupational health qualification. Relevant experience working in the field of occupational health.

DUTIES : To render occupational health related services, which includes examination and treatment of patients, as well as the required administrative procedures. To support and participate in the development, implementation, and quality assurance processes of the occupational health system in Universitas Academic Hospital. To perform relevant research. To provide and assist with training and leadership within the occupational health system of Universitas Academic Hospital especially to the employees, relevant communities as well as students. Applicants might be required to enter into a commuted overtime contract.

ENQUIRIES : Prof WH Kruger Tel No: 051-405 3136
APPLICATIONS : The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1111, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

FOR ATTENTION : Me PM January

POST 14/93 : **DEPUTY DIRECTOR: POLICIES AND SYSTEMS REF NO: H/D/ 11**

SALARY : R744 255 per annum
CENTRE : Infrastructure Health Technology: Corporate Office
REQUIREMENTS : Degree in Built Environment. 3 Years' management experience. Public Sector Management and/or related Management experience in the delivery and oversight of infrastructure programmes. (6 – 8 years post qualification). Valid Driver's License. Computer literate. Knowledge and Skills: Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Expanded Public Works Programme. Local Government Building Regulations (where applicable). Construction Industry Development Board Act of 2000 and Regulations. PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars. Departmental/Provincial Supply Chain Management Policies. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Public Service Act of 1994 and Regulations of 2001. Province Specific Land Administration Acts where relevant. Government Immovable Asset Management Act of 2007. Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Health Act and Regulations, Act 61 of 2003. Occupational Health and Safety Act of 1993 and Regulations. Knowledge of CIDB Act and Regulations, Council of Built Environment Act of 2000, PFMA, DORA, Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial / Departmental Supply Chain Management Systems and Policies, Promotion of Access to Information Act, IDMS framework.

DUTIES : Norms and Standards Medium Term Expenditure Budget, Annual Budget, Adjustment Budget, Infrastructure Programme Management Plan, Construction Procurement Strategy and Infrastructure Programme Implementation Plan Identify Infrastructure strategic objectives. Determine greatest needs of Department addressed as the highest priorities in terms of infrastructure delivery – including both Capital and Maintenance Projects.

Prepare Medium Term, Annual and Adjustment Budget. Prepare bids for performance grants in collaboration with the Director Infrastructure Planning. Finalize and approve Infrastructure Programme Management Plans. Finalize and approve the procurement strategy providing value for money to inform the Infrastructure Programme Management Plan. Sign off on inputs provided to the preparation of the Infrastructure Programme Implementation Plan by Implementing Agent[s]. Review and sign-off Infrastructure Programme Implementation Plans. Review and recommend signing of Signed Service Delivery Agreement. Capital and Scheduled Maintenance Project Implementation and Oversight Participate on various Supply Chain Management Committees. Sign-off Project Execution Plans. Sign-off scope and/or cost variations. Consult Districts and Health Facilities during initiation and commissioning phases. Undertake regular project site meetings and visits. Implement commissioning plans effectively and efficiently. Finalise and approve all infrastructure monitoring reports [performance and financial reports]. Update Project/Programme Management systems. Complete Post Project and Post Occupancy Evaluations. Manage feedback learning generated in terms of the application of approved norms and standards. Manage social facilitation. Monitor EPWP targets. Management of the infrastructure budget as Infrastructure Programme Manager for assigned projects Use of funds in terms of contracts issued effectively, efficiently and in compliance with Public Finance Management Act. Review and approve cost and scope variations. Review and approve Task and Work Orders. Authorise invoices certified by Implementing Agents. Update financial documentation and records. Prepare financial reports including management information. Strategic management Align Directorate core business and strategic objectives to that of the Department. Provide clarity to professionals and support staff to understand their roles and responsibilities. People Management Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees. Compliance to Project Management principles and system

**ENQUIRIES
APPLICATIONS**

: Adv. TM Thebe Tel No: (051) 4081122/1841
 : The Chief Director: HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION

: Me RD Stellenberg

POST 14/94

: **ASSISTANT MANAGER: QUALITY ASSURANCE PNA7 REF NO: H/A/9**

**SALARY
CENTRE
REQUIREMENTS**

: R571 242 per annum
 : Xhariep District
 : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Attach proof of working experience endorsed by Human Resource Knowledge and Skills: Good communication skills. Computer literacy. Ability to work independently and in a multi-disciplinary team context. Analytic thinking independent decision making and problem solving skill. Responsive and proactive with flexible approach. Good co-ordination and planning skills. Complaints management skills.

DUTIES

: Responsible for Policy formulation, review and implementation. Implement all strategic mandates of nursing strategy, regulated norms and standards and annual performance. Manage and implement all clinical governance matters, nursing care standards, quality assurance, infection control and other special programs. Ensure development of a shared vision and effective strategies to implement an approved district quality improvement and risk management plan. Ensure quality service through compliance with ideal facility framework and national core standards. Ensure the preparation and management of

resource for quality assurance and quality improvement within the district. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Mr IL Moisi Tel No: (051 492 2420)

APPLICATIONS : The District Director, Xhariep District, Private Bag x 2, Trompsburg, 9300 or hand delivered at: Albert Nzula District Hospital, 22 Louw Street, Trompsburg, 9913.

FOR ATTENTION : Ms N Khoabane

POST 14/95 : **OPERATIONAL MANAGER DR-TB UNIT REF NO: H/O/8**

SALARY : R450 939 – R507 531 per annum

CENTRE : Dr J S District Hospital Dr-TB Unit

REQUIREMENTS : Diploma/Degree in Nursing Administration that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Proof of registration for 2022/2023. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: A background in DR-TB ward will be advantageous Good communication & interpersonal skills including patience as well as highly enthusiastic attitude. Good management of human resource and good services Good understanding of how the public health service functions. Ability to analyse data and dissemination of information. Excellent leadership ability, time management, conflict management, stress management, and motivational skills. Ability to teach and mentor subordinates and key stakeholders within the facility. Ability to encourage and participate Research projects.

DUTIES : Manage, coordinate TB /DRTB in the ward and other referring districts. Interpret and analyses the NHLS monthly report and advice the referring districts in this regard. Participate in data quality and data alignment workshops on behalf of the hospital and implement resolution thereof. Participation in district health plan discussion in relation to TB/DR TB. Analyse changes on the patient's condition in order to make recommendations in relation to patient care. Provide in-service training, mentoring and support subordinates to execute their functions effectively and efficiently. Support creation of audited trail requirements of the Auditor General and evidence to account for financial and nonfinancial activities within the directorate. Supervisory role for human resources in the directorate to ensure that good quality TB and CDC care is provided to the community of the Free State. Design and implement training programs that will improve data quality and performance indicators. Ability to prepare reports to provincial and national departments of health, and to be able to share challenges relating to the program with the district teams. Analyse challenges that are associated with the referring facilities and report on them. She or He must be able to create a platform for continuity of care post discharge of patients.

ENQUIRIES : Me M.A. Morigihlane Tel No: (051) 408-1550/1157

APPLICATIONS : Human Resource Management P.O. BOX 227 Bloemfontein, 9300, Bophelo House, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein

FOR ATTENTION : Mr MJ Mokgampanyane

POST 14/96 : **INFECTION CONTROL COORDINATOR PNA-5 REF NO: H/I/1**

SALARY : R450 939 per annum (OSD)

CENTRE : Fezi Ngubentombi Hospital, Sasolburg

REQUIREMENTS : Diploma/Degree in Nursing that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Proof of registration for 2022/2023. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Any attached proof of Infection Control Experience will be an added advantage. Knowledge And Skills: Good interpersonal relations. Good communication skills. Computer literacy. Ability to work under pressure.

DUTIES : Conduct Infection Prevention and Control training to all categories of personnel, especially with matters that relate to their work environment. Collates data regarding hospital infections acquired in any given month in

order to ensure that it remains below national norm. Develop strategies aimed at preventing and maintaining the rate of hospital acquired infections as informed by identified micro-organisms and their mode of spread e.g. contamination, droplet (air-borne). Organize campaigns that are aimed at improving the knowledge and skills of personnel with regard to infection prevention and control e.g. hand wash, wound dressing, etc. Conduct spot check/unannounced visit into the departments to ensure that safe infection prevention and control practices are adhered to and upheld at all time during encounters with patients. E.g. observing the aseptic technique during performance of invasive procedures. Interacts with stakeholders (external), which are mainly concerned with introduction of the latest equipment, material or methods of infection prevention and control. Development, implementation and reviewing of policies related to infection prevention and control. Monitoring and evaluation of infection control and presentation activities.

- ENQUIRIES** : Me. NM. Daniels-Moeketsi Tel No: 016 970 9425
- APPLICATIONS** : The Chief Executive Officer, Fezi Ngubentombi Hospital, Private Bag X2017, Sasolburg, 1947
- FOR ATTENTION** : Me S M Mokadi
- POST 14/97** : **PROFESSIONAL NURSE SPECIALITY PNB1-PNB-2: GRADE 1-2 REF NO: H/P/21 (X8 POSTS)**
- SALARY** : Grade 1: R388 974 – R450 939 per annum
Grade 2: R478 404 - R588 390 per annum
- CENTRE** : Fezile Dabi District
- REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Primary Health Care with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. Proof of registration for 2022/2023. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred to above. Attach proof of working experience endorsed by Human Resource Department/ Employer. Knowledge And Skills: Good interpersonal and communication skills.
- DUTIES** : Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, efficient and equitable manner. Act as shift leader in Unit (where necessary) Coordinate the provision of effective training and research for nursing services. Provision of administrative services. Provision of clinical services, usage of machineries and equipment.
- ENQUIRIES** : Me Malatse Tel No: 0169709313
- APPLICATIONS** : Human Resource Management, Private Bag x2005, Sasolburg, 1947, or hand deliver.
- FOR ATTENTION** : Me WR Van Loggerenberg

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

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| <u>POST 14/98</u> | : | <u>MEDICAL SPECIALIST REF NO: REFS/013742</u> Directorate: Internal Medicine (Critical care) |
| <u>SALARY</u> | : | Grade 1: R1 122 630.per annum, (all-inclusive package) Grade 2: R1 283 592.per annum, (all-inclusive package) Grade 3: R1 489 665.per annum, (all-inclusive package) |
| <u>CENTRE REQUIREMENTS</u> | : | Charlotte Maxeke Johannesburg Academic Hospital Grade I Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Internal Medicine and/or a sub specialist in Internal Medicine. Registration with the HPCSA as Medical Specialty in Internal Medicine. No experience required after registration with the HPCSA as Medical Specialist. 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. Medical Specialist Grade II . Registration with the HPCSA as Medical Specialist in Internal Medicine and proof of current registration. A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine. Medical Specialist Grade III Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine and proof of current registration. A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine. |
| <u>DUTIES</u> | : | As a Critical Care Fellow, the candidate will be responsible for the clinical management of intensive care and high care patients across the spectrum of disciplines. The incumbent will be required to lead operational and academic ward rounds and be integrally involved in all aspects of patient management. In addition, the incumbent will be required to supervise junior staff members. Other clinical duties may include managing patients as part of outreach duties at cluster hospitals and other academic units associated with the Division of Critical Care. A percentage of time may be permitted to be spent in the candidate's parent specialty (up to 25%). This will be determined by the Academic Head. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associate clinical staff. Successful candidates will need to fulfil the training requirement as set out by the CMSA and University of the Witwatersrand Division of Critical Care. Rotation through the various academic hospitals may occur. Participation in the educational duties of the Division of Critical Care, involvement in research activities of the Division of Critical Care, and output of at least one peer-reviewed publication per annum is expected of successful candidate/s. Duties will also include appropriate training and supervision of 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. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Prof. M Mer Tel No: 011 488 3567 Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za . Please use the reference as subject. |
| <u>NOTE</u> | : | The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form 2021 (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, Copies of I.D and Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a |

medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

- CLOSING DATE** : 11 May 2022
- POST 14/99** : **MEDICAL SPECIALIST (FELLOW) REF NO: REFS/013743**
(Two-year contract)
Directorate: Internal Medicine (Critical care)
- SALARY** : Grade 1: R1 122 630.per annum, (all-inclusive package)
Grade 2: R1 283 592.per annum, (all-inclusive package)
Grade 3: R1 489 665.per annum, (all-inclusive package)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : **Grade I** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Internal Medicine and/or a sub specialist in Internal Medicine. Registration with the HPCSA as Medical Specialty in Internal Medicine. No experience required after registration with the HPCSA as Medical Specialist. 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. **Medical Specialist Grade II** Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine and proof of current registration. A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine. **Medical Specialist Grade III** Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine and proof of current registration. A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine.
- DUTIES** : As a Critical Care Fellow, the candidate will be responsible for the clinical management of intensive care and high care patients across the spectrum of disciplines. The incumbent will be required to lead operational and academic ward rounds and be integrally involved in all aspects of patient management. In addition, the incumbent will be required to supervise junior staff members. Other clinical duties may include managing patients as part of outreach duties at cluster hospitals and other academic units associated with the Division of Critical Care. A percentage of time may be permitted to be spent in the candidate's parent specialty (up to 25%). This will be determined by the Academic Head. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associate clinical staff. Successful candidates will need to fulfil the training requirement as set out by the CMSA and University of the Witwatersrand Division of Critical Care. Rotation through the various academic hospitals may occur. Participation in the educational duties of the Division of Critical Care, involvement in research activities of the Division of Critical Care, and output of at least one peer-reviewed publication per annum is expected of successful candidate/s. Duties will also include appropriate training and supervision of 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.
- ENQUIRIES** : Prof. M Mer Tel No: 011 488 3567
- APPLICATIONS** : Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form 2021 (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, Copies of I.D and Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the

interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

- CLOSING DATE** : 11 May 2022
- POST 14/100** : **MEDICAL SPECIALIST REF NO: REFS/013744**
Directorate: Internal Medicine – Gastroenterology
- SALARY** : Grade 1: R1 122 630.per annum, (all-inclusive package)
Grade 2: R1 283 592.per annum, (all-inclusive package)
Grade 3: R1 489 665.per annum, (all-inclusive package)
- CENTRE REQUIREMENTS** : Charlotte Maxeke Johannesburg Academic Hospital
Medical Specialist **Grade I** Appropriate medical qualification that allows registration with the HPCSA as a specialist in internal medicine and/or a sub specialist in the required field. The following will be an added advantage: Preference will be given to candidates with FCP (Part 1), ACLS, AMLS, Diploma in HIV Management and experience in Internal Medicine. Medical Specialist **Grade II** Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine and proof of current registration. A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine. Medical Specialist **Grade III** Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine and proof of current registration. A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine.
- DUTIES** : As a consultant, the candidate will be responsible for clinical management of general medical patients and sub specialist medicine responsibilities. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up and grand rounds. As the most senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at OPD, managing patients attending the Subspecialty OPD or Specialty Ward Consultations within a relevant Sub-specialty. 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 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. Participation in the academic duties of the Wits Internal Medicine and related Departments/ Sub Specialties. Performance of research within the department. Supervision of research within the department and MMed students. 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.
- ENQUIRIES APPLICATIONS** : Prof. A Mahomed Tel No: 011 488 3654/3554
Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with an updated, clear and concise C.V, with 3 contactable referees. Copies of I.D and Qualifications to be attached. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record

check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability. African Females, Coloured Males and females, Indian Males and Females and White Males and females as well as people with disabilities are encouraged to apply.

- CLOSING DATE** : 11 May 2022
- POST 14/101** : **OPERATIONAL MANAGER NURSING (SUBDISTRICT 1) REF NO: TDHS/A/2022/38**
Directorate: Ward Base Primary Health Care Outreach Teams Program
- SALARY** : Grade 1: R450 939 – R507 531 per annum
Grade 2: R522 765 – R588 390 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : A basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. Registration with the SANC as professional nurse and provide proof of current registration. A minimum of 7 years appropriate recognizable experience in nursing after registration as professional nurse with the SANC in General nursing and Midwifery, Financial management skills, Human resource management skills, leadership and organizational skills, decision making and problem-solving skills and sound knowledge of public service policies and code of Conduct. Computer literacy and driver's license an added advantage.
- DUTIES** : Provide leadership to Ward Based Primary Health Care Outreach Teams at sub district level. Provide training to Community Health Care Workers and outreach team leaders. Oversee activities of all outreach teams in the sub district. Supervise and guide the Ward Based Primary Health Care Outreach Teams in the sub district. Participate in stake holder consultation and liaison with facility managers, sub district managers and school health coordinators. Monitor and evaluate the activities of teams. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that team's 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 staff and administer discipline and ensure that absenteeism and abscondment of staff is effectively controlled. Collate the monthly sub district reports and ensure submission of monthly, quarterly, and annual reports on time.
- ENQUIRIES** : Ms. SN Lerumo Tel No: (012) 353 6044
- APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on New Z83 form (application form), obtainable from any Public Service Department. Copies of all required documents must be attached. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR department. Should you not hear from us within three (3) months after closing date, please consider your application unsuccessful.
- CLOSING DATE** : 13 May 2022
- POST 14/102** : **CLINICAL PROGRAMME COORDINATOR- CHILD HEALTH, EPI, CDC & OUTBREAK RESPONSE REF NO: TDHS/A/2022/39**
Directorate: Health & Outreach Programmes
- SALARY** : R450 939 – R588 390 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Profession. Current proof of registration with SANC is required. Management qualification will serve as an added advantage Other Skills / Requirements: A minimum of 7 years

- appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Preferably 3 years' experience in Child Health; PMTCT, Disease Surveillance, Communicable Disease Control & Outbreak Response. Registration with SANC; Computer Literacy; Valid Driver's License.
- DUTIES** : Ensure availability and implementation of Child Health; PMTCT, Disease Surveillance, CDC; Outbreak RESPONSE Policies. Support PHC Facilities and District Hospitals to provide quality services. Provide training and support to clinicians on IMCI. EPI. PMTCT & Disease Surveillance. Plan and coordinate the application of clinical strategies associated with Communicable Diseases in the District through case investigation, outbreak control response, inspection, monitoring and evaluation (e.g TB, Malaria, Rabies, Vaccine Preventable diseases, Covid-19 etc.). Review case report forms submitted by facilities for completeness, timeliness, adherence to policies and institution of control measures. Respond to general questions from Public, Health providers, Private sector, etc. about Communicable diseases affecting the community and communicate the risks, prevention, and control measures associated with communicable diseases. Monitor indicators/surveillance data which measure health practices in the Sub District, in order to provide support and report on findings to district health management. Network with other provincial departmental and NGO's to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision in the district. Analyses emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organize and conduct Catch up campaign and events that convey health messages and practices which support prevention and control of communicable diseases.
- ENQUIRIES** : Mrs Lekwetji Komane Tel No: 012 4519213
APPLICATIONS : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : (a) Applications must be submitted on new Z83 Form (application form), obtainable from any Public Service Department. (b) Updated Curriculum Vitae (c) ID copy (d) Qualification doesn't have to be certified. (d) Copy of a driver's license.
- CLOSING DATE** : 13 May 2022
- POST 14/103** : **ULTRASOUND RADIOGRAPHER (GRADE 1-2) REF NO: TDHS/A/2022/40**
 Directorate: Radiography Services
- SALARY** : Grade 1: R401 640 - R459 231 per annum
 Grade 2: R473 112 - R540 954 per annum
- CENTRE** : Tshwane District Health Services
REQUIREMENTS : Recognised Bachelors's Degree or National Diploma/B-Tech in Ultrasound Radiography. Registration with the Health Professions Council of South Africa (HPCSA) as a Ultrasound Radiographer. Current registration with HPCSA for 2021/22 period as Ultrasound Radiographer. Fully completed and duly signed new Z83 form, Copies of qualifications, matric certificate, ID copy (both sides for smart ID card), Drivers licence, and an updated CV (dates in dd/mm/yy format) must be attached. A minimum of 0 to 20 years as an Ultrasound Radiographer/Sonographer. Experience in performing Obstetrics, Gynaecology, Abdominal Ultrasound, general and other ultrasound examinations required. Ability to work independently as part of multidisciplinary team. Be able to implement protocols and standard operating procedures in Ultrasound Radiography. Basic knowledge of equipment utilization and trouble shooting. Sound report writing, administrative, problem solving and computer literacy skills. Other Skills / Requirements: Knowledge of Public Service Regulations, policies, Acts and procedures. Thorough knowledge of the PFMA. Computer literacy (MS Word, MS PowerPoint, MS Excel). Ability to work under pressure. Good communication skills (written and verbal). Have effective interpersonal skills, strategic planning, and organizational and time management skills. Compliance with budgeting, Regulated Norms and Standards and Ideal Clinic Realization and Maintenance Framework, Health Information Management, PMDS, Occupational Health and Safety and Infection Prevention and Control principles.
- DUTIES** : Preparing the patients for the Ultrasound examinations in Tshwane District Health Services Clinics and Community Health Centers. May assist in District

hospitals when the need arises. Selecting the appropriate equipment for the Ultrasound examinations. Performing Ultrasound examinations that yield important diagnostic information. Use Ultrasound machine to view and interpret images for the diagnostic and treatment of medical conditions. Co-ordinate and organize daily workload/running of the department. Must ensure that equipment is adequately maintained and ensure QC tests are performed. Attend to seminars/congresses to keep abreast with advancement in technology and techniques. Participate in Continuous Professional Development. Monitor stock levels in the department/ examination room. Maintain weekly, monthly, and annual patient statistics and waiting times. Promote teamwork and good working relationship amongst staff members and multi-disciplinary team members.

- ENQUIRIES APPLICATIONS** : Mr T. Shandukani Tel No: 076 522 0946 (working hours-weekdays)
- NOTE** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- CLOSING DATE** : Applications must be submitted on form Z83 (new application form), obtainable from any Public Service Department. Such copies of documents need not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR department.
- POST 14/104** : **SOCIAL WORK SUPERVISOR REF NO: REFS/013745**
Directorate: Social Worker
- SALARY CENTRE REQUIREMENTS** : R389 991 per annum
: Charlotte Maxeke Johannesburg Academic Hospital
: A four-year Degree in Social Work. Current Registration with SACSSP as a social worker. Minimum of 7 years in social work after registration as a social worker with SACSSP. Ability to work within a multidisciplinary team, and having received supervision/ consultation within the approved health care supervision policy in the past 3 years. The ability and experience to supervise junior social workers and students. The following will be added advantage: Knowledge of producing outputs relevant to key customers is of utmost importance. The competency profile of social work knowledge, skill and professional attitude must be displayed in aspiring candidate's curriculum vitae. A minimum of 3 years 'experience in health care environment and exposure to mental health services.
- DUTIES** : To ensure that health care social work service are rendered through the promotion of social change, problem solving in human relationship and the empowerment and liberation of people to enhance social wellbeing. This achieved through six key responsibility areas (KRAs); clinical work (direct and indirect), general management, staff management, financial management, training and development and liaison function.
- ENQUIRIES APPLICATIONS** : Ms. M Kamko Tel No: 011 488 4135
: Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with an updated, clear and concise C.V, with 3 contactable referees. Copies of I.D and Qualifications to be attached. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability. African Males, Coloured Males and females, Indian Males and Females and White Males and females as well as people with disabilities are encouraged to apply.

CLOSING DATE : 11 May 2022

POST 14/105 : **OPERATIONAL MANAGER NURSING: (PROFESSIONAL NURSE (SPECIALTY NURSING) THEATRE REF NO: SEB/PNS/22/01 (X1 POST)**
Directorate: Nursing (Theatre)

SALARY : Grade 1 R388 974 – R450 939 per annum, (all-inclusive package)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of quality clinical nursing care in area of speciality within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.

ENQUIRIES : Mr. SJK Sejeng Tel No: (016 930 3302)
APPLICATIONS : Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.

NOTE : Applications must be submitted on form of new Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as copies of all qualifications and ID document and any other relevant documents. Such copies need not to be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: People With Disabilities Are Encouraged To Apply. Recommended Candidates Will Be Subjected To Medical Assessment

CLOSING DATE : 13 May 2022

POST 14/106 : **OPERATIONAL MANAGER NURSING: (PROFESSIONAL NURSE (SPECIALTY NURSING) PEADIATRIC REF NO: SEB/PNS/22/02 (X1 POST)**
Directorate: Nursing (Peadiatric)

SALARY : Grade 1: R388 974 – R450 939 per annum, (all-inclusive package)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Registration with SANC as Professional Nurse and proof of current registration. A post basic qualification with duration of at least 1 year, accredited with the SANC as a speciality in Peadiatric. A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Less 1 year form experience for candidates appointed from outside the Public Service after complying with registration requirements.

DUTIES : Provision of quality clinical nursing care in area of speciality within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.

ENQUIRIES : Mr. SJK Sejeng Tel No: (016 930 3302)
APPLICATIONS : Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.

NOTE : Applications must be submitted on form of new Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as copies of all qualifications and ID document and any other relevant documents. Such copies need not to be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3)

months after the closing date please accept that your application was unsuccessful. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE

13 May 2022

POST 14/107

ASSISTANT DIRECTOR: FINANCE REF NO: EMS/ADFIN/04/2022

This is the Re-advertisement. Candidates who applied previously need to re-apply

SALARY

R382 245 per annum (Level 09)

CENTRE

EMS Head Office: Midrand

REQUIREMENTS

Grade 12 with a three-year qualification, a National Diploma or Degree in Public Finance Management/Cost and Management Accounting/Accounting Management and Financial Information System. A minimum of five years' financial experience at a Supervisory level. A valid driver's license. Knowledge and understanding of Public Financial Management Act (PFMA), National Treasury Regulations (NTR), Generally Recognized Accounting Practice (GRAP), Division of Revenue Act (DoRA) and other Financial Guidelines & Procedures. Knowledge of Government Financial Systems with preference for BAS, SAP, PERSAL. Skills: Financial Management. Good Communication (both written & verbal); Computer Literacy (EXCEL). Management & Organizational. Human Resources Management with Accountability and Ethical Conduct.

DUTIES

Compile and management of yearly and MTEF budget through monthly IYM. Monitoring misallocations; shifting of funds and commitment register. Revenue Management through monitoring the collection of funds from mainly EMS Patients, RAF, Medical Aid Schemes, and other Departmental Revenue Resources. Follow-up of outstanding funds and preparation & consolidation of all Financial monthly and quarterly reports. Management of the accounts payable and overseeing all financial & revenue reconciliations and ensure correct and timeous processing of invoices, quality assurance and verification of all financial transactions. Management of Petty Cash and BAS disallowances. Review and analyse reports including accruals, commitments, 30 days' reports etc. Render professional advice and guidance to Districts Line Functionaries on the interpretation and implementation of financial procedures and policies. Address and prepare for audit queries and implement corrective measures. Ensure management, maintenance, and safekeeping of the Unit's assets. Management and Supervision of the Human Resources in Finance Unit.

ENQUIRIES

Ms. FP Maweni Tel No: 011 564 2007

APPLICATIONS

Applications with clearly marked reference numbers must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House, 1685.

NOTE

Applications must be submitted on a new Form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s and ID document. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

CLOSING DATE

10 May 2022

POST 14/108

ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: EHD2022/04/03

Directorate: Hast

Re-Advertisement: applicants who applied previously are encouraged to re-apply

SALARY

R382 245 per annum, (plus benefits)

CENTRE

Ekurhuleni Health District

REQUIREMENTS

Grade 12 or equivalent qualification with Diploma /Degree in Public Health. Minimum of 7 experience in HIV/AIDS of which 3 years' experience should be in Monitoring and Evaluation. Post qualification in Monitoring and Evaluation /HIV/AIDS will be an added advantage. Experience in quality improvement, implementation of quality methodology for monitoring and evaluation Knowledge of the District Health Information System (DHIS), Biostatic, or other

analytical tools (TIER.NET, DHIS.EDR WEB etc. is essential. Knowledge in TB and HIV. Computer literacy is essential. A valid driver's license is essential. Data analysis, problem solving and communication skills.

DUTIES : Manage the departmental monitoring and reporting requirements to different stakeholders. Develop DHP, Business Plan, Operational Plan. Develop sub directorate operational plan. Compile and submit TIER.NET, DHIS and EDR WEB reports. Coordinate auditing of performance information, this includes the provision of information sessions and / or advice managers, inclusive of resources / verification of documents as required by the Auditor General. Implement and maintain Performance Information Monitoring and reporting policy, framework, systems, processes and tools. Support facility data verification teams District and Sub District nerve Centre meetings (DPMR/SPMR). Monthly data analysis and verification. Setting of targets .Developments of monitoring and reporting tools. Support data management for HAST Program. Weekly, monthly and quarterly data management for HAST program. Compile monthly, quarterly and annual performance reports.

ENQUIRIES : Ms S.A Motloung Tel No: (011) 876-1820
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston, 1400.

FOR ATTENTION : Human Resource Manager
NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. 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 department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 11 May 2022

POST 14/109 : **ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 ONLY REF NO: EHD2022/04/04**
Directorate: Health Programmes
Re-Advertisement: applicants who applied previously are encouraged to re-apply

SALARY : R322 746 – R367 299 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Four-year degree in Environmental Health Registration with the Health Professional Council of Southern African as an Environmental Health Practitioner independent. A minimum of 1-year appropriate experience in Environmental Health and Knowledge and experience with District health services good communication skills (verbal and written), computer skills (e.g. Microsoft Office), good interpersonal skills. Ability to work in a team, in challenging environment and under pressure. Good financial management skills and knowledge of PFMA. A valid driver's license is essential.

DUTIES : Compliance to Hazardous Substances Act and Regulations and improve the quality of life of employees and community. Ensure proper handling and monitoring of Health Care Risk Waste. Improve the health status of premises compliance with set norms and standards. SHERQ. To monitor and reduce environmental nuisance and related risks that could impact on the physical and human health. Compile District Health information data to the next level. Malaria control and Environmental Pollution control. Participate in Outbreak Response activities. Monitor Environmental Health indicators and produce quality reports for the district. Ensure implementation of National Health

Insurance in Ekurhuleni Health District. Participate in planning, implementation, monitoring and evaluation of the Programme according to prescribed policies, protocols and guidelines. Conduct risk Assessment audits in the facilities Facilitate research and development of Environmental Health Programme. Collaborate with relevant programmes, departments and stakeholders for Environmental Health activities. Ensure implementation of Climate Change Strategies within Ekurhuleni Health district. Provide support to District Environmental Health Manager and Chief Environmental Health Practitioner on other related activities. Execute other tasks/duties delegated by the District Environmental Health Manager / Supervisor.

- ENQUIRIES** : Ms. C. Moumakwe Tel No: 0824977147
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston, 1400.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. 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 department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration. Driving skills will be evaluated.
- CLOSING DATE** : 11 May 2022
- POST 14/110** : **CLINICAL TECHNOLOGIST GRADE 1-3 REF NO: SBAH 041/2022**
Directorate: Neurophysiology
- SALARY** : R322 746 - R445 752 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : B-Tech or BHSc Clinical Technology- Specialized Category Neurophysiology. Registration with HPCSA as a Clinical Technologist- Specialized Category Neurophysiology. **Grade 1:** One to ten years relevant experience after registration with the HPCSA as Clinical Technologist Neurophysiology. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA Clinical Technology in respect of RSA qualifies employees. **Grade 3:** minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees. Must be able to perform EEGs, neonatal EEGs, polysomnograms, MSLTs, nerve conduction studies and evoked potentials (visuals, auditory and somatosensory). Professional person with integrity and ability to perform under pressure, independently and in a team. Self-driven and result orientated. Good communication, report writing, presentation and interpersonal skills. Computer literate, honest, patient, hardworking and reliable. Willingness to train students and present lectures.
- DUTIES** : Provision of specialized Neurophysiology diagnostic and investigative services within the Neurophysiology Unit and according to SBAH's protocols i.e. Electroencephalography (EEG), Evoked Potentials (Visual, Auditory and Somatosensory), Nerve Conduction Studies, Polysomnography, Multiple Sleep Latency Test (MSLT) and Neonatal EEG recordings. Monitor and maintain equipment. Infection control. Stock management. Teaching students. Engage in continuous professional Development. Willing to learn and perform new diagnostic procedures. Willing to learn and shadow the intraoperative monitoring of neurosurgery patients.
- ENQUIRIES** : Prof. M Kakaza Tel No: 012 354 1082

- APPLICATIONS** : 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** : Applications must be submitted with a Z83 form with relevant attachments. 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** : 10 May 2022
- POST 14/111** : **CLINICAL TECHNOLOGIST GRADE 1 REF NO: SBAH 042/2022**
Directorate: Cardiology
- SALARY** : R322 746 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : B-Tech in Clinical Technology: Cardiology degree or Equivalent qualification. B-Tech Clinical Technology: Registration with HPCSA as a Clinical Technologist in the specialized category Cardiology. HPCSA registration must be an Independent/ Private Practitioner. Professional person with integrity and ability to perform well under pressure. Self-driven, good communication, presentation and interpersonal skills.
- DUTIES** : Clinical service rendering in a multi-disciplinary Cardiology team. After- hour emergency standby and call-out for emergency procedures. Effectively perform diagnostic and therapeutic procedures on patients. Effectively perform clinical technology quality control procedures, including the management, calibration and sterilization of medical equipment and clinical supplies, ensuring effective and efficient utilization of resources in the workplace. Supervise and train clinical technology students.
- ENQUIRIES** : Prof. Al Sarkin Tel No: 012 354 2277
APPLICATIONS : 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** : Applications must be submitted with a Z83 form with relevant attachments. 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** : 10 May 2022
- POST 14/112** : **ORAL HYGIENIST: GRADE 1 REF NO: SDHS 2022/02/05 (X1 POST)**
Section: Oral Health
This is a Re-Advertisement. People who applied previously are encouraged to re-apply.
- SALARY** : R322 746 per annum, (plus benefits)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : Matric (Grade 12), Degree or Diploma in Oral Hygiene (BOH or Dip OH), registration with Health Professions Council of South Africa (HPCSA) as an Oral Hygienist, proof of current registration with the HPCSA and a copy of an ID document. Must have a driver's License.
- DUTIES** : The incumbent will actively participate in all community-based services/programmes. Render clinical services within their scope of practice in the clinics, dental mobile, institutions, hospitals and perform the required administrative duties. Provide an integrated comprehensive inter-disciplinary oral hygiene service. Ensure implementation of the Oral Health Strategy. Provide training to other health workers and the community. Assist and participate in research projects and surveys.
- ENQUIRIES** : Dr O. Motloutong Tel No: (016) 950 6150
APPLICATIONS : Applications should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at Johan Heyns 2nd Floor Cnr Frikkie Meyer & Pasteur Blvd, at designated recruitment boxes.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disability are welcome to apply. Applications must be filled on a New Z83 form accompanied by a comprehensive CV; highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; According to circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council where necessary. Such copies need not be verified when applying for the post, only

shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applications must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointments will be verified with the South African Qualification Authority (SAQA). Candidates will be subjected security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment /fill the post. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any correspondence within 3 months of the closing date, consider your application unsuccessful. District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability and gender will receive preference. 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** : 10 May 2022
- POST 14/113** : **SOCIAL WORKER REF NO: REFS/013746**
Directorate: Social Worker
- SALARY** : Grade 1: R261 456 per annum
: Grade 2: R321 546 per annum
: Grade 3: R389 991 per annum
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Social Worker **Grade I** Formal tertiary qualification in a social work, (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the SACSSP as a Social Worker. Social Worker **Grade II** Formal tertiary qualification in a social work, (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the SACSSP as a Social Worker. A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Social Worker Formal tertiary qualification in a 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 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP.
- DUTIES** : Render health social work services with regard to the care, treatment, rehabilitation and reintegration of vulnerable individuals, groups, families and communities. Implement case, group and community work and prevention and promotion programme to individuals, families and significant others. Conduct ward screening and attend ward rounds and case presentations. Provide integrated and specialized social work services within a multidisciplinary team of health and allied professionals. Engage with external stakeholders such as other government departments, NGOs and advocacy groups for patients. Produce written reports, compile monthly reports and statistics. Ability to work under pressure and extended hours when required and be open to rotate within the hospital. The ability to give training and debriefing sessions to MDT of emergency areas will form a valuable membership to the highly esteemed emergency service, successful candidate must be prepared to receive supervision and provide supervision to the students and be able to function harmoniously within social work team.
- ENQUIRIES** : Ms. M Kamko Tel No: 011 488 4135
- APPLICATIONS** : Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with an updated, clear and concise C.V, with 3 contactable referees. Copies of I.D and Qualifications to be attached. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial

interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability. African Males, Coloured Males and females, Indian Males and Females and White Males and females as well as people with disabilities are encouraged to apply.

- CLOSING DATE** : 11 May 2022
- POST 14/114** : **COMMUNITY LIASON OFFICER REF NO: SDHS2022/04/22 (X1 POST)**
Directorate: Mental Health
This is a Re-Advertisement. People who applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum, (plus benefits)
: Sedibeng District Health Services
: National Diploma/Degree or Grade 12 with 5 years or more experience in the Health Services. Previous exposure to community work will be an advantage. Ability to work independently and in a team, Ability to work under pressure. Knowledge of the Mental Health Care Act 17 of 2002, Policy guidelines on the Licensing of Facilities Providing Residential or Day Care Services for People with mental illness or Severe/profound intellectual Disability. The applicant should be computer literate (word, excel and PowerPoint). Must have a valid driver's license. Person Profile: Excellent time management, organizational skills, communication skills, computer skills, good listening skills, people management skills, teamwork skills, self-motivated and goal orientated, analytical and solution orientated, ability to thrive well under pressure, ability to efficiently communicate with technical and non-technical personnel at various levels in the organisation.
- DUTIES** : Plan & carry out health education programme with other stakeholders at clinics and community sitting on mental health. Organise awareness campaigns and conduct radio talks on mental health issues. Establish and sustain community mental health support groups and forums. Give health talks at clinics and public areas. Organise and distribute Mental Health issues. Participate in school health services and health promoting school. Write and submit weekly, monthly and quarterly reports. Perform any other duties may delegated by the manager. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, religious difference. Signed performance contract on an annual basis.
- ENQUIRIES APPLICATIONS** : Mr. A. Mbele Tel No: (016) 950 6143
: Please quote the relevant reference number, direct applications to the HR Manager – Sedibeng DHS, Private Bag X023 Vanderbijlpark 19000 or Hand delivery at designated recruitment boxes next to security office Cnr, Frikkie Meyer & Pasteur BLVD.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Checks an Medical surveillance at no cost to the applicant. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form accompanied by a comprehensive CV; stating the requirements mentioned above, at-least 3 references must be on a CV; According to circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council registration where applicable. Such copies need not be certified when applying for the post, only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointments will be verified with the South African Qualification Authority (SAQA). Candidates will be subjected security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right not fill the position. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's may be part of the selection process. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. Candidates

whose appointment will promote representivity in terms of race, disability and gender will receive preference. 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 by reporting to your nearest police station.

- CLOSING DATE** : 10 May 2022
- POST 14/115** : **HUMAN RESOURCE OFFICER REF NO: HRO (AMN)/04/CMJAH22**
Directorate: Human Resource Department
- SALARY** : R261 372 per annum, (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Qualifications & Experience: Grade 12 with 3 to 5 years' HR experience or a three-year National Diploma or Degree in HRM, Public Administration and Business Administration from a recognized SAQA accredited tertiary institution in Human Resource with 0 - 2 years' HR experience. Persal Certificate. Knowledge: Sound knowledge of Human Resource Management with emphasis on Staff Relations In-depth knowledge of HR 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 relation, 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** : Supervise the implementation and maintenance of Human Resource Administration, Condition of service and service benefits (Leave, Housing, Injury on duty, Long service recognition, Overtime, Pension, and other allowances) Terminations, Recruitment and Selection- (Advertisement, Appointments, Transfers, Verification of qualification, Reference check, Absorptions, Probationary periods). Serve a secretary during interviews and compilation of submissions, and weekly/monthly reports. Provide quality client service to internal and external stake holders. Supervising junior staff and performance management. Handle Human Resource administration enquiries. Ms. M Rapetswa Tel No: 011 488 3919
- ENQUIRIES** :
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.
- NOTE** : Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with an updated, clear and concise C.V, with 3 contactable referees. Copies of I.D and Qualifications to be attached. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
- CLOSING DATE** : 11 May 2022
- POST 14/116** : **HUMAN RESOURCE OFFICER (HRD) REF NO: HRO (HRD)/04/CMJAH22**
Directorate: Human Resource Department
- SALARY** : R261 372 per annum, (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Qualifications & Experience: Grade 12 with 3 to 5 years' Human Resource Development & Employee Performance Management & Development Discipline experience or a three-year National Diploma or Degree in HRM/HRD, Public Admin and Business Administration from a recognized SAQA

accredited tertiary institution with 0 - 2 years' experience in the Human Resource Development & Employee Performance Management & Development Discipline. Personal Certificate. Knowledge: work procedures such as Basic Finance, HR administrative procedures (i.e. PMDS and Training) and norms and standards. Personal system. Reporting procedures. HR Legislative framework (i.e. Public Service Act, Public Service Regulations Public Finance Management Act (PFMA), Employment Equity Act, Batho Pele Principles, the Constitution of the Republic of South Africa and Skills Development Act) and relevant prescripts, Skills: Good Oral and Written Communication Skills, Computer literacy, Planning, Organising, interpersonal relations, problem solving, presentation, conflict resolution, research and analytical thinking. The following will be an added advantage: Knowledge of Special / Sabbatical Leave, People Management, Knowledge of Lean Methodology, proven exposure to good content facilitation and presentation, and a Drivers License.

DUTIES : Support the implementation of Institution's HRD strategy. Facilitate the development of Workplace Skills Plan and Annual Training Report in the Institution. Facilitate the coordination of Generic & Specialized Training, Management Development programmes, Learnerships, Internship, In-service, Inductions and Bursary programmes. Oversee proper administration of Honorary appointments and Sabbatical/Special Leave applications. Coordinate the implementation of the employee Performance Management and Development System. Perform overall administrative functions such as correspondence handling, compilation and vetting of submissions and internal Circulars in the areas of Performance Management and Training & Development. Attend to and ensure that enquiries are adequately resolved. Assist with data collection, analysis, and compilation of weekly, monthly, quarterly and annual Training and PMDS Reports. Provide administrative support to the Institutional Employment Equity and PRAAD Committees. Assist with coordination and implementation of the Lean Methodology in the Institution. Handle HRD & Employee Performance Management & Development enquiries.

ENQUIRIES : Mr. TR Mosikidi Tel No: 011 488 4060
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

NOTE : Applications must be submitted on a new Z83 (2021) form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with an updated, clear and concise C.V, with 3 contactable referees. Copies of I.D and Qualifications to be attached. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability. African Females, Coloured Males and females, Indian Males and Females and White Males and females as well as people with disabilities are encouraged to apply.

CLOSING DATE : 11 May 2022

OFFICE OF THE PREMIER

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

APPLICATIONS : Applications must be submitted on the GPG Professional Job Centre website only, (www.gautengonline.gov.za)

CLOSING DATE : 13 May 2022

NOTE : The completed signed new Z83 must be accompanied by a detailed Curriculum Vitae (CV) as well as copies of all qualifications and ID, no need for certification. Shortlisted candidates will be required to submit certified documents on or before the day of interviews as directed by the Human Resources

Representative. At least three (3) contactable referees quoting the relevant reference number. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier (OoP) reserves the right to cancel the filling / not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. NB. Requirement for all SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

MANAGEMENT ECHELON

POST 14/117 : **DIRECTOR: MONITORING AND EVALUATION SYSTEMS AND DATA MANAGEMENT REF NO: 013754**

Directorate: Monitoring and Evaluation Data Management

SALARY CENTRE REQUIREMENTS : R1 073 187 – R1 264 176 per annum, (all-inclusive remuneration package)
: Johannesburg

: An appropriate NQF level 7 qualification, preferably at a postgraduate level in Information Management with experience in either Information Systems management with exposure to knowledge Management, Monitoring and Evaluation Systems and data management. 5 years' work experience in information systems management at the Middle Management level. Have a good understanding of knowledge management, business analysis, data management, data modelling, data architecture, data governance and/or data analytics. Practical experience with development of information management systems with exposure to performance monitoring tools. Practical experience with programming languages. Demonstrated ability on working with monitoring data and databases. Ability to assess, provide design input to data governance structures, and execute data governance capabilities i.e. policies and processes under supervision. Practical knowledge of data quality principles, data profiling and data quality tools. Ability to assess, design data quality approaches and processes under supervision. Exposure to working with knowledge databases and managing subscriptions in a work environment. Good resource management skills. Knowledge on relevant public sector legislation/policies/prescripts and Procedures in particular, the South African Statistical Quality Assessment Framework (SASQAF), Promotion of Access to Information Act (PAIA), as well as Batho Pele principles amongst others. Advanced levels of Computer Literacy and working with various software packages.

DUTIES : Manage the development of information systems to support the transversal performance monitoring and evaluation function in the province. Liaise with relevant stakeholders to develop suitable systems to support evidence-based decision making in the province. Develop transversal standards, policies and protocols to regulate data management processes for the Gauteng Provincial government. Manage the supervision and data auditing process on performance data. Oversee the implementation of data frameworks to guide data collection across the province and coordinate data quality processes. Develop strategies and guidelines for data auditing and an implementation plan for all provincial government departments. Oversee the development and implementation of data quality protocols across the province to support the

implementation of the provincial growth strategy. Develop and manage a database for policy and programme evaluations. Manage the development of dissemination and utilisation strategies of evaluations developed. Manage the current knowledge management practices as well as design new knowledge management and distribution policies across the province. Manage the development and implementation of the turnaround strategy for the resource centre within the Office of the Premier. Establish policies and standards to manage manual and digital content within the resource centre. Manage subscriptions to relevant databases and work closely with stakeholders, internal and external, to the department to create value from the knowledge resources in the Province. Represent the province in various forums and participate in relevant networks relevant to the role. Manage the financial and human resources within the directorate.

ENQUIRES : Ms Phelisa Khuzwayo Tel No: 011 355 6730

OTHER POST

POST 14/118 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION SYSTEMS AND DATA MANAGEMENT REF NO: 013755**
Directorate: Monitoring and Evaluation Systems and Data Management

SALARY CENTRE REQUIREMENTS : R744 255 – R 876 705 per annum, (all-inclusive remuneration package)
: Johannesburg
: An appropriate NQF level 7 qualification in Information Management. A minimum of 5 years' work experience in information systems management at junior management level. Have a good understanding of knowledge management, business analysis, data management. Practical experience with development of information management systems with exposure to performance monitoring tools. Practical experience with programming languages. Demonstrated ability on working with development of systems to support the working environment. Practical knowledge of information systems technologies, relevant and latest technologies to support evidence-based decision making. Knowledge on relevant public sector legislation/policies/prescripts and Procedures in particular, Promotion of Access to Information Act (PAIA), as well as Batho Pele principles amongst others. Advanced levels of Computer Literacy and working with various software packages.

DUTIES : Develop and maintain information systems to support evidence-based decision making in Gauteng Provincial Government. Implement standards, policies and protocols to support the performance monitoring and evaluation function from an ICT-perspective. Oversee the automation of key processes within the performance monitoring and evaluation functions. Develop and manage systems for creation of a database for policies, strategies and programme evaluations. Implement policies related to dissemination and utilisation of data stored in the performance monitoring and evaluations systems. Coordinate and liaise with relevant stakeholders to support fulfilment of the roles of the branch at large.

ENQUIRES : Ms Phindi Maserumule Tel No: 011 355 6110

PROVINCIAL TREASURY

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



APPLICATIONS : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.

CLOSING DATE : 10 May 2022

NOTE : Applications must be submitted on a duly signed Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, comprehensive CV, ID and all Qualifications to be attached. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact

number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID, drivers' licence and relevant certificates need not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. You need to fill in all sections of this form completely, accurately and legibly. 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

MANAGEMENT ECHELON

- POST 14/119** : **DIRECTOR: INTERNAL AQUIDIT COMMITTEES REF NO: GPT/2022/04/3**
Directorate: Transversal Risk Management and Internal Audit
- SALARY** : R1 073 187 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Business Administration/ Public Administration/ Risk Management/ Auditing or Finance. 5 years MMS/SMS experience in the area of Committee Secretariat, Finance or Auditing. High level minutes taking and report writing skills. Verbal and written communication skills and must be able to work under pressure. Knowledge of Departmental policies and procedures, Public Finance Management Act, Treasury Regulations and DPSA Frameworks.
- DUTIES** : Develop and manage the operational plan to ensure effectiveness of the Audit Committee Sub-directorate and report on progress as required, including the facilitation of effective communication with the relevant stakeholders; Ensure fully functional, operational and effective Audit Committees within Gauteng Provincial Government (GPG) and the implementation of effective Governance principles as well as communication with key stakeholders both internal and external; Compile budget forecast and monitor expenditure through the implementation of adequate payment reconciliation as well as the payment of Audit Committee Members within stipulated timeframes; Ensure effective administration, logistical arrangements and managing of risks pertaining to the operations of the GPG Audit Committee Directorate; Provide strategic direction to the directorate and establish effectiveness of Internal Audit Unit; Auditor General Opinion and Findings for Gauteng Provincial Treasury (GPT); Administration of the unit.
- ENQUIRIES** : Ms. B Mtshizana Tel No: 011 227 9000

OTHER POSTS

- POST 14/120** : **DEPUTY DIRECTOR: ACCOUNTING & REPORTING REF NO: GPT/2022/04/4**
Directorate: Financial Governance
- SALARY** : R744 255 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
: An undergraduate tertiary qualification (NQF level 7) as recognised by SAQA majoring in Accounting. 3 – 5 years' experience at a Junior Management Level (ASD) in an Accounting environment Practical knowledge and understanding the reporting requirements such as, Modified Cash Standards and or IFRIS and financial systems like BAS and SAP. Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Regulations. An individual who is self-motivated with analytical, problem solving, leadership and people management skills. Ability to build and manage relationships with key stakeholders.
- DUTIES** : Perform financial management functions. Develop and implement systems and processes to improve sound financial management in departments and entities; Oversee the implementation of National Treasury prescripts and approved Accounting Standards and Practices. Review and report on the quality of monthly interim and annual financial statements; Compile consolidated annual financial statements: Compile consolidated annual financial statements. Manage the component: Perform strategic and operational planning; Manager stakeholder relationships; Oversee the administrative support functions; Perform people management functions.
- ENQUIRIES** : Ms. Linda Ninzi Tel No: 011 227 9000
- POST 14/121** : **ASSISTANT DIRECTOR: ACCOUNTING & REPORTING REF NO: GPT/2022/04/5**
Directorate: Financial Governance
- SALARY** : R382 245 per annum, (plus benefits)
- CENTRE REQUIREMENTS** : Johannesburg
: A three-year tertiary qualification (NQF level 7) as recognised by SAQA majoring in Accounting. 3 - 5 years' experience in an Accounting/ Auditing environment. Knowledge and understanding of PFMA and relevant Treasury Regulations. Knowledge and understanding of GRAP standards and the Modified Cash Standards. Advanced computer literacy in MS Office, including knowledge of BAS and SAP.
- DUTIES** : Assist in the preparation of consolidated financial statements for the GPG departments and entities. Monitor and review the department's Section 40 PFMA monthly reports. Review the Interim and Annual Financial Statements of the GPG departments and entities. Communicate any new accounting reforms or changes to Accounting Standards with departments and entities, and to monitor the implementation of these new reforms and standards. Track the implementation of the GPG departments and entities AGSA audit action plans. Ensure compliance with the PFMA, Treasury Regulations and applicable Accounting Standards. Conduct one-on-one meetings departments and entities to provide relevant support with regards to accounting and auditing related issues that have affect the financial statements.
- ENQUIRIES** : Ms Linda Ninzi Tel No: (011) 227 9000
- POST 14/122** : **ASSISTANT DIRECTOR: COMMITTEES REF NO: GPT/2022/04/06**
Directorate: Executive Support
- SALARY** : R382 245 per annum, (plus benefits)
- CENTRE REQUIREMENTS** : Johannesburg
: A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Public Administration or Office Management. 3–5 years' experience in Administration. Skills in Planning, Organising, Customer services orientation, organisational communication effectiveness and problem-solving. Knowledge on Public Service Act and regulations, Secretarial Systems, Understanding the role of the directorate and sub-directorate and GPT delivery priorities. Shortlisted candidates will be subjected to undergo practical assessment which will form part of the selection process.

- DUTIES** : To assist /support the rendering of secretariat and administrative services to the decision making for and coordinating/consultative structures of the Executive Committee, Management Committee and Senior Management. Provide secretariat services to the Executive Committees, assist with planning of meetings, retreats, workshops, etc.
- ENQUIRIES** : Mr. Sihle Hlomuka Tel No: 011 227 9000
- POST 14/123** : **PRACTITIONER WORK-STUDY OFFICER**
Directorate: HR Planning and Organisational Development
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum, (plus benefits)
: Johannesburg
: A three-year tertiary qualification in Management Services/Operations Management/Production Management and Organisational Development. A job evaluation certificate as an advantage. Minimum 1-2 years working experience in an Organisational Development environment. Ability to work under pressure, understanding of the Organisational Development legislation and regulatory framework, public service prescripts practices and procedures as well as administrative procedures. Ability to interpret policies and directives on OD matters.
- DUTIES** : Provide assistance in the development and updating of the Departmental Organisational Structure. Provide assistance in the coordination of the Job Evaluation process of all jobs in the department. Provide assistance in advising the department on the development of job descriptions. Assist in facilitating the department of HR plan HR implementation report
- ENQUIRIES** : Mr. Sihle B Hlomuka Tel No: (011 227 9000
- POST 14/124** : **HR PLANNING PRACTITIONER**
Directorate: HR Planning and Organisational Development
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum, (plus benefits)
: Johannesburg
: A three-year tertiary qualification (NQF Level 6) in Human Resource Management /Operations Management/Production Management or Management Services. A job evaluation certificate as an added advantage. Minimum 1-2 years working experience in Human Resource Planning and Organisational Development Environment. Ability to work under pressure, understanding of the human resource management legislation and regulatory framework, public service prescripts practices and procedures as well as administrative procedures. Ability to interpret policies and directives on HR matters.
- DUTIES** : Provide administrative support in the development and administration of Human Resource strategy and plans. Provide administration support in the development and implementation of employment equity plans. Provide administration support on Human and staff establishment information system (including persal control). Administration of the compensation of employees costing model, in collaboration with financial management costing unit. Provide administration support in the analysis of Human Resources information and produce reports to facilitate decision-making in collaboration with other HR units.
- ENQUIRIES** : Mr. Sihle B Hlomuka Tel No: (011 227 900

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

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

OTHER POSTS

| | | |
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| <u>POST 14/125</u> | : | <u>HEAD CLINICAL UNIT (MEDICAL) GR 1&2- ANAESTHESIOLOGY REF NO: GS 5/22</u> Component: Anaesthetic Department |
| <u>SALARY</u> | : | Grade 1: R1 754 739 per annum 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 Employee must sign the commuted overtime contract form. |
| <u>CENTRE REQUIREMENTS</u> | : | PMB Metropolitan Hospital Complex Senior Certificate or equivalent MBCHB or equivalent qualification Plus FCA(SA) or MMed in Anaesthesia Registration with HPCSA as a "Specialist Anaesthesiologist" Plus 5 years' experience after registration with HPCSA as a Medical Specialist in a normal specialty or a recognized sub-specialty The Employment Equity Target For This Post Is: African Male, African Female, Coloured Male Recommendation: Experience in managing clinical services in a > 350 bed hospital Proven ability to provide paediatric anaesthesia including to neonates down to 1 kg Proven track record in providing postgraduate teaching Other proven managerial experience Experience in a tertiary environment Track record of academic publications Knowledge, Skills and experience Possess sound knowledge of Human Resources Management, budgeting, planning, implementation and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service legislation, regulations and policy including medical ethics, epidemiology and statistics Good communication, leadership, decision-making and clinical skills Sound knowledge of clinical procedures and protocols within the discipline Assessment, management of patients. Participation in the After Hours call system is essential. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships. |
| <u>DUTIES</u> | : | Manage the Anaesthetic department of a busy tertiary hospital Participate in the clinical anaesthetic service of a regional/tertiary hospital by: -Providing consultant cover in theatre daily, the ICU and High Care wards Providing after-hour consultant cover in Anaesthetics and the ICU at PMB Metropolitan Hospitals Participating in pre-operative assessment of high-risk patients in the anaesthetic clinic Undertaking development of sub-specialty services at Grey's Hospital Peri-operative Analgesic Service Support trauma and resuscitative units 24 Hour Epidural Analgesic service in Labour Specialised Surgical Services – cardiac, vascular, thoracic, neurosurgical Participate in outreach programmes for the development of safe anaesthetic services in Grey's Hospital catchment area Participate in the departmental teaching programmes for vocational, post-graduate and nursing staff. Undertake appropriate clinical research and support the research efforts of junior staff. The department is a training site for the Nelson Mandela School of Medicine. The occupant of this post will need to take on a significant role in this respect. Provide and ensure effective and efficient managerial and supervisor responsibilities by: Ensuring effective utilisation and placement of staff Maintaining discipline and ensure that staff act with integrity and professionalism within the law. Delegating duties to senior staff without lessening one's own responsibility and accountability for actions taken on one's behalf Liaising with hospital management regarding infrastructure needs including financial, physical, equipment, staff and support of the Anaesthetic Department and the ICU Maintain self-development and staff development by CPD and CME activities Co-ordinate participation in Quality Improvement measures by 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 Participate in postgraduate and other relevant academic / and training programmes. Provide support to the Metropolitan Head of Department, in |

ensuring an efficient standard of patient care and that services are maintained. Assess patients, plan, initiate and supervise medical care management. Ensure the proper and economical use of equipment and other resources.

ENQUIRIES
APPLICATIONS

: Dr Z Farina Tel No: 033 – 897 3412
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION
NOTE

: Mrs. M. Chandulal
: Directions to candidates: The following documents must be submitted: 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. Applicants must indicate the reference number of the vacancy in their applications. 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. It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates. NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 5/22. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).NB: This post will operate in conjunction with other Head Clinical Unit posts in Anaesthesia and Critical Care based in Pietermaritzburg: It is envisaged that these posts will sharing duties and responsibilities across the PMB metropole. This will facilitate optimum service provision in Pietermaritzburg and the relevant drainage area.

CLOSING DATE

: 10 May 2022

POST 14/126

: **MEDICAL SPECIALIST: ANAESTHESIOLOGY (GRADE 1, 2 AND 3) REF NO: GS 4/22**
Component: Anaesthetic Department

SALARY

: Grade: R1 122 630 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. Employee must sign the commuted overtime contract form annually. Rural Allowance 18% of basic salary (when posted at Edendale Hospital)
Grade 2: R1 283 592 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 Employee must sign the commuted overtime contract form annually. Rural Allowance 18% of basic salary (when posted at Edendale Hospital)
Grade 3: R1 489 665 per annum 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 Employee must sign the commuted overtime contract form annually. Rural Allowance 18% of basic salary (when posted at Edendale Hospital)

CENTRE
REQUIREMENTS

: Pietermaritzburg
: **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Anaesthetics **Grade 2:** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthetics. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthetics. Senior Certificate (Matric) OR Equivalent MBCHB or equivalent qualification registered with the HPCSA FCA (SA) or MMed (Anaes) Plus Current or pending registration with HPCSA as a "Specialist anaesthesiologist" Appointment is only possible after full registration with the HPCSA as a specialist Knowledge, Skills and experience Sound clinical knowledge within the department of Anaesthesiology. Good

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| | | communication and human relations Sound knowledge of clinical procedures and protocols within the discipline Assessment and management of patients. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships. |
| <u>DUTIES</u> | : | To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. Accept responsibility for administration of anaesthesia Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in 16 hours commuted overtime per week, is essential. Overtime work will encompass both Critical Care and Anaesthesia call cover at any of the three hospitals in the PMB metropole Liaise with other Metropolitan hospitals and Medical School as and when necessary, in consultation with the Head of Department. Supervision of postgraduate and undergraduate training Participate in postgraduate and other relevant academic / and training programmes. Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Assess patients, plan, initiate and supervise medical care management. Ensure the proper and economical use of equipment and other resources This is a metropolitan post and the incumbent will be expected to be available for work at any of the metropolitan hospitals (Grey's, Northdale and Edendale) Willingness to rotate through ICU for up to 6 months is essential Candidates must remain within 30 minutes of the relevant PMB Hospital during all periods of on call at that hospital. |
| <u>ENQUIRIES</u> | : | Dr Z Farina Tel No: 033 – 897 3412 |
| <u>APPLICATIONS</u> | : | Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200 |
| <u>FOR ATTENTION</u> | : | Mrs. M. Chandulal |
| <u>NOTE</u> | : | Directions To Candidates: The following documents must be submitted: 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. Applicants must indicate the reference number of the vacancy in their applications. 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 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates. NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 4/22. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). The Employment Equity Target For This Post Is: African Male, African Female, Coloured Male NB This post would be suitable for candidates who have recently passed their specialist examinations and completed registrar time. Appointment to a Specialist Grade 1 can only be made once registration is received. The purpose of the post is to develop advanced anaesthetic skills. The facility to spend 6 months focusing on Paediatric Anaesthesia mostly at Grey's Hospital, and another 6 months focusing on Critical Care within the first two years of employment will be built into the job description of this post. |
| <u>CLOSING DATE</u> | : | 10 May 2022 |
| <u>POST 14/127</u> | : | <u>MEDICAL SPECIALIST OTORHINOLARYNGOLOGY REF NO: MEDSPECENT/1/2022 (X1 POST)</u> Department: Otorhinolaryngology |
| <u>SALARY</u> | : | Grade 1: R1 122 630 per annum, (all-inclusive salary package) excluding commuted overtime. |

- Grade 2:** R1 283 592 per annum, (all-inclusive salary package) excluding commuted overtime.
- Grade 3:** R1 489 665 per annum, (all-inclusive salary package) excluding commuted overtime.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
- : **Grade 1:** No experience. **Grade 2:** Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist Otorhinolaryngologist. **Grade 3:** Ten (10) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist Otorhinolaryngologist. Specialist qualification in Otorhinolaryngology – Head and Neck Surgery. Current registration with the Health Professions Council of South Africa as a specialist in Otorhinolaryngology. Knowledge, Training, Skills & Competencies' required: Sound knowledge and experience in Otorhinolaryngology. Ability to teach and supervise junior staff. Middle Management Skills. Good administrative, leadership, decision making and communication skills.
- DUTIES** : Provide specialist otorhinolaryngology – head and neck surgery service to all departments at Inkosi Albert Luthuli Hospital as well as in the relevant Durban Metropolitan State Hospital. Control and management of these services as delegated. Maintain clinical, professional and ethical standards related to these services. Provide afterhours care in accordance with the commuted overtime contract. Training and supervision of registrars in otorhinolaryngology working in the department. Provide expert opinion where required and consult with specialists on ENT procedures. Provide clinical outreach and training and assistance to DOH hospitals around the province. Participate in the Quality Improvement Programmes of the Department. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct, assist and stimulate research. The successful candidate will be expected to perform duties as needed in any of the Durban Functional region ENT Department, as delegated by the Head of Department.
- ENQUIRIES APPLICATIONS** : Dr. A Sibiyi/Dr W Kuhn Tel No: 031 240 1754
- : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as Unsuccessful. Please Note That Due To Financial Constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 13 May 2022
- POST 14/128** : **DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: RKK/PHARM/ 01/2022 (X1 POST)**
- SALARY** : R1 042 092 per annum, (all-inclusive salary package consists of 70% basic salary and 3% flexible portion that can be structured in terms of applicable rules)
- CENTRE** : R. K Khan Hospital, Chatsworth

- REQUIREMENTS** : Bachelor Degree in Pharmacy. Current registration with SAPC plus. Nine (9) years' experience after registration with SAPC as a Pharmacist. A minimum of three (3) years managerial experience in a Pharmaceutical environment (i.e. must have been at least Assistant Manager: Pharmaceutical Services, Pharmacy Supervisor). Proof of experience signed and stamped by Human Resources Department must be attached. Valid cope EB driver's licenses. Computer Literacy: MS Office software applications. Extensive knowledge of all the relevant regulations, act policies and legislation that govern KZN Department of Health. Sound project management. Sound knowledge of the District health system and setting. Sound knowledge of legislation relating to pharmaceutical practice in South Africa. Strong interpersonal, communication and presentation skills. Ability to make independent decisions. Knowledge of medicinal supply and dispensing chain management is essential. Ability to priorities issues and other work related matters. An understanding of the challenges facing the public health sector. Effective planning, organizational, managerial and interpersonal skills.
- DUTIES** : To manage the Pharmacy Department at RK Khan Hospital and associated clinics. Formulate policies and procedures of Pharmaceutical services and ensure that they are in accordance with current statutory regulations and guidelines. To provide leadership, management and support all Clinical Heads, Clinical Managers, Allied health professions and all staff under his/her supervision. To conduct service assessment and implement quality improvement programmes. To liaise with other stakeholders within and outside the department of health such as other hospital management teams, Health District Office on Pharmaceutical and management issues. To ensure rational use of resources, both human and financial. Ensure continuous monitoring of morbidity and mortality through clinical audits. Formulate strategic plans in keeping with the requirements of the hospital and department. To ensure that cost effective pharmaceutical service delivery is maintained within the hospital. Maintain discipline and deal with grievances and Labour Relation issues in terms of laid down procedures and policies. Provide pharmaceutical advice to patients and professional colleagues. Work as part of multi-disciplinary team and lead the Pharmacy and Therapeutic committee and participate in HAST committee. Compile monthly financial and other reports as required by the Chief Executive Officer.
- ENQUIRIES** : DR. D. Behadar Tel No: 031 459 6005/6001
- APPLICATIONS** : Human Resource Department, R K Khan Hospital, Private Bag x 004, Chatsworth, 4030 or Hand delivered to R K Khan Hospital, Human Resource Department, Ground floor, Recruitment Officer, Room no. 35
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applications should be submitted on form new Z83 from any Public Service. Department Human Resource Department OR from the website www.kznhealth.gov.za please attached copies of ID, Matric, highest educational qualifications and HPCSA registration. Such copies need not be certified (certified documents will be limited to shortlisted candidates). Current registration with HPCSA 2022. Updated Curriculum Vitae. Certificate of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2021. Faxed documents will not be accepted. **NB:** Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following checks (Security clearance, criminal clearance, credit records, citizenship, verification of Qualification by SAQA and verification from (CIPC) Company Intellectual Property Commission. Applicants in possession of a foreign qualification must attach an evaluation certificate which is obtaining from South African Qualifications Authority (SAQA). Due to financial constraints no S & T or relocation costs will be paid for attending interviews. **NB:** Relocation is at your own cost. Due to financial constraints- No S&T Claims or relocation cost to be paid to the candidates attending the interview.
- CLOSING DATE** : 13 May 2022 16:00 afternoon

- POST 14/129** : **CLINICAL PROGRAMME CO-ORDINATOR (PMTCT) REF NO: ILE/03/2022 (X1 POST)**
 Component: HIV, AID, STI, ARV& VCT
 This is a re-advertisement. Those applicants who applied previously may please re-apply.
- SALARY** : R450 939 per annum. Benefits 13th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed conditions
- CENTRE REQUIREMENTS** : Ilembe Health District Office
 Grade 1: Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) Degree / Diploma in General Nursing & Midwifery, Current registration with SANC as General Nurse. A minimum of 7 years appropriate/recognizable nursing experience as a General Nurse. Valid Driver's License (Code 8). Proof of Computer Literacy Ms Office (Word, Excel, Outlook & PowerPoint). Recommendations_Supervision and management in a maternity setting. Advanced Midwifery. N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached. Strong interpersonal and communication skills. Report writing. Knowledge on District Health Systems. Knowledge of relevant regulation and policies. An understanding of challenges facing the Public Health sector. Ability to translate and transform objectives into practical plan. Leadership, organizational, decision making and problem solving abilities within the DHS framework. Information management skills. Ability to work under pressure. Ability to implement objectives as set for the service. Leadership skills. Organisational and decision-making abilities within the limits of the public sector and institutional policy.
- DUTIES** : Ensure that clinical strategies to manage health conditions contained under the PMTCT are implemented in all Institutions/Facilities .Monitor PMTCT indicators which measure health practices in institutions and communities and provide support and report on findings to district health management team by conducting support visits. Participate in district and sub- district perinatal review meetings. Assist facilities develop quality improvement plans for the PMTCT and ensure their implementation. Ensure availability of PMTCT guidelines in all the facilities. Participate in quality improvement programmes reviews e.g. Ideal Clinic, Mother Baby Friendly Initiative, etc. Contribute to the development, implementation and monitoring of integrated District Operational plan for MNCWH programme. Participate in the development of the District HAST Business plan. Ensure efficient use of PMTCT budget by participating in the finance meetings. Represent the district in PMTCT meetings. Ensure highly motivated and well developed health care force by conducting trainings and continuous support visit. Provide mentorship and coaching to Nurses Advocate for PMTCT and Nutrition issues in all health platforms. Plan, organise and conduct community rallies and events that convey health messages and practices which support elimination of vertical transmission of HIV quarterly. Network with other provincial departments and NGO's to provide support to the PMTCT programme
- ENQUIRIES APPLICATIONS** : Ms TM Banda (Deputy District Director: IDHSD) Tel No: 032 – 437 3500
 Should be forwarded to: The District Director: Human Resource Management Services, Ilembe Health District Office, Private Bag X10620 KwaDukuza 4450
 OR Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450.
- NOTE** : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and highest educational qualification/s copies of required educational qualifications set out in the advertisement plus I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE/01/2022 NB: The abovementioned documents need not be certified when applying for the post. HR department will inform only shortlisted candidates to submit certified documents on or before the day of the interview. 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). 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. Persons with disabilities should feel free to apply for any of the advertised posts. 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 Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

CLOSING DATE : 13 May 2022

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS : Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Practices Directorate, Private Bag X 9043, Pietermaritzburg, 3200 or e-mail to dot.recruitment@kzntransport.gov.za (quoting the relevant reference number ONLY in the subject line, e.g. P 01/2020) (Please attach only ONE PDF file of all the required documents). Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.

CLOSING DATE : 10 May 2022 (at 16h00). Applications received after the closing date and time will not be considered.

NOTE : Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at www.gov.za/documents). Applicants are advised that all fields of the new Z83 form are compulsory to complete and that the signature of the applicant is mandatory. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in full, initialled and signed, such application will not be considered. The fully completed and signed Z83 must be accompanied by a detailed CV and copies of required educational qualifications (including Senior Certificate where the requirement is a tertiary qualification) (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), copies of identity document as well as valid driver's licence (where a driver's licence is a requirement). Kindly note that documents are still required with your application, however these do not need to be certified. Shortlisted candidates will however be required to provide certified copies of required documents on the date of the interviews. Applicants must provide proof of supervisory or management experience (where it is a requirement) and copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to

appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. 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-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process.

MANAGEMENT ECHELON

POST 14/130 : **CHIEF DIRECTOR: TRANSPORT INFRASTRUCTURE & DISTRICT SERVICES (REF NO: P 01/2022)**

SALARY CENTRE REQUIREMENTS : R1 269 951 per annum, (all Inclusive, flexible remuneration package)
: Durban Region

: An undergraduate qualification in Civil Engineering (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a senior managerial level in a road infrastructure development, construction and maintenance of the road network environment; plus, Possession of a valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Treasury Regulations and Practice Notes. Knowledge of technical policies on construction, contract management and engineering services. Knowledge of BEE and BBBEE policies and implementation. Knowledge of Departmental Strategic plan and goals. Understanding of Public Service and Departmental policies, research, analysis, objectives, developmental processes. Knowledge of Project management and Financial management. Understanding of Departmental strategies and related business plans. Expert knowledge of administrative policies, practices, budgeting and managerial functions. Knowledge of Public Service reporting procedures and work environment. Knowledge of construction and engineering environment, including traffic engineering. Knowledge of the provincial road infrastructure and applicable standards. Knowledge of surveying, structural design: road and rail. Knowledge of staff development processes. Expert design, construction and maintenance of roads knowledge. Knowledge of design codes and technical specifications. Computer literacy. Project and Financial management skills. Strategic planning, presentation and facilitation skills. Report writing skills. Excellent communication skills (verbal and written). Problem solving and conflict management skills. Leadership / Managerial skills. Research, policy formulation skills. Influencing and motivational skills. Diplomatic skills (visiting foreign countries – use of best practices). Ability to interpret legislation and Departmental policies. Research, policy formulation and management thereof. Planning, organizing and negotiation skills. The ideal candidate should have a demonstrated interest in technical, administrative and related fields, show a demonstrated interest in road construction, maintenance and other related fields, be an innovative thinker and believe in openness and transparency. He / she should also be committed to organizational objectives and strategies, be receptive to ideas and suggestions, be a team leader, reliable, accurate, creative and have strong leadership abilities.

DUTIES : Construct and maintain blacktop, gravel roads and structures. Manage the provision of mechanical support services. Manage the provision of civil

engineering services. Manage the provision of transport regulations in the Region. Manage the provision of transport operations. Provide infrastructure reporting. Ensure the development and implementation of policies. Manage the resources of the Chief Directorate.

**ENQUIRIES
FOR ATTENTION
NOTE**

: Mr JS Mbhele Tel No: 033 – 355 8808
: Mr C McDougall
: It is the intention of this Department to consider equity targets when filling this position.

POST 14/131

: **CHIEF FINANCIAL OFFICER REF NO: P 04/2022**

**SALARY
CENTRE
REQUIREMENTS**

: R1 269 951 per annum, (all Inclusive, flexible remuneration package)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: An undergraduate qualification in Accounting or Financial Management (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a senior managerial level in Financial Management; plus, Possession of a valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of the Republic of South African Constitution. Knowledge of the Public Service Act, Public Service Regulations and Public Finance Management Act. Knowledge of Treasury Regulations. Knowledge of the Labour Relations Act. Knowledge of the Employee Performance Management and Development System. Knowledge of Supply Chain Management Practices and Procedures. Knowledge of Construction Industry Development Board. Knowledge of Broad Based Black Economic Empowerment Act. Knowledge of Instruction Notes. Knowledge of Preferential Procurement Policy Framework Act. Knowledge of Government Immovable Asset Management Act (GIAMA). Strategic Capability and Leadership skills. People Management and Empowerment skills. Programme and Project Management skills. Financial Management skills. Change Management skills. Knowledge Management skills. Service Delivery Innovation skills. Problem Solving and Analysis skills. Client Orientation and Customer Focus skills. Communication, Presentation and Facilitation skills. Computer literacy. Driving skills. The ideal candidate should be innovative, time-frame driven and value diversity. He / she should also have integrity, be reliable and have the ability to work under pressure.

DUTIES

: Ensure provisioning of financial and management accounting services. Develop internal controls and governance services. Manage stores and assets in order to ensure safeguarding of departmental assets and consumables. Ensure the provision of supply chain management services. Ensure the development and implementation of policies. Manage the resources of the Chief Directorate.

**ENQUIRIES
FOR ATTENTION
NOTE**

: Mr JS Mbhele Tel No: 033 – 355 8808
: Mr C McDougall
: It is the intention of this Department to consider equity targets when filling this position.

OTHER POSTS

POST 14/132

: **DEPUTY DIRECTOR: CAPACITY BUILDING REF NO: P 02/2022**

**SALARY
CENTRE
REQUIREMENTS**

: R744 255 per annum, (all Inclusive, flexible remuneration package)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: An undergraduate qualification in Civil Engineering (NQF Level 6 or higher); plus; A minimum of 3 years junior management experience in the enterprise development/ poverty alleviation/ BBB-EE/ infrastructure Programme environment; plus, A valid driver's licence (Code B or higher). Knowledge, Skills and Competencies Required: Knowledge of various administrative policies and procedures. Understanding of SETA requirements and Skills Development Act. Knowledge in the interpretation and compilation of management reports. Project management knowledge and skills. Specialised understanding on policy research, analysis, objective and development processes and financial management. Broad and in-depth expert knowledge of Training Methodologies. Knowledge of Labour Relations Act and Public Service reporting procedures and work environment. Knowledge of computer-based information systems e.g. Ms Excel, Ms Word, PowerPoint, Ms Access. Knowledge on how to operate a variety of electronic equipment e.g. multimedia projector. Knowledge of planning and organizing including specialized

knowledge in the field of rural development engineering and emerging contractors. Skills in the interpretation and application of policy. Research, policy formulation and managerial skills. Ability to develop capacity building material. Problem solving, analytical and innovative thinking skills. Strategic planning and co-ordination skills. Team building skills. Excellent communications skills (verbal, written and networking). Presentation and facilitation skills. Motivation skills. Negotiation skills. The ideal candidate should be approachable, team orientated, receptive to suggestions and ideas and also an innovative thinker.

DUTIES : Oversee, manage and develop efficient training programmes linked to SETA for contractor development. Research, develop and formulate policies with regard to training. Determine the most effective work procedures and methods to achieve organizational goals. Exercise control over all functions and development of personnel under his/her supervision in order to determine if organizational goals are achieved and take corrective action if deemed necessary. Manage and provide strategic direction for the Sub-Directorate. Compile and control budget for the Capacity Building Sub Directorate and manage personnel activities within budgetary constraints.

ENQUIRIES FOR ATTENTION NOTE : Ms VL Mdletshe Tel No: 033 – 355 8707/06
: Mr C McDougall
: It is the intention of this Department to consider equity targets when filling this position. Preference, however, will be given to people with disabilities for this post.

POST 14/133 : **DEPUTY DIRECTOR: TECHNICAL INTERVENTIONS REF NO: P 03/2022**

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (all Inclusive, flexible remuneration package)
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: An undergraduate qualification in Commerce (B Com) / Public Management (NQF level 6 or higher); plus A minimum of 3 years junior management experience in the field of Empowerment and Transformation; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of various administrative policies and procedures. Understanding of B-BBEE and transformation policies and strategies e.g. Contractor Development, Operation Vula, Igula Programme. Knowledge of computer-based information systems e.g. (software packages MS Excel, MS Word, PowerPoint, MS Access, MS Project etc.). Knowledge of Procurement legislation and policies. Knowledge on how to operate a variety of electronic equipment e.g. multimedia projector. Knowledge on the interpretation and compilation of management reports. Knowledge of project management. The ideal candidate should be approachable, team-work oriented and an innovative thinker. He/she should be receptive to suggestions and ideas.

DUTIES : Identify opportunities to advance participation of vulnerable groups. Lead the execution of all B-BBEE transformation interventions across the Department. Monitor transformation and B-BBEE legislative changes and update accordingly. Support development and implementation B-BBEE transformation plans and initiatives. Build strategic relationships with stakeholders to advance empowerment. Liaise with Supply Chain to identify commodities to be targeted for B-BBEE Suppliers. Manage the development of Broad Based Black Economic Empowerment strategies. Participate and drive discussions with internal and external stakeholders about progress in implementing the Transformation plan. Produce high-quality status reports on transformation and empowerment of suppliers in a timely manner. Support in tracking budget spending against targets.

ENQUIRIES FOR ATTENTION NOTE : Ms VL Mdletshe Tel No: 033 – 355 8707/06
: Mr C McDougall
: It is the intention of this Department to consider equity targets when filling this position.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF PROVINCIAL TREASURY**

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Women and persons with disabilities are encouraged to apply.

- APPLICATIONS** : Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director – Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 7th Floor, Post Office Building, Kimberley, or Email applications to: Ncpt-HR@ncpg.gov.za
- FOR ATTENTION** : Ms. D Barnett
- CLOSING DATE** : 10 May 2022
- NOTE** : Applications should be submitted on the new employment (Z83) form, which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department. A recently updated, comprehensive CV with at least two (2) contactable references should accompany the fully completed and signed new (Z83) form. The CV must also accompany copies of qualifications (a transcript of results may also be attached), driver's license, identity document and other relevant certificates, such copies need not be certified when applying for the post. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Correspondence will be limited to successful candidates only. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. 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. Each application for employment form (Z83) must be duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification during the selection process. Applications submitted using the old Z83, as well as not submitting the required documents will result in the application not being considered. Emailed applications must include a completed and duly signed new Form Z83, which must be completed in font size of 11 and Arial theme font. Attachments must be in a PDF format and limited to 4 megabytes. Emails that do not comply with the above specifications will be rejected and therefore not reach the Department. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date, late applications will not be considered.

OTHER POST

- POST 14/134** : **ASSISTANT DIRECTOR: PROVINCIAL & MUNICIPAL INFRASTRUCTURE PERFORMANCE MANAGEMENT REF NO: NCPT/2022/01**
- SALARY** : R382 245 – R450 255 per annum (Level 09)
- CENTRE** : Kimberley
- REQUIREMENTS** : Degree or National Diploma (NQF: 6/7) in Finance, Economics, Project Management, Building Environment. 2-3 years' relevant public sector experience and experience in Monitoring Infrastructure Projects or Programmes in the building environment, PPP environment, Budgeting and Financial environment. A valid driver's license. Skills & Knowledge: Knowledge of relevant legislation and policies. Policy analysis and development. Monitoring systems and processes. Strategic planning. Good verbal and written communication skills, organizing skills, analytical skills, decision making

DUTIES

skills, problem solving skills, conflict management skills, facilitation skills, computer literacy (Ms. Word, Excel, PowerPoint).

: Assist with the provision of technical advisory support on Provincial Infrastructure Delivery Management: Departmental & Municipal Infrastructure plans aligned to strategic infrastructure objectives in the Asset Management Plans for departments and integrated Development plans at a municipal level. Identify risks and provide inputs to the Infrastructure Delivery Management System; Infrastructure Performance annual assessment on performance in line with budget process. Provide advisory support in establishing the viability of cost effective PPP projects reports thereof. Coordinate Infrastructure Delivery Management System training needs Support in ensuring compliance to Framework for Infrastructure Delivery Management and Procurement (FIDPM): Full compliance to the delivery and procurement management frameworks within the FIDPM audit actions. Assist in monitoring Infrastructure expenditure trends against budget allocations: Provide inputs to the design and implementation of standard operating procedures and Codes of Practices for financial and budgetary functions in the infrastructure delivery value chain: Credible infrastructure financial reporting in line with Medium Term Expenditure Hearings and relevant forums. Assist in monitoring Infrastructure Implementation against service delivery outcomes: Provide inputs into service delivery backlogs and value for money on delivered infrastructure assets. Provide inputs into the assessments of the Infrastructure Programme Management Plans and Infrastructure Programme Implementation Plans. Conduct site visits and compile. Analyse and report on annual Evaluation of Provincial End of Year Repots on Infrastructure projects/ programmes.

ENQUIRIES

: Mr Enzo Wax Tel No: 053 830 8277

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF PUBLIC WORKS AND ROADS**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured Males and Females, in the Department through the filling of this post's. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : All Applications must be addressed to: Head of Department, Public Works and Roads, Private Bag x2080, Mmabatho, 2735 Or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road. Mmabatho, 2735.
- FOR ATTENTION** : HR Recruitment - Mr. M.E Khaueo.
- CLOSING DATE** : 19 May 2022 (Posted Applications must have reached the Department by 15h30 pm, otherwise they will not be considered)
- NOTE** : Applications must be submitted by using New Amended Z83 Form (81/971431) as prescribed, all fields must be fully completed and compulsory to be signed, initialed and dated, to be considered, and is obtainable from any National or Provincial Departments, www.gov.za. A new Z83 form should be accompanied by the following required documents: ID copy, required qualifications, and comprehensive curriculum vitae with competencies – experience and with full names, addresses and telephone numbers of at least three names of contactable referees. All positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s). Applicants need not submit certified documents. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Failure to submit the requested documents will result in your application not being considered. All qualifications will be verified. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority, and must furnish this Department with an evaluation certificate. Candidates must indicate the post; center and reference number on the applications. Faxed and Emailed applications will not be accepted. Applications should be forwarded in time, since any applications received after the closing date will, as a rule not be accepted. The successful candidate(s) for the above position(s) will be required to undergo personnel suitability checks, will be subjected to security screening which include, criminal records, citizenship, financial credits, qualifications verification and vetting. The applicant previous employment background checks/reference checks will be verified through contactable referees. It will be expected of candidates to be available for interviews selection on a date, time and place as determined by the Department. 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 Department reserves the right not to make appointment. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. The candidates requiring additional information regarding advertised posts must direct their enquiries to the relevant person indicated. **NB:** Communication and Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful.

MANAGEMENT ECHELON

- POST 14/135** : **CHIEF DIRECTOR: ROADS INFRASTRUCTURE MANAGEMENT REF NO: H/O 06/2022**
- SALARY** : R1 269 951 per annum (Level 14), (all-inclusive remuneration package)
- CENTRE** : Head Office-Mahikeng
- REQUIREMENTS** : Qualification and Experience: Grade 12/National Senior Certificate plus A Bachelor's Degree (NQF Level 7) in Civil Engineering. Minimum of five (5) years' experience at senior managerial level. Extensive experience in the planning and management of roads infrastructure projects. Professional

Registration with the relevant council will be an added advantage. A valid driver's license. Senior Management Pre-entry Programme Certificate. No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre- Entry Programme) offered by the National School of Government which can be accessed via this link: <http://www.thensg.gov.za>. Key Competencies: Advanced knowledge and understanding of the following acts: Government procurement system and related legislation (e.g PPPFA and PFMA); Public Service Act; Occupational Health Safety Act and other related acts and regulations governing the Public Service. Government policies for the Expanded Public Works Programme (EPWP) Proven programme/project planning, budgeting and construction experience. Knowledge of the built environment legal and operational compliance. Technical consulting skills. Strategic capability and leadership. Programme and project management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. People Management and Empowerment. Communication. Willingness to travel and work beyond normal working hours.

DUTIES : Manage roads planning, design, and pavement. Manage the provision of Road Network services and Traffic Engineering Services. Manage implementation of roads infrastructure projects and consultants operations. Manage construction plant services. Manage capital expenditure. Manage the provision of roads operational support services. Give strategic direction and support to the Chief Directorate Roads Infrastructure Management.

ENQUIRIES : Ms NMG Mfikwe Tel No: (018) 388 2426

POST 14/136 : **CHIEF DIRECTOR: IMMOVABLE ASSET MANAGEMENT REF NO: H/O 07/2022**
(Re-advertisement), Applicants who have previously applied are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R1 269 951 per annum (Level 14), (all-inclusive remuneration package)
: Head Office-Mahikeng
: Qualification and Experience: Grade 12/National Senior Certificate plus A Bachelor's Degree (NQF Level 7) in Property Management / Real Estate /Property Law/ Property Valuation or any Bachelor's Degree in Built Environment discipline as recognized by SAQA. Ten (10) years' work experience within immovable asset and property management environments of which a minimum of Five (5) years must be at senior managerial level. Valid driver's license. Senior Management Pre-entry Programme Certificate. No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre- Entry Programme) offered by the National School of Government which can be accessed via this link: <http://www.thensg.gov.za> Key Competencies: Knowledge of the North West Land Administration Act; Government Immovable Asset Management Act (GIAMA); Horticultural processes/regulations; Cleaning and Hygiene Industry; Integrated Facilities Management; Occupational Health and Safety Act; the Public Services Act and related Acts and Regulations governing the Public service; Government's procurement system and related legislation(e.g. PPPFA and PFMA). Knowledge and understanding of: the relevant General Conditions of Contract, National Infrastructure Delivery Improvement Programme (IDIP) and the CIDB Toolkit requirements, government policies for the Expanded Public Works Programme(EPWP) and the National Youth Services(NYS). Strategic capability and leadership. Programme and project management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. People Management and Empowerment. Client Orientation and Customer focus. Communication. Willingness to travel and work beyond normal working hours.

DUTIES : Manage state owned property portfolio, housing accommodation and property payments. To oversee, plan, and co-ordinate the strategic management of state owned immovable properties which includes provision of accommodation for all provincial departments as well as acquisition and disposal of land and redundant properties. Oversee the management and maintenance of Prestige Buildings. Manage prestige property portfolio through the implementation of the ministerial handbook. Manage the implementation of GIAMA to ensure the effective, efficient and economic use and maintenance of immovable assets

which includes, pro- active life cycle management of the Provincial building Immovable Asset Portfolio. Oversee the management of the leases and housing rental portfolio including the management of lease contracts as well as co-ordination of property services including the cleaning and gardening services. Produce Asset management Plans that will inform the Provincial Planning and budgeting process. Manage the Immovable Asset Management Policies, Strategies and maintain Provincial Asset Register. Provide guidance and support to User Departments (Client Departments) on the management of immovable assets. Ensure compliance with Asset Management Guidelines as prescribed by Treasury and the Auditor-General through regular conditional assessments and valuation of assets. Implement the infrastructure Delivery Improvement Programme (IDIP) requirements. Ensure that the government policies for the Expanded Public Works Programme (EPWP) and the National Youth Services (NYS) are included in projects. Provide strategic leadership to the Chief Directorate Immovable Asset Management.

ENQUIRIES

:

Ms. N.M.G. Mfikwe Tel No: (018) 388 2426

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

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

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

OTHER POSTS

POST 14/137 : **ENGINEER PRODUCTION GRADE A TO C (MECHANICAL)**
Directorate: Infrastructure Planning

SALARY : Grade A: R728 829 per annum
Grade B: R821 775 per annum
Grade C: R939 621 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Head Office, Cape Town
: University degree in Mechanical Engineering (B Eng./BSC and 3 years appropriate/recognizable post qualification engineering experienced required. Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. 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 after registration as a Professional Engineer. Inherent requirement 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). A health-sciences related post-graduate qualification will be beneficial. Experience in and understanding of the design and construction of complex buildings. Proven experience with feasibility studies in terms of life cycle costing of mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Knowledge and experience in terms of fire regulations is a recommendation. Experience in the preparation of reports, submissions and presentations in English and sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Development, interpretation and customisation of functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

ENQUIRIES APPLICATIONS : Mr I Parker Tel No: (021) 483-9359 or Imran.Parker@westerncape.gov.za
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
: 13 May 2022

POST 14/138 : **ASSISTANT MANAGER NURSING (SPECIALTY: NIGHT DUTY)**

SALARY : R624 216 (PN-B4) per annum
CENTRE : Red Cross War Memorial Children`s Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration

with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in one of the specialties: Medical and Surgical Nursing Science: Critical Care Nursing: Child, Trauma and Emergency or Medical and Surgical Nursing Science: Operating Theatre Nursing, Ophthalmological Nursing, Oncology or Child Nursing Science or Advanced Psychiatric Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable 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/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Deputy Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery in a Paediatric environment. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy in MS Word, Excel, PowerPoint and Outlook.

DUTIES : Coordinate, Implement and monitor the strategic objectives of nursing, the facility and DoH. Effectively manage and coordinated nursing care within set standards and within a legal/Professional framework. Effectively manage and coordinate the provision of clinical nursing care for the area. Manage and facilitate both human resources and financial aspects related to the area being managed Effectively manage and co-ordinate the provision of clinical nursing care for the area. Effectively participate and commit to a people centered approach to management in the Nursing Division, Institution and Department of Health.

ENQUIRIES : Ms M Franken Tel No: (021) 658-5187
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 13 May 2022

POST 14/139 : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: ADVANCED MIDWIFERY AND NEONATAL)**
 Central Karoo District

SALARY : Grade 1: R388 974 (PN-B1) per annum
 Grade 2: R478 404 (PN-B2) per annum
 (Plus non pensionable rural allowance of 12% of your annual basic salary)

CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Midwifery. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Good communication and interpersonal skills. Proficient in two of the three official languages of the Western Cape. Knowledge of Legislation and policies of the Department of Health relevant to clinical practice.

| | | |
|--------------------------------------|---|---|
| <u>DUTIES</u> | : | Provide holistic specialized nursing care to patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislations. Effective manage and utilize human and material resources. Maintain a constructive working relationship with nursing and other stakeholders. Participate in training, development, and research within the nursing department. Provision of Support to Nursing Services. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr TW Ntombana Tel No: (023) 414-8200 |
| <u>NOTE</u> | : | Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>CLOSING DATE</u> | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time." Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application or on appointment. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Occupational Health Nursing Science with the South African Nursing Council." |
| <u>POST 14/140</u> | : | 13 May 2022 |
| <u>SALARY</u> | : | <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE)</u> Chief Directorate: Metro Health Services |
| <u>CENTRE REQUIREMENTS</u> | : | Grade 1: R388 974 (PN B1) per annum Grade 2: R478 404 (PN B2) per annum Wesfleur Hospital |
| <u>DUTIES</u> | : | Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least 1 year in Medical and Surgical Nursing Science: Operating Theatre Nursing accredited with SANC. Certificate of competence in Termination of pregnancy or willing to undergo the training. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in an Operating Theatre Unit after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job Willingness to perform relief duties for Operational Manager Willingness to perform standby duties for Emergency Theatre cases Willingness to assist with specialized outreach clinics. Provide Termination of Pregnancy service and Family planning services Work weekends, public holidays and overtime. Competencies (knowledge/skills): Ability to communicate in at least two of the official languages of the Western Cape. Good communication, interpersonal, problem solving, report writing, liaison and facilitation skills. Be able to function independently and as part of a multi-disciplinary team. Basic Computer Literacy Knowledge of the relevant legislation and policies of the DOH WC. Leadership towards the realization of strategic goals and objectives of the Theatre complex with regards to emergency, non-emergency, and day patient care. |
| <u>ENQUIRIES</u> | : | Render an optimal, holistic, specialized Nursing Care service within set standards and within a professional and legal framework as a Professional Nurse in an Operating Theatre. Effective supervision and provision of assistance to sub-ordinates within the Department; Initiate and participate in training, development, and research within the nursing division. Effective utilization of financial resources. Ensure the promotion of Quality Assurance, Infection control and Occupational Health & Safety within the Department. Deliver an effective support service to the Operational Manager and ensure effective coordination of the Department. Maintain ethical standards and promote professional growth and self-development. |
| <u>ENQUIRIES</u> | : | Ms LA Abrahams Tel No: (021) 816-8556, Email: Lee-Anne.Abrahams@westerncape.gov.za |

- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs(click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Medical and Surgical Science: Operating Theatre Nursing with the South African Nursing Council."
- CLOSING DATE** : 13 May 2022
- POST 14/141** : **PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL: CLINICAL NURSE TRAINING)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R260 760 (PN-A2) per annum
Grade 2: R320 703 (PN-A3) per annum
Grade 3: R388 974 (PN-A4) per annum
- CENTRE REQUIREMENTS** : Khayelitsha District Hospital
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Proof of current registration with the SANC as Professional Nurse. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Basic computer literacy and presentation skills. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.
- DUTIES** : Initiate, participate and facilitate training, development and research within the Nursing Department. Identify and facilitate learning opportunities for all Nursing and support staff, as well as student nurses in the Nursing Department. Facilitate / implement the planned clinical training programmes. Assist and support the integration of newly qualified and/ or appointed nursing personnel and learners in training. Ensure accompaniment of nursing personnel and students.
- ENQUIRIES APPLICATIONS** : Ms G Mashaba Tel No: (021) 360-4511 / 4408
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Medical and Surgical Science: Operating Theatre Nursing with the South African Nursing Council."
- CLOSING DATE** : 13 May 2022
- POST 14/142** : **PROFESSIONAL NURSE: GRADE 1 TO 3 (ARV)**
West Coast District
- SALARY** : Grade 1: R260 760 (PN-A2) per annum
Grade 2: R320 703 (PN-A3) per annum

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| <u>CENTRE REQUIREMENTS</u> | <p>Grade 3: R388 974 (PN-A4) per annum</p> <p>Saldanha Bay Sub-district</p> <p>Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Proof of current registration with the SANC as Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid Code (B/EB) driver's license. Ability to work in a multi-disciplinary team across service platforms. Willingness to work after hours, travel and to meet the operational requirements. Competencies (knowledge/skills): Working experience in the HAST program and implementation of ARTherapy in the Sub-district. Knowledge of the Nursing Act and relevant regulations. Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act and other relevant legislation, Knowledge of relevant legislation and policies. Computer literate in Microsoft office programs. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape.</p> |
| <u>DUTIES</u> | <p>Treatment of patients on Primary Health care level with regards to ARTherapy, Mental Health, Women's and Child Health, Antenatal Services and Chronic Diseases. Management and execution of all relevant HAST Programmes (TB, STI and HIV/AIDS). Active integration of patients on ART into the mainstream services.</p> |
| <u>ENQUIRIES APPLICATIONS</u> | <p>Ms AR Louw Tel No: (022) 709-5066</p> <p>Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")</p> |
| <u>NOTE</u> | <p>No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status"</p> |
| <u>CLOSING DATE</u> | <p>13 May 2022</p> |
| <u>POST 14/143</u> | <p><u>ARTISAN PRODUCTION: GRADE A TO C (X2 POSTS)</u> Central Karoo District</p> |
| <u>SALARY</u> | <p>Grade A: R193 512 per annum Grade B: R227 943 per annum Grade C: R266 109 per annum</p> |
| <u>CENTRE REQUIREMENTS</u> | <p>Laingsburg Hospital (X1 Post) Beaufort West Hospital (X1 Post)</p> <p>Minimum educational qualification: Appropriate Trade Test Certificate in Electrician / Electrical Fitter, Mechanical, Millwright / Fitter and Turner. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Physically fit to perform duties and work at heights and in confined spaces. Work overtime should the need arise, day or night, and perform standby duties. Valid (Code B/EB) driver's license. Willingness to travel and work at all Public Health Institutions within the Central Karoo District, should the need arise. Willingness to perform over a spectrum of technical trades and continual training in these. Competencies (knowledge/skills) A practical, working knowledge of the requirements of the Machinery, and Occupational Health and Safety Act (Act 85). Able to interpret and apply regulations. A practical, working knowledge of the working principle, parts and assembly, testing, routine & breakdown maintenance of the following: Domestic and light commercial laundry and kitchen equipment. Access control, Fire Detection and Electrical Fencing Hardware. Basic building</p> |

terminology and construction. Hospital Technical Systems and plant. HVAC equipment. Welding and Plumbing skills (Demonstrable). Ability to communicate in at least two of the three official languages of the Western Cape. Demonstrable computer literacy in at least MS Word and Excel (able to create and edit basic documents), efficiently use an email program and internet browser.

DUTIES : Repairs of equipment, reticulations and plant. Plan and design basic new installations and perform alterations. Do Installations of systems and equipment. Perform preventative maintenance tasks on equipment. Mentor other technical staff. Perform administrative and related functions regarding the workshop. Control over equipment, tools, plant and materials. Supervise Handyman and Tradesman aids. Manage the entire Workshop and staff when needed, in absence of Foreman.

ENQUIRIES : Mr F H du Toit Tel No: (023) 414-8235
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 13 May 2022

POST 14/144 : **ADMINISTRATION CLERK: SUPPORT (COMPREHENSIVE HEALTH)**
 Garden Route District

SALARY : R176 310 per annum
CENTRE : Garden Route District Office, George
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Office Administration. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer Literacy (MS Word, Excel and PowerPoint). Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge and experience in office administration, financial and procurement administration.

DUTIES : Provide general Administrative/Secretarial support to the Comprehensive Health staff. Create an office friendly environment by filing documents, keep all storerooms neat and organize pamphlets, posters and other IEC material. Support to the Comprehensive Health staff with program specific priorities and communication to the sub districts. Order stationary for the component and keep record of the assets. Organize meetings, compile agendas, take the minutes, type quarterly reports and complete monthly and quarterly statistics for all Comprehensive Health staff. Need to be able to carry heavy boxes.

ENQUIRIES : Ms G Terblanche Tel No: (044) 803-2700
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 13 May 2022

POST 14/145 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)**
 Overberg District

SALARY : R176 310 per annum
CENTRE : Caledon Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in Supply Chain Management, Warehouse and Asset Management. Inherent requirements of the job: Valid Code (B/EB) drivers' license. Willingness to rotate within Supply Chain Section and relieve colleagues. Physically able to handle stock. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer System. Knowledge and practical experience of the LOGIS system, Asset Management functions. Computer literacy (MS Excel and Word). Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Ability to work in a physically demanding environment.

DUTIES : Perform all Warehouse Management duties. Capture various documentation on the Supply Chain System (LOGIS) and filing of source documents. Conduct

stock-taking and ad-hoc inspections. Complete monthly Inventory Reporting. Ensure compliance to all relevant laws and prescripts related to Supply Chain Management. Handle telephonic and written queries from suppliers and End Users.

ENQUIRIES APPLICATIONS : Mr G Bucchianeri Tel No: (028) 212-1070
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
: 13 May 2022

POST 14/146 : **ADMINISTRATION CLERK: WARDS**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R176 310 per annum
: Karl Bremer Hospital
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience as an administration clerk or ward clerk in a hospital setting. Inherent requirement of the job: Computer literacy in Microsoft Office package. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Willingness to work shifts (overtime, weekends, public holidays and night duty) when required. Willingness to be rotated. Competencies (knowledge/skills): Knowledge of patient administration functions, e.g. Admissions, discharge and transfer processes. Knowledge of ordering of stock and supply chain management processes. Effective leadership, interpersonal, problem solving, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Ability to function independently as well as part of a multi-disciplinary team.

DUTIES : Provide an effective administrative service to the Operational Manager, nurses and doctors in the wards. Order ward stock and responsible to manage ward storeroom. Provision of helpdesk functions to patients and visitors. Effective utilisation of resources to assist in achieving the objectives of the ward. Relief services to colleagues when needed. Delivering effective support to the Nursing Department.

ENQUIRIES APPLICATIONS : Ms E Linden-Mars Tel No: (021) 918-1276
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
: 13 May 2022

POST 14/147 : **ADMINISTRATION CLERK: SUPPORT**
West Coast District

SALARY CENTRE REQUIREMENTS : R176 310 per annum
: Darling Clinic (Primary Health Care)
: Senior Certificate (or equivalent). Experience: Appropriate experience in a primary health care setting. Appropriate experience in rendering a support service. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of working on PHCIS, Sinjani and Tier.net. Computer literacy (MS Word, Excel, and PowerPoint) and Presentation skills. Good written and communication skills in at least two of the three official languages of the Western Cape. Appropriate knowledge of Health Information Management processes.

DUTIES : Diary Management, answer telephones, arrange appointments, handle enquiries and complaints from clients and where necessary refer to the Operational Manager, arrange referral of clients. Receive and refer visitors to the correct office/staff member. Retrieval, tracking and filing of patient records, provision of effective record keeping, binding and laminating of documents, coordination of training and liaison with service providers, prepare agendas, record minutes of meetings, typing and compiling reports. Render administrative support service to the Operational Manager (order, control and distribution of stock and complete the ordering forms and trip authorities for GG vehicles, complete maintenance requisitions.). Facilitate the appointment system. Provide efficient managing, collecting and capturing of electronic data.

ENQUIRIES APPLICATIONS : Ms H Andrew Tel No: (022) 482-2729
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 13 May 2022

POST 14/148 : **STERILISATION OPERATOR PRODUCTION**
Central Karoo District

SALARY : R124 434 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) Grade 9(std. 7). Experience: Appropriate experience and knowledge of CSSD. Inherent requirements of the job: Will be required to do call outs afterhours, weekends and public holidays. Valid Code (B/EB) drivers' licence. Competencies (knowledge/skills): Knowledge and insight of relevant policies and procedures related to sterilization process. Good interpersonal skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Effective application of sterilisation processes and techniques and promote/adhere to infection prevention and control measure as well as health and safety regulations. Monitor, control and maintain stock and equipment levels. Clean and collect soiled equipment and instruments and issue sterile stock according to departmental needs. Ensure effective management of the CSSD. Operate autoclaves and use consumables in a cost-effective manner. Support supervisor.

ENQUIRIES : Mr TW Ntombana Tel No: (023) 414-8200
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 13 May 2022

POST 14/149 : **OPERATOR (PNEUMATIC TUBE STATION)**

SALARY : R124 434 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience appropriate experience in a pneumatic tube station environment. Inherent requirement of the job: Willingness to work shifts and ability to report for duty at 6:30 (weekends included). Competencies (knowledge/skills): Knowledge of the Tube distribution service. Ability to communicate (verbal & script) in at least two of the three official languages of the Western Cape. The successful incumbent must be willing to work under pressure and irregular hours as required.

DUTIES : Responsible for the operational function of the Pneumatic Tube System, the dispatch of tubes and telephonic queries/requests. Responsible for reporting defective specimens. Responsible for transporting specimens from various wards to various laboratories. Responsible for receipt/dispatch of specimens, postal forms, medical reports and other related documents.

ENQUIRIES : Mr JJ Roberts Tel No: (021) 938-4121
APPLICATIONS : The Chief Director: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms Z Mtshisazwe
NOTE : No payment of any kind is required when applying for this post. Short listed candidates may be subject to competency testing.
CLOSING DATE : 13 May 2022

POST 14/150 : **PORTER**
West Coast District

SALARY : R104 073 per annum
CENTRE : Vredenburg Hospital
REQUIREMENTS : Minimum educational qualification: Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in the porter services. Inherent requirements of the job: Willingness to work shifts including night shift, weekends and on public holidays. Must be able to work standby including weekends and on public holidays. Must be of sober habits, physically fit to lift patients and heavy equipment. Physically able to be on one's feet for long periods. Must be prepared to handle bodies (corpses). Competencies (knowledge/skills): Ability to communicate in at least two of the three official

languages of the Western Cape. Good interpersonal and communication skills. Knowledge of infection prevention methods. Ability to work independently, under pressure, unsupervised and in a team context.

DUTIES : Efficient and safe handling and transportation of patients. Assist with the loading of patients in/out of ambulances/vehicles. Render assistance to nursing staff with the transfer of patients to beds/trolleys and vice versa. Effectively and efficiently manage Mortuary Services, including transportation of corpses from wards to the mortuary and entering details in mortuary register. Efficiently and effectively control equipment and reporting any defects to trolleys/wheelchairs to supervisor. An effectively supported HR function.

ENQUIRIES : Ms JJ de Nobrega Tel No: (022) 709-5099

APPLICATIONS : The Manager: Medical Services, Vredenburg Hospital: Private Bag X3, Vredenburg, 7380.

FOR ATTENTION : Ms DI Links

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

CLOSING DATE : 13 May 2022

POST 14/151 : **LAUNDRY AID**
Central Karoo Health District

SALARY : R104 073 per annum

CENTRE : Prince Albert Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a linen bank in a hospital/health facility environment. Inherent requirements of the job: Valid Code B/EB driver's license. Ability to work with laundry machinery and equipment. Willingness to work overtime, weekends and public holidays when operationally required. Willingness to be trained and relief personnel in other departments as the need arises (CSSD, Workshop, Housekeeping, Kitchen) etc. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Computer Literacy will be an advantage. Ability to read, speak and communicate (verbal and written) in two of the three official languages of the Western Cape. Experience in a laundry environment will be an added advantage.

DUTIES : Daily sorting, wash, dry, prepare, fold and iron of linen. Load/unload soiled or clean linen. Empty soiled linen bags for sorting and counting and the sealing and stacking of clean linen bags for dispatching. Assist with the mixing of chemicals and the washing of linen. Do linen counts and statistics within the laundry unit. Pushing heavy linen trolleys to and from the linen bank and wards/departments in the hospital. Follow and maintain general hygiene and safety directives in the linen bank. Maintain safety measures for apparatus and equipment and report broken apparatus and equipment. Assist with the informal in-service training of new employees. Stock control in the laundry unit as well as in the hospital.

ENQUIRIES : Ms C Frolick Tel No: (023) 541-1300

APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar

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

CLOSING DATE : 13 May 2022

POST 14/152 : **GENERAL WORKER STORES**
Chief Directorate: Rural Health Services

SALARY : R104 073 per annum

CENTRE : Worcester Hospital

REQUIREMENTS : Minimum requirement: Basic numeric and literacy skills. Inherent requirement of the job: Physically fit to handle heavy boxes and equipment. Competencies (knowledge/skills): Good communication and interpersonal skills. Knowledge of Basic SCM rules and regulations according to stock control. High level of excellence and accuracy in work.

DUTIES : Keep Bin Cards Up to date. Cleaning of shelves and general stores area as well as yard around stores. Distribution and delivery of stock to all departments of Worcester Hospital. Maintain stock levels on shelves. Responsible for the safekeeping of all stock in the stores and on shelves according to SCM prescripts and regulations. Assist Store Clerk with picking and unpacking of

store stock. Assist with unloading of delivery vehicles when necessary. Provide effective support to supervisor and colleagues.

ENQUIRIES
APPLICATIONS

: Mr PW Ruiters Tel No: (023) 348-1106
: The Chief Executive Officer: Worcester Hospital, Private Bag X3058,
Worcester Hospital, 6849.

FOR ATTENTION
NOTE
CLOSING DATE

: Mr RM Hill
: No payment of any kind is required when applying for this post.
: 13 May 2022