



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 15 OF 2022

DATE ISSUED 29 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.

AMENDMENT

: **PROVINCIAL ADMINISTRATION: FREE STATE: DEPARTMENT OF HEALTH:** Kindly note that the following post were advertised in Public Service Vacancy Circular 14 dated 22 April 2022, The Requirements, Knowledge and skills and Duties have been amended as follows (1) Deputy Director Policies and System: Infrastructure Health Technology: Corporate Office: with Ref No: H/D/11; Diploma in Nursing or related Medical field or Electrical or Mechanical or Clinical Engineering. Valid driver's license. Computer literate. Extensive experience in clinical engineering and medical equipment policy, procedural and system modalities. [Minimum of 5 years post qualification]. **Knowledge and skills** that are as follows: PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public Service Act of 1994 and Regulations of 2001. Labour Relations

Act of 1995/Resolutions of Public Sector Bargaining Councils. Health Act and Regulations, Act 61 of 2003. **Duties will be as follows:** Policy Development and Standard Operating Procedures for maintenance of medical equipment Undertake a needs analysis to determine the policy and procedures that are required to maintain medical equipment. Undertake local and international research on the policy imperatives required for the maintenance of medical equipment and review relevant research findings. Determine the standards for the maintenance of medical equipment. Validate the gap between existing practices of medical equipment maintenance and the desired standards. Develop financial and health service delivery models to cost the gap analysis from a cost and an optimum healthcare perspective. Consult with Senior Managers in National and Provincial Health and Chief Executive Officers of Hospitals. Consult with private sector stakeholders and suppliers. Prepare policies. Prepare standard operating procedures. Prepare risk assessments and risk mitigation strategies. Update policies and standard and standard operating procedures based on changes in the institutional, technical and healthcare environment. Operationalisation of Medical Equipment Maintenance policies and Standard Operating Procedures. Develop and update a project management plan to roll out the policy and standard operating procedures for the maintenance of medical equipment. Consult with Chief Executive Officers of Hospitals and District Managers. Design training programmes for internal personnel and for the suppliers of medical equipment to the Province. Present training modules. Design monitoring and reporting system. Implement monitoring and reporting system. Prepare high level management reports on compliance for Internal Audit, Accounting Officer, Chief Executive Officers and Health Portfolio Committees. Norms, standards and system for adverse event reporting. Undertake a needs analysis to determine the norms, standards and system for adverse event reporting. Undertake local and international research on the policy imperatives required for adverse event reporting and review relevant research findings. Determine the standards and norms for adverse event case management. Validate the gap between existing practices of adverse event reporting and the desired standards. Consult with Senior Managers in National and Provincial Health and Chief Executive Officers of Hospitals. Determine final norms and standards. Design the system for adverse event reporting. Design and update a quality improvement plan. Prepare standard operating procedures. Prepare risk assessments and risk mitigation strategies. Update norms, standards and standard operating procedures based on changes in the institutional, technical and healthcare environment. Operationalisation of System for Adverse Event Reporting. Develop and update a project management plan to roll out the norms, standards and system for Adverse Event Reporting. Consult with Chief Executive Officers of Hospitals and District Managers. Design training programmes for internal personnel and for the implementation of the Adverse Event Reporting System. Present training modules. Design monitoring and reporting system. Implement monitoring and reporting system. Prepare high level management reports on compliance for Internal Audit, Accounting Officer, Chief Executive Officers and Health Portfolio Committees. Standards and Procedures for utilisation of medical equipment. Undertake a needs analysis to determine the policy and procedures that are required for use of medical equipment by in-house personnel, Service Vendors and Purchased Vendors. Undertake local and international research on the policy imperatives required compliance buy public and private sectors. Determine the standards for compliance. Validate the gap between existing practices and the desired standards. Consult with Senior Managers in National and Provincial Health and Chief Executive Officers of Hospitals. Consult with private sector stakeholders and suppliers. Prepare policies. Prepare standard operating procedures Prepare risk assessments and risk mitigation strategies. Update policies and standard and standard operating procedures based on changes in the institutional, technical and healthcare environment. Operationalisation of standard norms and procedures applicable for the use of medical equipment by the public and private sectors. Develop and update a project management plan to roll out uniform standards and procedures for the use of medical equipment in all Health Facilities in Province applicable to public and private sectors. Consult with Chief Executive Officers of Hospitals and District Managers. Design training programmes for internal personnel and for the implementation of uniform standards for the use of medical equipment. Present training modules to employees in the Department and the Private Sector. Design monitoring and reporting system. Implement monitoring and reporting system. Prepare high level management reports on compliance for Internal Audit, Accounting Officer, Chief Executive Officers and Health Portfolio Committees. Strategic Guidance on Procurement of Medical Equipment to Chief Executive Officers and Departmental Supply Chain Management. Develop and update a project management plan to roll out uniform standards and procedures for the use of medical equipment in all Health Facilities in Province applicable to public and private sectors. Consult with Chief Executive Officers of Hospitals and District Managers. Design training programmes for internal personnel and for the implementation of uniform standards for the use of medical equipment. Present training modules to employees in the Department and the Private Sector. Design monitoring and reporting system. Implement monitoring and reporting system. Prepare high level management reports on compliance for Internal Audit, Accounting Officer, Chief Executive Officers and Health Portfolio Committees. Compliance to Project Management principles and system. The closing date has been extended to 30 May 2022

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT	A	04 - 28
BASIC EDUCATION	B	29 - 30
DEFENCE	C	31 - 40
EMPLOYMENT AND LABOUR	D	41 - 52
FORESTRY FISHERIES AND THE ENVIRONMENT	E	53 - 57
HEALTH	F	58 - 59
HIGHER EDUCATION AND TRAINING	G	60 - 65
HOME AFFAIRS	H	66 - 68
INTERNATIONAL RELATIONS AND COOPERATION	I	69 - 70
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	J	71 - 73
MILITARY VETERANS	K	74 - 75
NATIONAL PROSECUTING AUTHORITY	L	76 - 91
PLANNING MONITORING AND EVALUATION	M	92 - 94
PUBLIC WORKS AND INFRASTRUCTURE	N	95 - 103
TOURISM	O	104 - 111
TRADITIONAL AFFAIRS	P	112 - 113
TRANSPORT	Q	114 - 117

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	R	118 - 120
GAUTENG	S	121 - 165
KWAZULU NATAL	T	166 - 168
LIMPOPO	U	169
MPUMALANGA	V	170 - 185
NORTHERN CAPE	W	186 - 189
NORTH WEST	X	190 - 192
WESTERN CAPE	Y	193 - 219

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	16 May 2022 at 16:00
<u>NOTE</u>	:	DALRRD requests applicants to apply manually by submitting applications on the new Z83 form obtainable from any Public Service department or on the DPISA 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 where 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. 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.

OTHER POSTS

<u>POST 15/01</u>	:	<u>DEPUTY DIRECTOR: FOOD SAFETY AND QUALITY ASSURANCE REF NO: 3/2/1/2022/078</u> Directorate: Food Safety and Quality Assurance
<u>SALARY</u>	:	R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Applicants must be in a possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in Agricultural Sciences. 3 years' management experience in food safety and quality management sphere. Job related knowledge: Agricultural Product Standards Act, Liquor Products Act. Knowledge of policy development. Knowledge of food safety systems (e.g. Hazard Analysis Critical Control Points (HACCP), International Organisation for Standardisation 9000), Public Service Act, Public Service Regulations. Knowledge and understanding of food safety monitoring systems / mechanisms. Job related skills: Policy development and analysis skills. Monitoring and research skills. Negotiation skills. Excellent communication skills (verbal, presentation and report writing). Knowledge of project planning and management skills, Inspection and auditing knowledge / skills, Problem solving and analysis skills, Facilitation and coordination skills, Computer skills.

DUTIES

A valid driver's licence and able to drive. Willing to work long hours and travel extensively. Overtime work will be required.

: Administration of the Legislation (Agricultural Product Standards Act and Liquor Product Act). Delegation of authority to inspectors involved with inspection of products in relation to food safety and quality assurance. Authorisation and approval of export standards and requirements on all regulated products. Constitution and recommendation of review panels and proceedings related to inspection and auditing decisions. Attend to Court cases emanating from aggrieved parties in line of inspection. Establish guidelines and procedures relating to analytical work with respect to chemical, biological and physical hazards testing on regulated products. Develop and monitor policies, guidelines and norms and standards in line with relevant legislation. Manage the development, analysis and review of policies, guidelines, norms and standards and standard operating procedures relating to agricultural and liquor products to ensure compliance with the prescripts of the Act. Review the developed legislation, policies, guidelines, norms and standards where necessary. Ensure the publication and notification of the draft legislation, Bills, Ministerial approved legislation in the Government Gazette and via the World Trade Organisation (WTO). Monitor / audit the application of the legislation, policies, guidelines, norms and standards to identify gaps and trends in the sector. Stakeholder Management (assignees and Boards appointed in terms of the Liquor Product and Agricultural Standards Act). Co-ordinate and monitor the activities of the institutions implementing food safety and quality assurance legislation. Develop mechanisms / guidelines for control of activities relating to the inspection of agricultural and liquor products. Coordinate and report on the performance of the assignees. Manage the auditing of performance of assignees. Attend Board meeting of the Wine and Spirit Board. Provide technical advice and guidance on food safety and quality assurance matters. Provide advice on the correct interpretation and application of the legislative framework to stakeholders (national and international organisations, industry, consumers, etc). Represent the Department on national and international forums with regard to the harmonization of food safety and quality assurance issues. Approve dispensations (with regards to exports, import and local sale). Coordinate and facilitate awareness raising and information sessions to the sector. Host international missions in relation to observation of the food control systems in South Africa. Formulation of South African position with respect to attendance of multilateral institutions. Provide technical advice in the negotiation of bilateral and multilateral trade agreements impacting on food safety and quality assurance. Manage and observe international trends (market access) with respect to introduced sanitary and trade related matters specifically our trading partners. Monitor developments with respect to international legislation relating to technical barriers on food safety and quality assurance. Petition the WTO if need be or comply accordingly by adjusting our policies in order to satisfy the trading partners 'requirements (measures). Manage the resources of the sub-directorate (Physical, Human and Financial). Ensure proper utilization of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilisation of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

**ENQUIRIES
APPLICATIONS**

: Mr BM Makhafola Tel No: (012) 319 7304
: 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 African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 15/02

: **REGISTRAR: PLANT BREEDERS RIGHT ACT REF NO: 3/2/1/2022/131**
Directorate: Genetic Resources

SALARY

: R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE
REQUIREMENTS**

: Gauteng (Roodeplaat)
: Applicants must be in a possession of a Grade 12 Certificate and a Master's Degree in Biological or Agricultural Science with Botany, Agronomy, Horticulture, Genetics and / or Plant Biotechnology as a major subject. 5 years' experience in the field of botany, plant taxonomy, plant breeding or

administration of legislation related to Agriculture. Job related knowledge: In-Depth knowledge of botany (plant morphology, Plant taxonomy and plant nomenclature principles). Understanding of legislation regulating registration of plant varieties, including related legislation such as the Plant Improvement Act. Understanding of the International Union for the Protection of New Varieties of Plants (UPOV) Convention. Job related skills: Analytical and innovative thinking skills, Strong coordination skills, Information management skills, Communication skills (good written and verbal skills), Presentation skills, Administration and organising skills, Problem solving skills and Interpretation of legislation skills. Computer literacy and a valid driver's licence. Willingness to work extended hours and travel nationally, regionally and internationally.

DUTIES

: Manage the administration of the Plant Breeder Rights Act (PBR). Review all applications submitted to ensure they comply with the requirements in terms of the Plant Breeders Rights Act. Facilitate timely registration of applications by taking the necessary actions to prevent unnecessary time delays. Liaise with Plant Evaluation Centers on all aspects regarding the planting of trials and evaluation of new plant varieties in terms of the Plant Breeders Rights Act. Review all Distinctness, Uniformity and Stability (DUS) reports received from the Evaluation Centers and verify relevant documentation submitted in connection with the application concerned. Register approved new plant varieties and issue plant breeder rights certificates thereof. Correspond with applicants on all matters pertaining to their applications. Liaise with Plant Breeders Rights Offices in other countries pertaining to the access to existing DUS results for granting plant breeders rights where applicable. Sign off all correspondence pertaining to the Plant Breeders Rights Act. Manage all objections and appeals lodged in terms of the Plant Breeders Rights Act. Facilitate knowledge and information management related to plant breeders' rights. Maintain the Plant Breeders Rights Register. Manage access to information pertaining to plant breeders' rights applications including access to Registers and compiling information requested in terms of Promotion of Access to Information Act (PAIA). Compile and / or edit all publications relevant to Plant Breeders Rights Act. Ensure that all publications are published in correct format in relevant medium. Issue variety descriptions to external stakeholders upon request. Ensure public understanding of the national Plant Breeders Rights system. Draft responses to stakeholder enquires, including Parliamentary questions, Non-governmental organisations, other government Departments. Effect legislative amendments and develop / review policies, guidelines and procedural manuals relevant to the Plant Breeders Rights Act. Draft policies, guidelines documents, Standard Operating Procedures, Regulations etc, and facilitate publication thereof as applicable. Facilitate submission and approval of documents to relevant structures within the Department / Government as applicable. Facilitate public participation process where applicable. Liaise with Legal Services on legal matters pertaining to the implementation of the Plant Breeders' Rights Act. Liaison with international and regional bodies, e.g. UPOV, Southern African Development Community (SADC) and provide inputs into relevant documents where applicable. Represent the Department / country in relevant national or international meetings, workshops, symposia and conferences. Coordinate inputs to inform departmental / country position on relevant matters and submit such to relevant national / regional / international bodies. Liaise with the regional / international Plant Breeders Rights Authorities on the matters pertaining to the Plant Breeders Rights system. Manage the resources of the Sub-directorate. Ensure proper utilisation of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilisation of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

ENQUIRIES
APPLICATIONS

: Dr N Netnou-Nkoana Tel No: (012) 319 6024
: 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 and Indian males and Coloured and Indian females and Persons with disabilities are encouraged to apply.

- POST 15/03** : **DEPUTY DIRECTOR: PRE- SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/117**
Directorate: Operational Management
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : North West (Mmabatho)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and A Bachelor's Degree / National Diploma in Law / Commerce / Agriculture / Economics or Development Studies. 3 – 5 years' experience in a supervisory level. Job related knowledge: Thorough knowledge and understanding of and experience in Land Reform (in particular Restitution) and / or development-related issues, Knowledge and implementation of the Public Finance Management Act and Division of Revenue Act, Basic knowledge of financial management and administration systems. Experience in research management and implementation. Job related skills: Strategic planning skills, General management skills, Operational planning skills, Proven supervisory skills, Project management skills, Excellent verbal and written communication skills, Computer literacy. A valid driver's licence. Willingness to undertake field trips entailing long distances and work irregular hours.
- DUTIES** : Manage the lodgement of claims. Screen and categorise files. Identify competing claims. Manage the validation of lodged claims. Coordinate the research of land claims. Conduct in-loco inspections of claims. Manage the verification of validated claims. Conduct homestead Identification. Conduct ordering and analysis of aerial photographs. Coordinate the engagement with elders. Manage the settlement of claims. Conduct negotiations. Manage the negotiations for the settlement of claims. Conduct negotiations with landowners and claimants. Present offers. Draft section 42D.
- ENQUIRIES** : Mr KE Sebitiele Tel No: (018) 388 7115
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 15/04** : **MANAGER: FRESH FRUIT AND FLOWERS REF NO: 3/2/1/2022/096**
Directorate: Food Safety and Quality Assurance
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and B-degree / National Diploma in Agricultural Sciences. 3 years' relevant management experience. Job related knowledge: Agriculture Product Standards Act, Liquor Products Act, Food safety systems (Hazard Analysis Critical Control Points (HACCP), International Organisation for Standardisation 9000). Production / handling / manufacturing processes. Drafting of legislation. National and international trade and agreements. International quality standardisation and liaison. Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, and food quality matters. Relevant legislation and regulations, norms and standards. Export and import programmes and their requirements. Planning and organising. Scientific methodology. Relevant industry structures. Laboratory Accreditation, proficiency testing and inter-laboratory testing. Job related skills: Ability to communicate well and interact with people at different levels. Planning and organising skills, Interpretation / compilation / editing abilities. Technical skills, Policy development and analysis, Law enforcement, Interpersonal skills, Supervision skills, Problem solving skills, Interpretation skills, Analytical skills, Negotiation skills, Foresight and initiative skills, Integrity and discretion skills, Listening skills, Computer literacy skills, Report writing skills, Legal interpretation, Decision making skills. A valid driver's licence and ability to drive. Willing to work long hours and travel extensively. Overtime work will be required.
- DUTIES** : Manage the compilation of new and review, and amendment of existing product standards / legislation / policies/ guidelines / checklists / inspection procedures and standard operating procedures with regards to the quality and safety of regulated agricultural and liquor products. Manage the development,

analysis and review of product standards / legislation. Manage the development of new and revision of existing policies, guidelines, checklists, inspection procedures and standard operating procedures. Ensure the developed standards / legislation are in line with international food safety and quality requirements. Facilitate the timely publication of notice to invite comments on newly developed and / or proposed amendments to existing legislation / standards through the relevant channels (e.g. government gazette, World Trade Organisation). Monitor the application of product standards / legislation / policies / guidelines / checklist / inspection procedures and standard operating procedures to identify gaps and trends in the sector. Facilitate the approval of newly developed and / or amendment of existing standards / legislation / policies / guidelines / checklists / inspection procedures and standard operating procedures. Manage and ensure the consistent application and interpretation of product standards / legislation. Develop policies and / or guidelines on the interpretation of the relevant Acts and its subordinate legislation and ensure implementation thereof by all stakeholders. Coordinate and guide the uniform interpretation and application of product standards / legislation by stakeholders. Provide accurate advice to the Executive Officer and the Administering Officer with regard to the authorisation of dispensations for exports, imports and local sale. Ensure and oversee import and export quality and food safety risk assessment and certification of liquor products in accordance with international obligations, bilateral and multilateral agreements and norms and standards of the Liquor Product Act. Oversee sensorial evaluation of liquor products to ensure compliance with minimum quality and food safety requirements of the relevant legislation and export country standards. Monitor and review the quality of liquor product analytical results and comparative data in the Wine Online certification system. Oversee the handling of technical correspondence regarding labelling and compositional requirements of local, imported and exported liquor products. Monitor the food safety and quality risk assessment of import and export liquor products. Develop interventions to identified shortcomings identified through audits and quarterly reports provided on inspection activities and activities of assignees. Manage the issuing of food business operator codes / factory codes / abattoir codes, compilation and maintenance of databases and registration of labels for export and import. Oversee the registration, updating and maintenance of food business operator codes, A- and B- code numbers, factory codes, abattoir codes and labels for export purposes. Ensure the development, updating and maintenance of databases in relation to food safety aspects (pesticides and mycotoxins), abattoir facilities, labels registered for export and import purposes, etc. Compile accurate briefing notes / responses to enquiries. Manage, update and monitor Wine Online export certification system and coordinate system development to ensure effective knowledge management and compliance with national and international standards of the various exporting countries. Coordinate and manage the provision of technical advice, guidance, support and information to stakeholders. Obtain, evaluate, update and disseminate the relevant information to keep South Africa industries and other stakeholders informed of new trends / technical requirements / sanitary measures. Contribute to the formulation of South Africa's position in international meetings with regard to the harmonisation of food safety and quality assurance issues. Provide inputs during the negotiation of bilateral agreements (e.g. European Union (EU) / Remote Sensing (RS) Wines and Spirit agreement, Geographical Indications (GI) Protocol on agricultural products) and the World Wine Trade Group (WWTG) to reduce technical barriers to trade. Provide technical inputs on sanitary and technical barriers to trade issues in relation to regulated agricultural product in terms of South Africa's membership to international standards setting bodies. Participate in / chair local meetings, workshops, seminars relevant to food safety, quality and sanitary matters. Coordinate the investigation of Rapid Alert System for Food and Feed (RASFF) notifications received, propose remedial actions to be taken and provide feedback to the importing country accordingly. Manage the EU quota allocation for wine and other agricultural products in terms of the requirements of the Trade, Development and Cooperation Agreement (TDCA) Agreement and GI Protocol in liaison with Directorate Marketing and relevant stakeholders. Provide response to questionnaires relating to the National Food Control System (laws, Inspections, laboratories etc.) for specific agricultural products where there is an application by South Africa's industry to access

certain markets. Coordinate activities in collaboration with relevant stakeholders during audits of the South Africa's Regulatory Control system pertaining to export of specific agricultural products by official visitors from the importing countries. Supervision of staff. Allocate and ensure quality of work. Training and development. Monitor, assess and evaluate performance. Apply discipline.

- ENQUIRIES** : Mr BM Makhafola Tel No: (012) 319 7304
- 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 African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 15/05** : **MANAGER: AGRONOMY AND VEGETABLES REF NO: 3/2/1/2022/133**
Directorate: Food Safety and Quality Assurance
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and B-degree / National Diploma in Agricultural Sciences. 3 years' relevant management experience. Job related knowledge: Agriculture Product Standards Act, Liquor Products Act, Food safety systems (Hazard Analysis Critical Control Points (HACCP), International Organisation for Standardisation 9000). Production / handling / manufacturing processes. Drafting of legislation. National and international trade and agreements. International quality standardisation and liaison. Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, and food quality matters. Relevant legislation and regulations, norms and standards. Export and import programmes and their requirements. Planning and organising. Scientific methodology. Relevant industry structures. Laboratory Accreditation, proficiency testing and inter-laboratory testing. Job related skills: Ability to communicate well and interact with people at different levels. Planning and organising skills, Interpretation / compilation / editing abilities. Technical skills, Policy development and analysis, Law enforcement, Interpersonal skills, Supervision skills, Problem solving skills, Interpretation skills, Analytical skills, Negotiation skills, Foresight and initiative skills, Integrity and discretion skills, Listening skills, Computer literacy skills, Report writing skills, Legal interpretation, Decision making skills. A valid driver's licence and ability to drive. Willing to work long hours and travel extensively. Overtime work will be required.
- DUTIES** : Manage the compilation of new and review, and amendment of existing product standards / legislation / policies/ guidelines / checklists / inspection procedures and standard operating procedures with regards to the quality and safety of regulated agricultural and liquor products. Manage the development, analysis and review of product standards / legislation. Manage the development of new and revision of existing policies, guidelines, checklists, inspection procedures and standard operating procedures. Ensure the developed standards / legislation are in line with international food safety and quality requirements. Facilitate the timely publication of notice to invite comments on newly developed and / or proposed amendments to existing legislation / standards through the relevant channels (e.g. government gazette, World Trade Organisation). Monitor the application of product standards / legislation / policies / guidelines / checklist / inspection procedures and standard operating procedures to identify gaps and trends in the sector. Facilitate the approval of newly developed and / or amendment of existing standards / legislation / policies / guidelines / checklists / inspection procedures and standard operating procedures. Manage and ensure the consistent application and interpretation of product standards / legislation. Develop policies and / or guidelines on the interpretation of the relevant Acts and its subordinate legislation and ensure implementation thereof by all stakeholders. Coordinate and guide the uniform interpretation and application of product standards / legislation by stakeholders. Provide accurate advice to the Executive Officer and the Administering Officer with regard to the authorisation of dispensations for exports, imports and local sale. Ensure and oversee import and export quality and food safety risk assessment and certification of liquor products in accordance with international obligations,

bilateral and multilateral agreements and norms and standards of the Liquor Product Act. Oversee sensorial evaluation of liquor products to ensure compliance with minimum quality and food safety requirements of the relevant legislation and export country standards. Monitor and review the quality of liquor product analytical results and comparative data in the Wine Online certification system. Oversee the handling of technical correspondence regarding labelling and compositional requirements of local, imported and exported liquor products. Monitor the food safety and quality risk assessment of import and export liquor products. Develop interventions to identified shortcomings identified through audits and quarterly reports provided on inspection activities and activities of assignees. Manage the issuing of food business operator codes / factory codes / abattoir codes, compilation and maintenance of databases and registration of labels for export and import. Oversee the registration, updating and maintenance of food business operator codes, A- and B- code numbers, factory codes, abattoir codes and labels for export purposes. Ensure the development, updating and maintenance of databases in relation to food safety aspects (pesticides and mycotoxins), abattoir facilities, labels registered for export and import purposes, etc. Compile accurate briefing notes / responses to enquiries. Manage, update and monitor Wine Online export certification system and coordinate system development to ensure effective knowledge management and compliance with national and international standards of the various exporting countries. Coordinate and manage the provision of technical advice, guidance, support and information to stakeholders. Obtain, evaluate, update and disseminate the relevant information to keep South Africa industries and other stakeholders informed of new trends / technical requirements / sanitary measures. Contribute to the formulation of South Africa's position in international meetings with regard to the harmonisation of food safety and quality assurance issues. Provide inputs during the negotiation of bilateral agreements (e.g. European Union (EU) / Remote Sensing (RS) Wines and Spirit agreement, Geographical Indications (GI) Protocol on agricultural products) and the World Wine Trade Group (WWTG) to reduce technical barriers to trade. Provide technical inputs on sanitary and technical barriers to trade issues in relation to regulated agricultural product in terms of South Africa's membership to international standards setting bodies. Participate in / chair local meetings, workshops, seminars relevant to food safety, quality and sanitary matters. Coordinate the investigation of Rapid Alert System for Food and Feed (RASFF) notifications received, propose remedial actions to be taken and provide feedback to the importing country accordingly. Manage the EU quota allocation for wine and other agricultural products in terms of the requirements of the Trade, Development and Cooperation Agreement (TDCA) Agreement and GI Protocol in liaison with Directorate Marketing and relevant stakeholders. Provide response to questionnaires relating to the National Food Control System (laws, Inspections, laboratories etc.) for specific agricultural products where there is an application by South Africa's industry to access certain markets. Coordinate activities in collaboration with relevant stakeholders during audits of the South Africa's Regulatory Control system pertaining to export of specific agricultural products by official visitors from the importing countries. Supervision of staff. Allocate and ensure quality of work. Training and development. Monitor, assess and evaluate performance. Apply discipline.

- ENQUIRIES** : Mr BM Makhafola Tel No: (012) 319 7304
- 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 African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 15/06** : **DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: 3/2/1/2022/139**
Directorate: Intergovernmental Relations
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in Public Relations / Public Administration /

Political Science / Development Studies. 3 – 5 years' experience in a supervisory level. Experience in inter-sector and inter-sphere coordination at all levels. Experience in planning, organising, facilitating meetings and workshops. Experience in managing government stakeholders (internal and external). Experience in working across the three spheres of government. Understanding of the District Development Model (DDM) approach and processes. Job related knowledge: Understanding of the planning cycle of government. Understanding of the spheres of government and its powers and functions and intergovernmental relations. Customer service principles (Batho Pele Principles). Good interpersonal relations. Good quality control of document. Inter-sphere and inter-sector coordination. Understanding of the DDM. Knowledge of legislation governing intergovernmental relations. Job related skills: Computer literacy skills, Client orientation and customer focus skills, Organising skills, Planning and coordination skills, Report writing skills, Minute-taking skills, Communication skills, Presentation skills and Sense of responsibility and loyalty. Ability to work under pressure and stay focused. Ability to work with difficult people and to resolve conflicts. A valid driver's licence. Willingness to work overtime and must be self-driven and goal orientated. Ability to work independently and work in a team.

- DUTIES** : Facilitate inter-sector and inter-sphere coordination and integration by the Department. Provide support in the operationalisation of the intergovernmental relations (IGR) strategy across the line functions. Coordinate the development, revision and implementation of Protocols / memorandum of understanding (MoU's) with relevant government Departments in line with the departmental mandate. Monitor the implementation of the approved MOUs / protocols by the Department. Support, monitor and report on co-ordinated and integrated planning and implementation of departmental programmes across the three spheres of government. Act as a link between the Department and the three spheres of government and sector Departments. Provide support and guidance to the Department on intergovernmental relations and the implementation of the District Development Model (DDM) in line with the departmental mandate. Develop guidelines for the implementation of the departmental intergovernmental relations strategy. Support the development of integrated plans, implementation and reporting in the Department in line with the IGR strategy and DDM. Represent the Department in the inter-sphere and inter-sectoral collaboration teams and structures. Mobilise stakeholders across the spheres and sectors to provide support in the implementation of the departmental programmes. Provide support to the Minister, Deputy Minister, Director-General and the Department in the implementation of intersperse programmes regarding the IGR function. Manage the national intergovernmental relations fora (Mintech and Ministers and Members of Executive Councils Meeting (MINMEC)). Provide secretariat services to Mintech and MinMEC. Facilitate the development of the MinMEC Programme of Action. Liaise with national, Provincial and local government towards the implementation of the MinMEC Programme of Action. Create and manage the database of relevant inter-sphere and inter-sector stakeholders in line with the departmental mandate. Liaise with other Department's IGR fora at national level. Provide support to the Provincial and District Intergovernmental fora towards the implementation of the departmental mandate. Capacitate and support the departmental provincial and district officials in the implementation of the IGR guidelines. Facilitate alignment of the departmental programmes with provincial and district IGR fora. Mobilise provinces and municipalities to support departmental programmes through Provincial and District IGR fora. Participate and provide input to the relevant DDM structures.
- ENQUIRIES** : Mr Z. Silangwe Tel No: (012) 319 6868
- 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, White males and Coloured, Indian, White females and Persons with disabilities are encouraged to apply.
- POST 15/07** : **DEPUTY DIRECTOR: OPERATIONAL CLUSTER REF NO: 3/2/1/2022/140**
Directorate: Operational Cluster
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria

- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Public Administration / Monitoring and Evaluation / Development Studies. 3 – 5 years' experience in a supervisory level. Experience in programme coordination. Experience in intersectoral and intersperse coordination at all levels. Experience in programme / project analysis. Experience in planning, organising and facilitating meetings and workshops. Experience in managing programme related stakeholders (internal and external). Job related knowledge: Understanding of the outcomes-based monitoring and evaluation approach. Understanding of government planning frameworks and reporting cycles. Knowledge and understanding of Medium Term Strategic Framework. Knowledge of the National Development Plan. Understanding of the three spheres of government and its powers and functions - Intergovernmental and Stakeholders Relations. Understanding of integrated planning, implementation and reporting. Understanding of DALRRD. Event management. Understanding of the District Development Model (DDM). Job related skills: Computer literacy skills, Communication skills, Interpersonal skills, Presentation skills. Monitoring, Evaluation and Reporting skills, Analytical skills and Conflict management skills. A valid driver's licence. Ability to meet deadlines and work under pressure. Willingness to work long and irregular hours. Demonstrate initiative and persistence. Ability to communicate at all levels. The ability to work and lead a team.
- DUTIES** : Support the process of facilitating the bottom up integrated planning toward the development of the Programme of Action (POA) in line with the Ministers performance agreement. Support the process of developing the POA. Assist in identifying and mobilising stakeholders to contribute towards implementation. Manage database of identified stakeholders to contribute to the implementation of the POA. Analyse operational plans of stakeholders to identify potential contributions. Produce the draft POA. Support and coordinate the contribution towards the development and implementation of the plans in line with the DDM. Support the process of reviewing the POA annually. Facilitate and coordinate the contribution of the three spheres of government and the sector departments towards the implementation of the POA. Coordinate the development and circulation of the Technical Implementation Forum (TIF) schedule of meetings. Provide lead secretariat service during TIF and priority task team meetings. Submit final action issues and minutes for approval (TIF and Task Team). Consolidate progress report on action issues and present them in meeting. Provide guidance / support to Provinces in convening Provincial Technical Implementation meetings. Provide support in managing and coordinating task teams of the programme of action per output developed. Convene task team meetings. Consolidate progress reports presented, follow up and monitor records. Support the process of submitting quarterly reports to approval structures. Analyse reports received and provide content support. Compile a draft consolidated progress report in line with the reporting template. Compile and update performance trend report on the information reported. Identify and escalate issues that required intervention. Submit draft cabinet memo / narrative in line with reports received. Oversee the submission of Directorate monthly plans and reports (Financial and non-financial).
- ENQUIRIES** : Mr C Magagula Tel No: (012) 312 9394
- 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, White males and African, Coloured, Indian, White females and Persons with disabilities are encouraged to apply.
- POST 15/08** : **DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 3/2/1/2022/150 (X3 POSTS)**
Directorate: Forensic Investigations
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and an appropriate Degree or National Diploma in Forensic Investigations / Law / Auditing / Forensic Accounting / Police Administration / Criminal Justice and / or related field. 5 years credible and applicable experience in the Forensic Investigation

field and Project management experience. Membership of Association of Certified Fraud Examiners (ACFE) or Institution of Commercial Forensic Practitioners (ICFP) is recommended. Job related knowledge: Project management best practice. The ACFE / ICFP Professional Standards. Forensic investigations methodologies and procedures. Job related skills: Communication skills (written and verbal), interviewing skills, analytical and problem-solving ability and interpersonal skills, project management skills, computer skills and investigation skills. A valid driver's licence.

DUTIES

: Participate in the compilation of the Forensic Investigations Directorate's strategic and operational plans. Participate in the compilation of the Forensic Investigations Directorate's operational plan by April each year. Compile the Forensic Investigations Directorate's operational and process risk registers by April each year. Implement the Forensic Investigations Directorate's operational plan and risk register action plans allocated to this position on a continuous basis and report progress to the Director: Forensic Investigations on a monthly basis. Participate in the compilation of the Forensic Investigations Directorate's annual internal case management registers by April each year. Manage the planning of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation projects plans. Manage the compilations on the electronic audit software of Planning Phase Deliverables of the Forensic Investigations Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Director: Forensic investigations on a weekly basis. Manage the investigation of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation project plans. Manage the compilation on the electronic audit software of the Investigation Phase Deliverables of the Forensic Investigations Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Director: Forensic Investigations on a weekly basis. Manage the reporting of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved Investigation project plans memoranda. Manage the compilation of the electronic audit software of the Reporting Phase Deliverables of the Forensic Investigations Directorate's projects allocated to this position in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Director: Forensic Investigations on a weekly basis. Manage the Closure of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects plans and Follow-up on implementation by line management of recommendations of Forensic Investigations' reports of the annual and previous case management register projects. Manage the compilation on the electronic audit software of the Closure Phase Deliverables of the Forensic Investigations Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Director: Forensic investigations on a weekly basis. Analyse the line management's status of implementation of recommendations of the Forensic Investigations Directorate's reports allocated to this position and clarify the statuses with line managers on a quarterly basis. Manage the Forensic Investigations Sub-Directorate's resources allocated to this position. Manage human, logistical and financial resources allocated to this position on an- ongoing basis in line with Departmental prescripts.

ENQUIRIES
APPLICATIONS

: Mr M Rammutla Tel No: (012) 312 8168
: 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 and Indian males and Coloured and White females and Persons with disabilities are encouraged to apply.

<u>POST 15/09</u>	:	<u>DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AUDIT REF NO: 3/2/1/2022/151 (X3 POSTS)</u> Directorate: Information Technology Audit
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Auditing / Information Technology. 3 years' experience in Information Technology Auditing at a supervisory level. Membership of the Institute of Internal Auditors is recommended. Job related knowledge: Project Management best practice. The Standards of the Institute of Internal Auditors. Risk based Internal Audit methodologies and procedures and software. Job related skills: Communication skills (written and verbal). Interviewing skills. Analytical and problem-solving ability. Interpersonal skills. Project management skills. Computer skills. Business process analysis skills. Risk and control assessment skills. A valid driver's licence.
<u>DUTIES</u>	:	Participate in the compilation of the Information Technology Audit Directorate's strategic and operational plans in line with the Chief Directorate's quality standards, methodologies, policies and procedures on an annual basis. Participate in the compilation of the Information Technology Audit Directorate's operational plan by April each year. Compile the Information Technology Audit Directorate's operational and process risk registers by April each year. Implement the Information Technology Audit Directorate's operational plan and risk register action plans allocated to this position on a continuous basis and report progress to the Director: Information Technology Audit on a monthly basis. Participate in the compilation of the Information Technology Audit Directorate's portion of the Strategic 3 year Rolling and Annual Internal Audit Plans by April each year. Execute / Manage the planning of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / Manage the compilation on the electronic audit software of the Planning Phase Deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on the continuous basis, and reports progress to the Director: Information Technology Audit on a weekly basis. Execute / Manage the Execution of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / Manage the compilation of the electronic audit software of the Execution Phase Deliverables of the Information Technology Audit Directorate's specialised project allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report progress to the Director: Information Technology Audit on a weekly basis. Execute / Manage the Reporting of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / Manage the compilation on the electronic audit software of the Reporting Phase Deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report progress to the Director: Information Technology Audit on a weekly basis. Execute / Manage the Closure of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda and follow-up on implementation of management action plan on Internal Audit Report of the specialised annual report previous audit plan projects. Execute / Manage the compilation on the electronic audit software of the Closure Phase Deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report progress to the Director: Information Technology Audit on a weekly basis. Analyse the line managements status of implementation of action plans of the Information Technology Audit Directorate's specialised internal audit reports allocated to this position and clarify the statuses with line managers on a quarterly basis. Manage the Information Technology Directorate's resources allocated to this position.

		Manage human, logistical and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.
<u>ENQUIRIES</u>	:	Mr M Rammutla Tel No: (012) 312 8168
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 15/10</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL AUDIT REF NO: 3/2/1/2022/152</u> Directorate: Performance and Financial Audit
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Auditing / Accounting. 3 years' experience in financial auditing at a supervisory level. Membership of the Institute of Internal Auditors is recommended. Job related knowledge: Project management best practice. The Standards of the Institute of Internal Auditors. Risk based internal audit methodologies and procedures and software. Job related skills: Communication skills (written and verbal). Interviewing skills. Analytical and problem-solving ability. Interpersonal skills. Project management skills. Computer skills. Business process analysis skills. Risk and control assessment skills. A valid driver's licence.
<u>DUTIES</u>	:	Participate in the compilation of the Performance and Financial Audit Directorate's strategic and operational plans in line with the Chief Directorate's quality standards, methodologies, policies and procedures on an annual basis. Participate in the compilation of the Performance and Financial Audit Directorate's operational plan by April each year. Compile the Performance and Financial Audit Directorate's operational plan and process risk registers by April each year. Implement the Performance and Financial Audit Directorate's operational plan and risk register action plans allocated to this position on a continuous basis and report progress to the Director: Performance and Financial Audit on a monthly basis. Participate in the compilation of the Performance and Financial Audit Directorate's portion of the Strategic 3 year Rolling and Annual Internal Audit Plans by April each year. Manage the Planning of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Manage the compilation on the electronic audit software of the Planning Phase Deliverables of the Performance and Financial Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and reports progress to the Director: Performance and Financial Audit on a weekly basis. Manage the Execution of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Manage the compilation of the electronic audit software of the Execution Phase Deliverables of the Performance and Financial Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report progress to the Director: Performance and Financial Audit on a weekly basis. Manage the Reporting of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Manage the compilation of the electronic audit software of the Reporting Phase Deliverables of the Performance and Financial Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report progress to the Director: Performance and Financial Audit on a weekly basis. Manage the Closure of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda and follow-up on implementation of management action plan on Internal Audit reports of the annual and previous audit plan projects. Manage the compilation on the electronic audit software of the Closure Phase Deliverables of the Performance and Financial Audit Directorate's projects allocated to this position, in line with Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report

progress to the Director: Performance and Financial Audit on a weekly basis. Analyse the line managements status of implementation of action plans of the Performance and Financial Audit Directorate's internal audit reports allocated to this position and clarify the statuses with line managers on a quarterly basis. Manage the Financial Audit Sub-directorate's resources allocated to this position. Manage human, logistical and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.

- ENQUIRIES** : Mr M Rammutla Tel No: (012) 312 8168
- 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** : Coloured, Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
- POST 15/11** : **SCIENTIST PRODUCTION (GRADE A – C) REF NO: 3/2/1/2022/130**
Directorate: Genetic Resources
- SALARY** : R628 014 – R953 715 per annum, (The salary will be determined in accordance with the OSD)
- CENTRE** : Gauteng (Roodeplaar)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a BSc (Honours) or M Tech with Botany, Agronomy, Horticulture. Genetics and / or Plant Biotechnology as a major subject. Registered with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. 3 years' post qualification in the field of botany, plant taxonomy, plant breeding or administration of legislation related to Agriculture. Job related knowledge: Plant Breeders' Rights Act, Plant Improvement Act, International Union for the Protection of New Varieties of Plants (UPOV) Convention, Plant morphology, Statistics, Crop specific knowledge, Planning and organising, Training and Finances. Job related skills: Planning skills, Problem solving skills, Research skills, Computer skills, Communication skills (verbal and written), A valid driver's licence (code EB), Plant variety evaluations and Organising. Required to work under harsh environmental conditions and Travelling national and internationally.
- DUTIES** : Develop and implement relevant systems and procedures. Verify applications and technical questionnaires submitted by applicants in terms of the Plant Breeders' Rights Act and Plant Improvement Act. Establishment of trials in collaboration with the Directorate's farm Manager, applicant or their appointed agent as applicable. Identify location of all candidate and comparative varieties / liaise with farm manager on field identification. Engage with clients on matters related to their applications and do site visits. Perform technical scientific analysis. Collect data on candidate and standard varieties in accordance to prescribed guidelines. Observation and evaluation of candidate varieties in accordance to the International Union for the Protection of New Varieties of Plants (UPOV) or National Test guidelines as applicable. Variety characterization and documentation. Data analysis on candidate and standard varieties. Compile variety descriptions and Distinctness, Uniformity and Stability (DUS) reports for candidate varieties. Confirm that candidate varieties comply to prescribed DUS requirements in terms of the relevant legislation. Data processing and entering of data into database. Provide technical support and advice. Collect and provide technical / scientific data, information and advice to registrars and Plant Improvement Organisation. Provide technical support and advice to all applicants in relation to Technical Questionnaires submitted in terms of the Plant Breeders' Rights Act and the Plant Improvement Act. Research and development. Draft and / or provide input to UPOV and / or national test guideline. Review and study scientific publication, including internet searches, relevant to received Plant Breeder's Right / Variety Listing applications. Participate at national, regional and international forum. Liaise with relevant scientific bodies on technical / science related matters and exchange of knowledge thereof. Ensure management of reference collections. Ensure proper management of filling system and crop and seed registers. Conduct or participate in research pertaining to variety characters or ring test as applicable.
- ENQUIRIES** : Dr N Netnou-Nkoana Tel No: (012) 319 6024
- 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 and Indian males and Coloured and Indian females and Persons with disabilities are encouraged to apply.
- POST 15/12** : **SCIENTIST PRODUCTION (GRADE A – C) REF NO: 3/2/1/2022/132 (X4 POSTS)**
Directorate: Agriculture Inputs Control
- SALARY** : R628 014 – R953 715 per annum, (The salary will be determined in accordance with the OSD)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and Appropriate recognized 4 year B.Sc. (Honours) Agriculture in any of the following: Animal Science with Animal Nutrition as a major subject(s). Soil Science with Soil Nutrition as a major subject. Crop Science / Horticulture / Agronomy / Crop protection with weed science / Entomology / Plant Pathology as major subject. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a professional Scientist. 3 years' post qualification regulatory experience. Job related knowledge: Expertise and experience in the interpretation of Fertiliser, Farm Feeds, Agriculture Remedies and Stock Remedies Act no 36 of 1947 together with its regulations and guideline. Job related skills: Knowledge of and experience in: Programme and project management skills, Scientific methodologies and models skills, Ability to research and develop independently skills, Computer applications skills (Microsoft Office Software – Word, Excel and Power Point). Legal compliance skills, Data analysis (high level analytical skills), Presentation skills. Technical report writing skills (ability to prepare and present complex reports). Customer services skills and Communication skills (verbal and written). A valid driver's licence. Ability to work under pressure and work extended hours / overtime may be required.
- DUTIES** : Develop and implement methodologies, policy systems and procedures. Identify and consolidate needs for methodologies, policies, systems and procedures by developing administrative and compliance regulations and standard operating procedure (SOP). Identify gaps and develop appropriate interventions by developing guidelines and conducting training workshops. Perform scientific functions that require interpretation in the absence of an established framework by writing technical reports. Provide scientific support and advice through client advisory meetings and via emails. Develop working relations with client base during liaison meetings with clients. Create public awareness of the science system through liaison with stakeholders. Provide scientific data, information and advice as requested by responding to technical enquiries. To perform scientific analysis and regulatory functions. Conduct analysis of scientific data during the evaluation of applications to register animal feeds, fertiliser and pesticides. Gather and interpret data, evaluate results and disseminate information by publishing information packages. Formulate proposals and compile reports by writing technical submissions when required. Develop and customise scientific models and techniques by contributing to the technical aspects of regulations. Compile technical reports. Research and development. Continuous professional development to keep up with new technologies and procedures by attending workshops and conferences. Research literature studies to improve expertise by reading technical publications. Liaise with relevant bodies / councils, industries, government Departments and other stakeholders on science and regulatory related matters. Human capital development. Mentor, train and develop candidate scientists and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice. Customer service management. Continuous professional development to keep up with new technologies and procedures by attending technical workshops and conferences. Research / literature studies to improve expertise by reading technical publications. Liaise with relevant bodies / councils, industries, government Departments and other stakeholders on science and regulatory related matters.
- ENQUIRIES APPLICATIONS** : Mr MJ Mudzunga Tel No: (012) 319 7303
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** : Coloured, Indian and White males and Coloured and Indian females and Persons with disabilities are encouraged to apply.

<u>POST 15/13</u>	:	<u>LAND USE ADVISOR REF NO: 3/2/1/2022/074 (X2 POSTS)</u> Directorate: Land and Soil Management
<u>SALARY</u>	:	R477 090 per annum (Level 10)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate and a BSc in Agriculture. 3 years' relevant technical 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.
<u>DUTIES</u>	:	Develop, review and implement policy and the legislative framework. Promote sustainable management of agricultural land use. Develop norms and standards. Formulation of norms and standards guidelines. Ensure that regulations related to the demarcation and use of agricultural land is published in the gazette. Conduct site assessment (analyses and interpretation of scientific data). Assess applications against the applicable norms and standards. Provide recommendations on applications to the delegated authority. Validate the status quo of the agricultural land (Land capability and grazing capacity, existing approvals): Determine the soil profile and rangeland suitability and activities in the surrounding area and water availability. Handle the application and participate in tribunal. Coordinate scientific oversight of the sub-division of the agricultural land. Advise on Environmental Impact Assessment application and scoping. Provide advice on the administration of Subdivision of Agricultural Land Act (SALA) and process applications for agricultural land use. Analyse and interpret the application. Advise on Environmental Impact Assessment application and scoping. Provide departmental position during the tribunal hearings in terms of other legislation. Present recommendation to the committee. Provide advice and recommendations to the Directorate: Legal Services on land use matters. Consult and provide scientific and technical advice to appointed Councils State Attorneys. Provide departmental position during the tribunal hearings in terms of other legislation. Comment on matters relating to other legislation. Monitor and evaluate the implementation of land use legislation. Liaise with relevant stakeholder. Develop, implement, evaluate and adapt Standard Operating Procedures, Service Level Agreements (SLA's) and Memorandums of Understanding (MoU's) with internal and external role players. Ensure that Spatial Development Frameworks (SDF's), Integrated Development Plans (IDP's), Land Use Management Schemes (LUMS), Environmental Impact Assessments (EIA's), Environmental Management Plans (EMP's) and other legislative and administrative frameworks are aligned with policy principles and the objects of the Act. Monitor internal and external compliance with aforementioned and recommend measures to improve service delivery. Address disagreements, complaints and enquiries from other organs of state as well as other affected parties. Represent the Department during the tribunal hearings in terms of other legislation. Conduct SALA awareness. Comment on matters relating to other legislation. Collaborate with other National and Provincial Department's as well as municipalities. Staff supervision. Allocation and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilization of equipment. Assess staff performance and apply discipline. Ms M Marubini Tel No: (012) 319 7619
<u>ENQUIRIES</u>	:	Ms M Marubini Tel No: (012) 319 7619
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 15/14</u>	:	<u>PROJECT COORDINATOR: PRE- SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/112</u> Directorate: Operational Management
<u>SALARY</u>	:	R477 090 per annum (Level 10)

<u>CENTRE REQUIREMENTS</u>	:	Western Cape (Cape Town)
	:	Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Commerce / Agriculture / Development Studies / Social Science / Law / Economics. 3 – 5 years' experience in Restitution or Land Restitution environment. Job related knowledge: Development management including strategic management, Research methods and techniques. Community facilitation. Understanding and interpret business plan. Thorough knowledge in land reform and development related issues. Job related skills: Project management skills, Negotiation skills, Contract management skills, Leadership skills, Computer literacy skills, Communication skills and Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver's licence. Willingness to travel, to spend extended periods in the field and work irregular hours.
<u>DUTIES</u>	:	Coordinate the lodgement of land claims. Categorise claims per local municipality. Engage municipalities on claims to be settled. Validate land claims. Conduct oral and archival research. Conduct site inspection process (Mapping). Identify homestead. Partaking in analysis of aerial photographs reports. Facilitate where there are overlapping land claims. Facilitate separation of tenants, beneficial of occupation and registered land rights. Verify lodged claims. Conduct in loco inspection. Produce in loco inspection report. Assist in closing of commitment register. Coordinate clearance of suspense account. Manage payment of beneficiaries. Negotiate the settlement of claims. Conduct options exercise with claimants. Identify claims for historical and current valuation by the Office of the Valuer-General. Escalate historical valuation for offers. Package chosen options report and sign off. Settle the claims. Conduct verification process. Conduct analysis of family tree. Sign off completed name verification report. Draft Section 42D.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Smit Tel No: (021) 409 0300
	:	Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
<u>NOTE</u>	:	Indian and White Males and African, Coloured, Indian and White Females and people with disabilities are encouraged to apply.
<u>POST 15/15</u>	:	<u>PROJECT COORDINATOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2022/141</u> Directorate: District Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum (Level 10)
	:	Western Cape (Cape Town / Metro and West Coast District)
	:	Applicants must be in possession of a Grade 12 Certificate and a 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 programmes, legislation and procedures. Job related skills: Communication skills, People management skills, Negotiation skills, Performance management skills, Conflict resolution skills, Facilitation skills, Capacity building skills, Financial management skills, Map reading skills, analysis and interpretation skills. A valid driver's licence and willing to travel and work irregular hours.
<u>DUTIES</u>	:	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 build partnerships. Facilitate development of business plans for funding. Develop a monitoring tool and strategy for cooperatives. Set up internal / cooperative 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 Cooperatives Act, among others by holding Annual General Meeting, 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 cooperatives 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** : Ms T Diamond 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 15/16** : **ASSISTANT DIRECTOR: LOGISTICS AND TRANSPORT SERVICES REF NO: 3/2/1/2022/108**
Directorate: Financial and Supply Chain Management Services
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : KwaZulu-Natal (Pietermaritzburg)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Logistics Management / Financial Management / Public Administration / Public Management / Purchasing Management. 3 years' supervisory experience in the relevant field. Job related knowledge: Knowledge of Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act. Knowledge of Basic Accounting System (BAS) and Logistic Information Systems (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 license.
- DUTIES** : Implement logistics management systems, procedure and processes. Manage user profiles. Asset classifications. Link supplier Item Control Number (ICN), unit price etc. Coordinate year-end closure for audit purpose as required. Provide management information, statistics and reports. Monitor movement of request. Ensure the integrity of LOGIS. Verify compliance before capturing on LOGIS. Ensure processing of orders. Manage inventory levels. Initiate payments for goods, services and assets. Ensure payments within 30 days. Validate and reconcile payment for goods and services and assets. Manage creditors' reconciliation. Manage stores and warehousing. Ensure effective system aimed at improving service turnaround times (0 to 9). Ensure optimum utilisation of stores and warehousing. Manage fleet services and travel arrangements. Manage of Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) request. Reconcile payments against OFTAR and DOTR request. Administer Government Garage and subsidised vehicles. Administer fleet and travel managements services.
- ENQUIRIES** : Ms P Muller Tel No: (033) 264 9500
- APPLICATIONS** : Applications can be submitted by post to Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
- NOTE** : Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

<u>POST 15/17</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 3/2/1/2022/113</u> Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09) North West (Mmabatho) Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Nursing and registered with a recognised Professional Council / National Diploma in Environmental Health, Safety Management or Bachelor's Degree in Human / Social / Behavioural Science. 3 years' supervisory experience. Job related knowledge: Human Resource Management legislative framework for the Public Service including: Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Public Service Regulations, Public Service Act, Employee Health and Wellness (EPHW) Legislation. Job related skills: Computer literacy skills, Communication skills (written and verbal), Interpersonal skills, Presentation skills, Analytical skills, Problem solving skills and Project management skills. A valid driver's licence.
<u>DUTIES</u>	:	Implement and coordinate employee health and wellness services. Refer employees within 5 days in accordance with the referral procedure and service level agreement. Render specialised intervention within 24 / 72 hours in the case of crises / trauma management. Conduct employee needs assessment and analysis for redress. Analyse health risk assessment report and redress. Implement Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), Tuberculosis (TB) and health promotion programme. Coordinate health promotion activities. Coordinate HIV and AIDS, TB and Sexually Transmitted Infections (STIs) management programmes. Distribute condoms and monitoring usage in all offices. Provide assistance with HIV and AIDS Peer Educators Training and Support. Implement a comprehensive and effective occupational health programme. Conduct Periodical Health Screening of employees. Provide primary prevention to detect possible illnesses that employees may develop. Assess and advise on Management of Incapacity, Disability and Ill Health Retirements. Ensure compliance with statutory requirements.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr KE Sebitiele Tel No: (018) 388 7115 Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
<u>NOTE</u>	:	African, Coloured, Indian and White males and Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 15/18</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION AND COMMUNICATIONS TECHNOLOGY REF NO: 3/2/1/2022/114</u> Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09) North West (Mmabatho) Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Technology / Computer Science. 3 years' experience at supervisory level in ICT environment. Job related knowledge: Government systems and structures. A sound knowledge and understanding of the South African media landscape and operations. Job related skills: Planning and organising skills, Communication skills (verbal and written), Interpersonal skills, Analytical and Problem-solving skills. Ability to work under pressure as well as the willingness to work irregular hours. A valid driver's licence. Ability to travelling extensively and work in a team.
<u>DUTIES</u>	:	Providing Local Area Network (LAN) and Wide Area Network (WAN) support. Check connectivity on transversal systems. Report functionality of the systems. Monitor systems reconnections. Receive novel new user form users and submit new novel forms for creation. Provide feedback on new creations. Compile Reports. Maintain Information Technology (IT) application. Update antivirus / facilitate an update of antivirus. Scan computers for antiviruses. Scan and remove unwanted applications. Perform networks and hardware support to users. Attend to departmental users' hardware, software, and network related calls with special focus on workstation related matters. Generate a report on the IT technical audit. Participate in central projects of rolling out new applications to departmental offices across the Province. Supervise and manage sub-directorate. Ensure that Computer Network

		Support, Planning and Scheduling and Annual reports are submitted on time. Ensure that calls are resolved and closed within the stipulated Service Level Agreement time frame. Manage subordinates and leave arrangements.
<u>ENQUIRIES</u>	:	Mr KE Sebitiele Tel No: (018) 388 7115
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
<u>NOTE</u>	:	African, Coloured, Indian and White males and Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 15/19</u>	:	<u>ASSISTANT DIRECTOR: PLAS MANAGEMENT ACCOUNTING REF NO: 3/2/1/2022/136</u> Directorate: PLAS Trading Account Financial Management
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Accounting / Management Accounting / Economics. 3 years' supervisory experience working in planning and budgeting environment. Job related knowledge: Public Service Act, Public Finance Management Act, Preferential Procurement Policy Framework Act and Treasury Regulations. Job related skills: Computer literacy skills, Problem solving skills, Interpersonal skills, Communication skills (written and verbal), Report writing skills and Presentation skills. A valid driver's licence (code 8).
<u>DUTIES</u>	:	Coordinate the development of trading account budget. Pre-planning: Annually develop draft budget framework by gathering all inputs required. Inform the development of the framework / guidelines and compile a submission for approval. Develop user friendly standard template for budget planning that is correctly formatted and clearly indicates the standard items. Review the Provincial budget inputs, analyse and address exceptions identified then finalise the consolidated budget for review. Planning: Consolidate the approved Medium-Term Expenditure Framework (MTEF) budget to the Treasury Template and compile the endorsement letter for the Director-General approval. Adjusted Estimates of National Expenditure (AENE) preparation: Compile Provincial proposed quarterly budget shifts / re-alignments. Compile draft AENE budget informed by the final approved Provincial and National budget shifts / adjustment. Gather information and compile draft Estimates of National Expenditure (ENE) Chapter. Review the consolidated Chief Directorate: Pro-active Land Acquisition Strategy (PLAS) budget / Demand Management Plan's (DMP) and submit for approval. Review Basic Accounting System (BAS) reports journals / shift forms for misallocated expenditure. Budget implementation: Ensure loading of approved ENE budget into A Complete and Comprehensive Program for Accounting Control (ACCPAC) system. Coordinate the submission of annual projections / drawings that are aligned to the approved ENE budget. Coordinate the submission of revised projections that are aligned to approved AENE budget. Monitor expenditure performance and reporting. Ensure that cash flow / drawings memo and payment submission is routed for review and sign off. Ensure loading of approved AENE budget on Accpac system after obtaining the approved budget. Ensure that weekly Agricultural Land Holding Account (ALHA) and Chief Directorate: PLAS performance reports are send out to stakeholders. Ensure in Year Monitoring (IYM) is reviewed and submitted to management. Review grant report and submit for sign off. Review quarterly entity report submission, for final review and submission. Review declaration of surplus funds submission. Retrieve and submit reports / documents requests by auditors. Manage project registration and support. Review the reconciliation of projects and asset register. Oversee the updating of the comprehensive project database (Project and Job Costing). Authorise project registration forms after capturing is completed, reviewed and sign off of monthly project reports. Head and manage business unit in line with governance principles. Develop performance agreement. Review performance of staff in line with the regulations in order to comply with the performance management system and achievement of the entity's objective.
<u>ENQUIRIES</u>	:	Ms V Mavasa Tel No: (012) 312 8868
<u>APPLICATIONS</u>	:	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** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 15/20** : **CONTROL NETWORK CONTROLLER REF NO: 3/2/1/2022/145**
Directorate: Cadastral Information, Maintenance and Supply Services
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Free State (Bloemfontein)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Information Technology / Computer Science (NQF Level 6). 3 years' supervisory experience in the Information Technology (IT) environment. Experience with hardware and software. Experience with servers. Extensive experience in IT technical support. Appropriate server and network management experience. Job related knowledge: Technical aspects of Information and Communications Technology goods and services. Information Technology Acts and Policies. Risk management. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Internal control and risk management. Project management principles and tools. Job related skills: Planning skills, Organising skills, Financial skills, Communication skills (written and verbal), Managerial skills, Strong computer skills, Project management skills and Interpersonal skills. A valid driver's licence is required.
- DUTIES** : Provide Information and Communications Technology (ICT) Desktop support and Cadastral Spatial Information services. Attend to Information Technology (IT) hardware and software problems. Setup IT equipment and install all relevant software. Monitor and update Surveyor General (SG) User Accounts. Monitor SG IT inventory. Monitor the desktop support and Local Area Network to ensure smooth running of the office. Monitor the Information system. Render IT security services, maintain IT applications, networks and hardware. Ensure maintenance of hardware and software for the office. Attend to Cadastral Spatial Information software related problems. Monitor and test backups as per the Departments scheduled policy. Ensure availability of ICT related systems including internet and email related and liaise with the relevant stakeholders to resume services speedily. Report unsuccessful backups to the backup administrator and perform manual backups until the problem is resolved. Ensure that all computers' antivirus is updated. Ensure management of assets and provision of regular updates to all users. Ensure safeguarding of assets within division by conducting regular asset verification. Co-ordinate safe keeping of ICT related assets with the offices and Shared Service Centre's (SSC) asset management divisions and make sure all necessary paperwork is filled in timeously. Provide server and domain administration services. Ensure security of data through sound data administration and backup procedure. Ensure availability of systems and server processing and liaise with the National Office where there is a problem accessing them. Ensure that users accounts that have left the Department must be disabled within a day and be deleted within 3 months of non-use. Ensure that requests for new domain and e-mail accounts created within one day. Create new user accounts on active directory and assign account to the correct groups and organisational units. Monitor the servers and shared folders for unwanted data. Monitor the space on the servers shared folders and request administrators to increase capacity when required. Monitor servers and network performance and report to the necessary administrators when poor performance is experienced. Ensure that backup is running every Friday and as scheduled and then run it manual when there is a problem. Manage IT developments and monthly reports. Facilitate development and training of interns and in-service trainees. Provide monthly production reports. Ensure security of network on Personal Computers and servers daily. Ensure virus protection regularly. Coordinate IT provided by SSC (write in full) according to law. Co-ordinate ICT related services between Office of the Chief Information Officer, external service providers and the National Geomatics Management Services IT staff. Develop cadastral spatial information operational plans. Upgrade software according to policy. Develop cadastral spatial information operational plans according to law. Manage the national data set on a permanent basis. Provide programming services regularly. Manage IT changes as they occur. Supervise service levels according to policy. Conduct endorsements as and when required.

<u>ENQUIRIES</u>	:	Ms J Semela Tel No: (051) 448 0955
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
<u>NOTE</u>	:	African, Coloured and Indian males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 15/21</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 3/2/1/2022/146</u> Directorate: Corporate Services
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Free State (Bloemfontein)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Nursing and registered with a recognised Professional Council / National Diploma in Environmental Health, Safety Management or Bachelor's Degree in Human / Social / Behavioural Science. 3 years' supervisory experience. Job related knowledge: Human Resource Management legislative framework for the Public Service including: Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Public Service Regulations, Public Service Act and Employee Health and Wellness (EPHW) Legislation. Job related skills: Computer literacy skills, Communication skills (written and verbal), Interpersonal skills, Presentation skills, Analytical skills, Problem solving skills and Project management skills. A valid driver's licence.
<u>DUTIES</u>	:	Implement and coordinate employee health and wellness services. Refer employees within 5 days in accordance with the referral procedure and service level agreement. Render specialised intervention within 24 / 72 hours in the case of crises / trauma management. Conduct employee needs assessment and analysis for redress. Analyse health risk assessment report and redress. Implement Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), Tuberculosis (TB) and health promotion programme. Coordinate health promotion activities. Coordinate HIV and AIDS, TB and Sexually Transmitted Infections (STIs) management programmes. Distribute condoms and monitoring usage in all offices. Provide assistance with HIV and AIDS Peer Educators Training and Support. Implement a comprehensive and effective occupational health programme. Conduct Periodical Health Screening of employees. Provide primary prevention to detect possible illnesses that employees may develop. Assess and advise on Management of Incapacity, Disability and Ill Health Retirements. Ensure compliance with statutory requirements.
<u>ENQUIRIES</u>	:	Ms Z Mokoena Tel No: (051) 400 4200
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
<u>NOTE</u>	:	African, Coloured, White males and Coloured and Indian females and Persons with disabilities are encouraged to apply.
<u>POST 15/22</u>	:	<u>ASSISTANT DIRECTOR: BUDGET REF NO: 3/2/1/2022/147</u> Directorate: Financial and Supply Chain Management Services
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Free State (Bloemfontein)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma or Bachelor's Degree in Financial Management / Accounting / Commerce / Economics. 3 years' supervisory experience 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 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.
<u>DUTIES</u>	:	Confirm budgeting, programme and projects are effectively managed according to PFMA. Facilitate and submit monthly projections. Ensure expenditure is costed against relevant programs (Shifts). Facilitate compilation of Medium-Term Expenditure Framework (MTEF), Adjustment Expenditure (AE), Virement, Rollovers and allocations. Ensure year-end / month end closures occur effectively in accordance to policy and procedures. Rectify

incorrect expenses (Journals). Rectify commitments. Provide monthly reports. Prevent unauthorised expenditure and report irregular and wasteful expenditure. Control of debtors. Distribute statements (invoices). Allocate revenue collected to the relevant account. Reconcile payment with statements. Maintain the departmental budget. Analyse and report on expenditure trends of the Departmental budget. Align departmental budget with Demand Management Plan (DMP). Ensure that quarterly budget alignment is done.

ENQUIRIES : Ms T Maieane Tel No: (051) 400 4200
APPLICATIONS : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
NOTE : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 15/23 : **ASSISTANT DIRECTOR: LOGISTICS AND TRANSPORT SERVICES REF NO: 3/2/1/2022/148**
 Directorate: Financial and Supply Chain Management Services

SALARY : R382 245 per annum (Level 09)
CENTRE : Free State (Bloemfontein)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Logistics Management / Financial Management / Public Administration / Public Management / Purchasing Management. 3 years' supervisory experience in the relevant field. Job related knowledge: Knowledge of Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act. Knowledge of Basic Accounting System (BAS) and Logistic Information Systems (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. Liaison skills. A valid driver's licence.

DUTIES : Implement logistics management systems, procedures and processes. Manage user profiles. Asset classifications. Link supplier Item Control Number (ICN), unit price etc. Coordinate year-end closure for audit purpose as required. Provide management information, statistics and reports. Monitor movement of request. Ensure the integrity of LOGIS. Verify compliance before capturing on LOGIS. Ensure processing of orders. Manage inventory levels. Initiate payments for goods, services and assets. Ensure payments within 30 days. Validate and reconcile payment for goods and services and assets. Manage creditors' reconciliation. Manage stores and warehousing. Ensure effective system aimed at improving service turnaround times (0 to 9). Ensure optimum utilisation of stores and warehousing. Manage fleet services and travel arrangements. Manage of Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) requests. Reconcile payments against OFTAR and DOTR request. Administer Government Garage and subsidised vehicles. Administer fleet and travel management services.

ENQUIRIES : Mr C Mampa Tel No: (051) 400 4200
APPLICATIONS : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
NOTE : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 15/24 : **ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 3/2/1/2022/149 (X4 POSTS)**
 Directorate: Forensic Investigations

SALARY : R382 245 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or National Diploma in Forensic Investigations / Auditing / Police Administration / Law / Criminology / Forensic Accounting / Criminal Justice. 3 years credible and applicable experience in the Forensic Investigation field. Project management or supervisory experience. Membership of Association of Certified Fraud Examiners (ACFE) is recommended. Job related knowledge: Project Management best practice. The Association of Certified Fraud Examiners (ACFE) Professional Standards. Forensic investigations

methodologies, procedures and software. Job related skills: Communication skills (written and verbal). Interviewing skills. Analytical and problem-solving ability. Interpersonal skills. Project management skills. Computer skills. Investigation skills. A valid driver's licence.

DUTIES : Perform and supervise the planning of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilation on the electronic software of the Planning Phase Deliverables of the Forensic Investigations Directorate's projects, in line with the methodologies, policies and procedures on a continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform and supervise the investigation of the annual case management register projects according to the deliverables and timelines defined on the approved investigation project planning memoranda. Perform and supervise the compilation on the electronic software of the Investigation Phase Deliverables of the Forensic Investigation Directorate's projects in line with quality standards, methodologies, policies and procedures on a continuous basis; and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform and supervise the reporting of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilations on the electronic software Reporting Phase Deliverables of the Forensic Investigations Directorate's projects in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform and supervise the Closure of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation project planning memoranda. Perform and supervise the compilation on the electronic software of the Closure Phase Deliverables of the Forensic Investigations Directorate's projects allocated to this position in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Manage the Forensic Investigations Directorate's resources allocated to this position. Manage human, logistical and financial resources allocated to this position on an on-going basis in line with Departmental prescriptions.

ENQUIRIES : Mr M Rammutla Tel No: (012) 312 8168
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, White males and African, Coloured, Indian, White females and Persons with disabilities are encouraged to apply.

POST 15/25 : **SCIENTIFIC TECHNICIAN (GRADE A – C) REF NO: 3/2/1/2022/129**
Directorate: Genetic Resources

SALARY : R316 536 – R408 678 per annum, (Salary will be in accordance with OSD)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a BSc or National Diploma with Botany, Agronomy, Horticulture, Agriculture as a major subject. South African Council for Natural Scientific Professions (SACNASP) registration as a Certified Natural Scientist. 1-year experience in botany, plant taxonomy or plant evaluations related field. Job related knowledge: Plant morphology. Plant collection strategies. Seed storage type determination. Seed cleaning. Seed moisture determination. Germplasm documentation. Characterisation. Gene bank procedure. Job related skills: Planning skills, Problem solving skills, Research skills, Computer skills, Communication skills (verbal and written) and Organising skills. A valid driver's licence (code EB) will be an added advantage and willing to work extended hours. Willing to travel nationally, regionally and internationally.

DUTIES : Perform procedures and functions relevant to ex situ conservation. Process collected and harvested material, including accessions in active collection (cleaning, fumigation, counting, packaging, labelling and storage). Maintain material planted in shade house / field trials (includes application of fertiliser and pesticides, weeding, irrigation, where applicable etc). Assist with characterisation activities pertaining to gene bank accessions. Provide

technical support and advice on conservation and sustainable use of plant genetic resources for food and agriculture. Assist with establishment and monitoring of on-farm conservation projects and community seed banks. Process and register harvested materials collected from on-farm conservation projects. Assist in identification and preparation of gene bank material for repatriation. Assist with activities pertaining to plant collection missions. Perform technical scientific analysis and regulatory functions. Plant and monitor Gene bank accessions identified for multiplication and characterisation. Conduct germination testing of identified / selected accessions. Package and label accessions with acceptable germination percentages. Conduct seed moisture content analysis. Assist with preparation of material identified for safe duplication at the Southern African Development Community (SADC) Plant Genetic Resources Centre (SPGRC). Assist in preparation of material requested under the Material Transfer Agreement. Assess the needs and status of gene bank facilities and equipment. Research and development. Collect and record data on accessions planted, using recognised descriptors. Contribute in development of research outputs on conservation and sustainable use of plant genetic resources for food and agriculture. Assist on collecting and analysing information / data on sustainable use of plant genetic resources for food and agriculture. Provision of inputs / information for reports required by relevant national / regional / international bodies.

- ENQUIRIES** : Ms M Mokoena Tel No: 060 972 9702
- 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 15/26** : **SURVEY TECHNICIAN REF NO: 3/2/1/2022/142 (X2 POSTS)**
Directorate: Examination Services
- SALARY** : R316 536 per annum, (The salary will be determined in accordance with the OSD)
- CENTRE** : Western Cape
- REQUIREMENTS** : Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. 3 years' post qualification technical (Survey) experience. Job related knowledge: Programme and Project Management, Survey Design and analysis knowledge, Research and Development, Computer-aided survey applications, knowledge of legal compliance, Technical report writing and Creating high performance culture. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management, Financial management skills, Customer focus and responsiveness, Communication skills, Computer literacy, planning and organising skills, Conflict management skills, Problem solving and analysis skills, People management skills and Innovation skills. A valid driver's licence.
- DUTIES** : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process and compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control Candidate Survey Technician / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies / councils on survey-related matters.
- ENQUIRIES** : Ms B Mathulwe Tel No: (012) 326 8050
- 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 and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 15/27** : **SURVEY TECHNICIAN REF NO: 3/2/1/2022/143 (X2 POSTS)**
Directorate: Maintenance and Cadastral Spatial Information Services
- SALARY** : R316 536 per annum, (The salary will be determined in accordance with the OSD)
- CENTRE** : Western Cape
- REQUIREMENTS** : Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. 3 years' post qualification technical (Survey) experience. Job related knowledge: Programme and Project Management, Survey Design and analysis knowledge, Research and Development, Computer-aided survey applications, knowledge of legal compliance, Technical report writing and Creating high performance culture. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management, Financial management skills, Customer focus and responsiveness, Communication skills, Computer literacy, planning and organising skills, Conflict management skills, Problem solving and analysis skills, People management skills and Innovation skills. A valid driver's licence.
- DUTIES** : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process and compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control Candidate Survey Technician / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies / councils on survey-related matters.
- ENQUIRIES** : Ms B Mathulwe Tel No: (012) 326 8050
- 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 and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Mr A Tsamai/Ms H Nemabaka
- CLOSING DATE** : 16 May 2022
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV and copies of ID and qualifications. Divers' License and registration certification must be attached if required. Required 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. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered.

MANAGEMENT ECHELON

- POST 15/28** : **DIRECTOR: CONTINUING PROFESSIONAL TEACHER DEVELOPMENT REF NO: DBE/26/2022**
Branch: Teacher, Education Human Resources and Institutional Development
Chief Directorate: Education Human Resources Development
Directorate: Continuing Professional Teacher Development
- SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum, (all-inclusive remuneration package)
: Pretoria
: A three-year relevant Bachelor's degree or equivalent qualification (NQF Level 7) as recognized by SAQA; A minimum of five years' relevant experience in middle/senior managerial level in the education sector; Good communication (verbal and written) skills, presentation skills, analytical skills, strategic planning and reporting skills, computer literacy, leadership skills, project management, stakeholder management skills, risk management and financial management; Should be a strategic thinker who has the ability to lead within a diverse environment; Should be able to work under pressure.; Candidate should have ability to maintain sound interpersonal relations; Extensive experience in quality and diversification of curriculum delivery and the design of continuing professional teacher development programs thereto is a prerequisite; Preference will be given to candidates who have a working knowledge of the Education Policies, PFMA and Treasury Regulations applicable to the public service, NEPA, Educators Employment Act, SASA, Teacher Development Framework and Policies; A good understanding of Curriculum and teacher development within the sector; A sound and through understanding of the Education Sector.
- DUTIES** : The successful candidate will be responsible for: Managing and developing innovative and effective teacher development systems and programmes; Driving the Continuing Professional teacher development (CPTD) management system; Developing continuing professional teacher development courses that are pedagogically sound, data driven and content rich; Monitoring and evaluation of the impact and efficacy of the teacher development initiatives; Communicating improved teacher development strategies and practices; Managing the National Teacher Awards and the Teacher Appreciation and Support Programme of the DBE; Working with relevant stakeholders and Unions to promote continuous Teacher Development activities; Providing strategic leadership to staff and developing

NOTE

annual plans; and Managing the finances of the Directorate in line with the Public Finance Management Act.

: Further note that the successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. A Certificate for SMS pre-entry programme is required for all SMS appointment, the full details of the outlined requirements and course information can be sourced by following the link. <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

ENQUIRIES

: Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289

DEPARTMENT OF DEFENCE



MANAGEMENT ECHELON

- POST 15/29** : **CHIEF DIRECTOR OPERATIONS REF NO: MILOMBUD/24/15/2022**
 This post is re-advertised in the DOD and broader Public Service. All applicants who previously applied for Advertisement Ref No: CDOPS/MO/01/2022 are encourage to re-apply.
- SALARY** : R1 269 951 per annum (Level 14), all-inclusive salary package
CENTRE : Military Ombud Office, Eco Origin Block C4, Highveld
REQUIREMENTS : A Master's Degree in Law at (NQF level 9) as recognised by SAQA. A certificate for SMS pre-entry program is a requirement for all SMS appointments and must accompany the application for the post. Experience: Applicants must have functioned at a Director or equivalent level for a period not less than five (5) years at a strategic level in a Government/Corporate environment. Applicant must also have extensive Case Management and Dispute resolution experience. Working knowledge of the Military Environment will be an added advantage. Competencies: Conciliation, Mediation and Negotiation, Analytical and Interpretation, Written and Oral Communication, Facilitation, Presentation, Report Writing, Networking, Conceptual Thinking, Computer Literacy, Strong Leadership Skills, Policy Analysis and Formulation, Good Interpersonal Relationships, Language Proficiency, Purpose Driven, Team Player, Adaptable. The successful candidate will be required to perform the following core functions:
- DUTIES** : Provide strategic direction to the Operations Division. Direct the functions of the Chief Directorate in ensuring the effective and efficient resolution of complaints. Take responsibility of and direct the intake, analysis, investigations and the research and development environments within the Chief Directorate. Ensure that the assessment and determination of jurisdiction is done in accordance with service standards. Facilitate early dispute resolution. Facilitate expeditious and economical investigation of complaints lodged with the Office and represent the interests of the Chief Directorate at a strategic level. Direct planning, budgeting and expenditure of the Chief Directorate. Direct drafting, implementation and review of strategy, policies and procedures that govern the functions of the Chief Directorate. Ensure good governance, integrity in managing the Chief Directorate. Lead and manage the staff in the Chief Directorate.
- ENQUIRIES** : Ms N.F. Ntloedibe Tel No: (012) 676 3841
APPLICATIONS : Military Ombud, Private Bag X163, Centurion, 0046, or may be hand delivered to Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld, 0157.
- NOTE** : This is a permanent position. It is the Military Ombud's intention to promote equity through filling of posts, according to the set Employment equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. As part of the selection process shortlisted candidates will be subjected to a competency assessment to determine their suitability for the post, personnel suitability checks on criminal records, citizen verification, financial records and qualification verification. Successful candidate will be required to enter into an employment contract and a Performance Agreement, which must be signed and reviewed annually. Disclosure of financial interest where applicable, will also be done annually. The successful candidate will be expected to obtain an appropriate security clearance. Applications must be submitted on the prescribed new Z83 form (available on www.dpsa.gov.za), which must be fully completed and signed. A detailed CV indicating contactable referees, copies of qualifications, copy of grade 12 certificate, driver's license and an ID document must be attached. (Only shortlisted candidates will be required to submit certified copies on or before the interview). Foreign qualification must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applications that do not comply will be disqualified. If an applicant wishes to withdraw an application, it must be done in writing. Applicants who have not been contacted within three (3) months of the closing date of the

advertisement must accept that their application was unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job requirements) please contact the person indicated in the post details. People with disability is welcome to apply

CLOSING DATE : 20 May 2022 @ 16:00

OTHER POSTS

POST 15/30 : **SENIOR STATE ACCOUNTANT REF NO: CFO 22/4/1**
Finance Management Division
Directorate: Stores, Services and Related Payments (DSSRP)
Sub-Directorate: Corporate Payments

SALARY : R321 543 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus a three year B Degree/National Diploma in Finance/Accounting with a minimum of three years relevant experience on a post level 7 or equivalent or Grade 12 certificate with finance/accounting related subjects with a minimum of seven years relevant experience on a post level 7 or equivalent. Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Ability of understanding, interpreting and correctly applying financial policies and prescripts. Must be computer literate and have knowledge of Microsoft Packages, understanding of the financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem solving ability. Ability to effectively compile and present reports. Must be knowledgeable with Human Resource Management (People Management) practices. Well-developed verbal, written communication skills with good interpersonal relations. Ability to effectively lease and communicate with clients. Team-player, receptive to suggestions and focused on zero defect. Positive, loyal, creative and trust worthy. Decisive and persevering in respect of task finalization. Being in a position of a valid RSA/Military vehicle driver's license would serve as an advantage. The successful candidate will be required to complete all relevant courses.

DUTIES : Ensuring settlement of all payments on time. Ensure a detail check on documentation. Execute all queries emanating from supplier promptly and compile a prompt response to all audit queries relating to accounts payable. Reporting and rectifying any deviation found iro contract/instruction and delegations prior to approval of payments. Follow up on all payments documentation received late for payments and make sure that appropriate preventative action taken in respect thereof. Verification of journals and confirmation of Telkom accounts. Knowledge in respect of foreign payments. Reporting all financial misconduct as required by the prescripts. Keeping the relevant statistics for management purposes. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Evaluate and maintain security measures. Train, guide and develop subordinate personnel. Manage personnel and assets in the sub-directorate.

ENQUIRIES : Ms D.A. McCOSH Tel No: (012) 392 2893/2892
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

NOTE : Prospective applicants must please make use of the new Z83 form which is effective as at 01 January 2021. All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). African males & females, Indian males, Coloured males and people with disability are encouraged to apply. The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which

must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge, experience and etc) All documents attached need not be certified when applying for a post(s). Only the shortlisted candidates will be required to bring certified documents (i.e. educational qualifications, ID Copy and Driver s license etc). 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(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. If an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months regarding the prescribed rules and will be expected to sign a performance agreement. The Department reserves the right not to make appointment(s) to the advertised post(s)

CLOSING DATE

: 20 May 2022 @ 16:00

POST 15/31

: **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: CFO 22/4/2**
 Financial Management Division
 Chief Directorate: Financial Services
 Directorate: Finance Support Service

SALARY CENTRE REQUIREMENTS

: R321 543 per annum (Level 08)
 : Finance ETD Centre, Thaba Tshwane, Pretoria
 : Minimum requirements: Grade 12 certificate plus B Degree or three year National Diploma in HR/HRD related field with a minimum of 3 years working experience on post level 7 or equivalent executing training and development functions or Grade 12 Certificate with a minimum of 7 years 'working experience on salary level 7 post or equivalent executing training and development functions. Proven ETD related skills and training of employees. Proven computer literacy. A valid RSA/Military drivers' licence. Knowledge of SDA, PSA, SDLA, PFMA and LRA. Excellent presentation and training skills. Ability to interpret and apply policies and regulations. Ability to work as an individual and in a team. Ability to work under pressure. Be willing to conduct training outside the Pretoria area if requested. Added advantage: CIP trainer or assessor or moderator. Ability to draft and develop course content or a curriculum. Certificate in computer training (office packages). General administrative skills.

DUTIES

: Execute the education, training and development (ETD) general functions within the Financial Management Division (FMD), e.g. Assist to conduct skills auditing and reporting. Functional Training: Research and develop or update training curriculum. Prepare a lesson plan, assessment of learners and evaluate a course. Prepare study materials, venue and conduct training. Advertise functional course and administrate enrolment of learners. Capture training data on a system. Report on a conducted course. Formal training: Assist with administration of bursaries, e.g. granting of bursaries and monitoring of enrolment at tertiary institutions. Skills training: Assist with administration of skills training, e.g. organise relevant courses and process applications. Assist with training plans: e.g. assist to collect data and prepare

these plans, i.e. WSP, HRD plan, functional training plan, etc. General duties: Assist with administration of allocated resources e.g. electronic equipment, etc. Attend meetings as and when required. Act as the Finance ETD Manager as and when required.

- ENQUIRIES APPLICATIONS** : Ms M. Wehl Tel No: (012) 674 4740/41/42/45
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
- CLOSING DATE** : 20 May 2022 @ 16:00
- POST 15/32** : **SENIOR STATE ACCOUNTANT REF NO: CFO 22/4/3**
Financial Management Division
Chief Directorate: Accounting
Directorate: Personnel Payments (Final Payments)
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
: Pretoria
: Minimum requirements: Grade 12 certificate plus a three year B Degree/National Diploma in Finance/Accounting with a minimum of three years relevant experience on a post level 7 or equivalent or Grade 12 certificate with finance/accounting related subjects with a minimum of seven years relevant experience on a post level 7 or equivalent. Knowledge sound reasoning, mathematical, accounting and problem solving ability with strong supervisory skills. Knowledge of computer systems in the DOD/Public Service/Private Sector, including Persol/Persal, MS Word and Excel. Well-developed verbal and written communications skills, very conscientious and motivated towards producing effective, efficient and correct work and always aiming for a zero defect environment. Ability to effectively function as part of a team, receptive to work-related suggestions and ideas. Decisive/persevering regarding task finalisation and able to effectively function under pressure.
- DUTIES** : Ensuring effective execution of prescribed accounting processes related to the payments of financial benefits to ex-employees of the Department of Defence (DOD). Ensuring that calculation of the leave payments, pro-rata service bonus and accounting of overpaid amounts to be recovered from ex-employees are correct and in accordance with prescripts. Constant collaboration and communication with the Assistant Director regarding all functions and tasks coupled to the post. Assist and coordinating of related administrative tasks. Supervision, guiding and training of Finance Clerk Supervisor and Finance Clerks, resorting under the control of this post. Capturing/authorise and approve of all final payments related transactions on Persol and on the Financial Management System (FMS). Ensuring that all accounting records, documentation, statistics and files are safeguarded and readily available for audit purposes. Assisting in handling ministerial and audit general enquiries concerning final payments. Looking-up and printing final payments related management information and statistics from the Persol and FMS. Effectively supervision all personnel, assets, information and material under his/her control.
- ENQUIRIES APPLICATIONS** : Mr V.S. Mtengwane Tel No: (012) 392 2110
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
- NOTE** : Prospective applicants must please make use of the new Z83 form which is effective as at 01 January 2021. All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). African males & females, Indian males, Coloured males and people with disability are encouraged to apply. The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which

must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge, experience and etc) All documents attached need not be certified when applying for a post(s). Only the shortlisted candidates will be required to bring certified documents (i.e. educational qualifications, ID Copy and Driver s license etc). 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(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant applying for more than one post submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. If an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months regarding the prescribed rules and will be expected to sign a performance agreement. The Department reserves the right not to make appointment(s) to the advertised post(s)

CLOSING DATE

: 20 May 2022 @ 16:00

POST 15/33

: **FINANCE CLERK SUPERVISOR REF NO: CFO 22/4/4**
 Finance Management Division
 Chief Directorate: Financial Services
 Directorate: Financial Control Services
 Motor Vehicle Accident

SALARY CENTRE REQUIREMENTS

: R261 372 per annum (Level 07)
 : Cape Town
 : Minimum requirements: Grade 12 certificate plus a three year B Degree/ three year National Diploma in Finance/Accounting with a minimum of two (2) years relevant experience on post level 5 or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience on post level 5. Ability in understanding, interpreting and applying of financial policies and prescripts. Computer literate in MS Office software packages. Ability to effectively liaise and communicate with clients, legal representatives and senior DOD personnel. Successful candidates must have sound reasoning, mathematical and problem solving skills and must be trustworthy, honest and loyal. Decisive and persevering iro task finalisation. Must be in the possession of a valid RSA/Military driver' license. Basic knowledge of financial/legal process and insurance claims. The successful candidate will be required to complete all relevant courses and must be willing to travel.

DUTIES

: Assisting the Supervisor in receiving and registering letters of demand and/or summonses in terms of mobile assets accidents caused by Department of Defence (DOD) drivers and the processing thereof in accordance with policies and prescripts. Obtain information, documents, statements, reports and statutes wrt the case. Draft briefing notes to State Attorney on proposed handling of the case. Determine course of action to be taken in best interest of the State (DOD). Liaise, negotiate and arrange consultations with roll players for specialized inputs and advice. Frequent inter-action with interest groups, experts, attorneys, council panel and assisting the State Attorney during litigation process and trial. Correctly apply legal and procedural principles whereby civil claims are handled on behalf of the Minister of Defence. Analyse and interpret appropriate action. Regularly study and update

own knowledge of Government policies, regulations and prescripts relating to matters of litigation. Visit of units in Oudtshoorn, Bredasdorp, Cape Town, Simons Town, Saldana, Langebaanweg. Record, files and safeguard of all documentation generated in the section for future enquiries and audit purpose.

ENQUIRIES : Mr M.J. Seleka Tel No: (012) 392 2116

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

NOTE : Prospective applicants must please make use of the new Z83 form which is effective as at 01 January 2021. All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). African males & females, Indian males, Coloured males and people with disability are encouraged to apply. The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge, experience and etc) All documents attached need not be certified when applying for a post(s). Only the shortlisted candidates will be required to bring certified documents (i.e. educational qualifications, ID Copy and Driver s license etc). 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(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. If an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months regarding the prescribed rules and will be expected to sign a performance agreement. The Department reserves the right not to make appointment(s) to the advertised post(s)

CLOSING DATE : 20 May 2022 @ 16:00

POST 15/34 : **FINANCE CLERK REF NO: CFO 22/4/5 (X2 POSTS)**
Finance Management Division
Chief Directorate: Accounting
Directorate: Personnel Payments (S & T sub-section)

SALARY : R176 310 per annum (Level 05)

CENTRE : Pretoria

REQUIREMENTS : Minimum requirements: Grade 12 Certificate with Finance/Accounting related subjects. Sound reasoning, mathematical and problem solving abilities. Computer literate (MS Office software package). Well-developed verbal and written communication skills. Very conscientious and motivated towards

producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in terms of task finalization and able to effectively function under pressure. Added advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience in the relevant field. A valid RSA/Military driver's licence. Knowledge of the calculation and processing S&T allowances, subsistence and travel allowance reconciliations, registration of file and documents, data capturing on financial systems.

DUTIES : Execution of the prescribed accounting processes related to payments of benefits due to DOD personnel, S&T and allowances to DOD personnel in service, subsistence and travel allowances both domestic and foreign. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.

ENQUIRIES : Ms T. Tshioma Tel No: (012) 392 2245
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

NOTE : Prospective applicants must please make use of the new Z83 form which is effective as at 01 January 2021. All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). African males & females, Indian males, Coloured males and people with disability are encouraged to apply. The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge, experience and etc) All documents attached need not be certified when applying for a post(s). Only the shortlisted candidates will be required to bring certified documents (i.e. educational qualifications, ID Copy and Driver s license etc). 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(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. If an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months regarding the prescribed rules and will be expected to sign a performance agreement. The Department reserves the right not to make appointment(s) to the advertised post(s)

CLOSING DATE : 20 May 2022 @ 16:00

- POST 15/35** : **FINANCE CLERK REF NO: CFO 22/4/6**
 Finance Management Division
 Chief Directorate: Accounting
 Directorate: Personnel Payments (Salaries)
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirements: Grade 12 Certificate with Finance/ Accounting related subjects. Sound reasoning, mathematical and problem solving abilities. Computer literate (MS Office software package). Well-developed verbal and written communication skills. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in term of task finalization and/or able to effectively function under pressure. Added advantage: Post Matric qualification in Finance related field. A minimum of one year relevant experience in the relevant field. Knowledge of the calculation and processing of salaries and allowances, final payments when persons exit their work, subsistence and travel allowance reconciliations, registration of file and documents, data capturing on financial and salary systems. In the possession of a valid RSA/Military driver's licence.
- DUTIES** : Execution of the prescribed accounting processes related to payments of benefits due to DOD personnel that exit DOD, salaries and allowances to DOD personnel in service, subsistence and travel allowances both domestic and foreign. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting and salary systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.
- ENQUIRIES** : Ms T. Tshioma Tel No: (012) 392 2245
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
- NOTE** : Prospective applicants must please make use of the new Z83 form which is effective as at 01 January 2021. All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). African males & females, Indian males, Coloured males and people with disability are encouraged to apply. The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge, experience and etc) All documents attached need not be certified when applying for a post(s). Only the shortlisted candidates will be required to bring certified documents (i.e. educational qualifications, ID Copy and Driver s license etc). 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(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. If an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. The successful candidates will be subjected to Personnel Suitability Checks

(criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months regarding the prescribed rules and will be expected to sign a performance agreement. The Department reserves the right not to make appointment(s) to the advertised post(s)

- CLOSING DATE** : 20 May 2022 @ 16:00
- POST 15/36** : **REGISTRY CLERK REF NO: CFO 22/4/7 (X2 POSTS)**
 Finance Management Division
 Chief Directorate: Accounting
 Directorate: Personnel Payments
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
 : Pretoria
 : Minimum requirements: Grade 12 Certificate. Reasoning and problem solving ability. Computer literate (MS Office software package). Good verbal and written communication skills. Ability to effectively function as part of a team, receptive to work-related suggestion/ideas, decisive/persevering iro task finalisation and able to effectively function under pressure. Disposition and aptitude towards correct effective and efficient Registry practices. Added advantage: A minimum of one year relevant experience in the relevant field. In the possession of a valid RSA/Military driver's licence.
- DUTIES** : Assist in implementing and maintaining processes to manage and control incoming and outgoing correspondence as well as maintaining an effective filing system for correspondence, documentation and payments files in the applicable sub-section. Collecting/delivering documentation and payments files from/to section applicable. Assisting in ensuring the correct and efficient recording and storage of S&T related documentation. Render an effective filing and records management service for subsistence and travel section. Filing of files consisting of S&T claims. Distributing documents to the relevant checkers. Opening and closing of S&T files. Management of the files register (incoming and outgoing claims). Numbering of files after receiving them. Managing of the disapproval registry book. Attending to enquiries and sending clients to the relevant personnel. Assisting in the location of files that are misfiled. Filing, storage tracing and retrievals of documents and files. Handle of enquiries pertaining to S&T files. Handle of enquiries pertaining to S&T files. Making photocopies when requested. Sending and receiving faxes when requested to do so.
- ENQUIRIES APPLICATIONS** : Ms T. Tshioma Tel No: (012) 392-2245
 : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not post number.
- NOTE** : Prospective applicants must please make use of the new Z83 form which is effective as at 01 January 2021. All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). African males & females, Indian males, Coloured males and people with disability are encouraged to apply. The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge, experience and etc) All documents

attached need not be certified when applying for a post(s). Only the shortlisted candidates will be required to bring certified documents (i.e. educational qualifications, ID Copy and Driver s license etc). 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(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. If an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months regarding the prescribed rules and will be expected to sign a performance agreement. The Department reserves the right not to make appointment(s) to the advertised post(s)

CLOSING DATE

:

20 May 2022 @ 16:00

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- CLOSING DATE** : 16 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 DPSSA 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. **ERRATUM:** Kindly note the advertised post of Senior Collective Bargaining Officer Ref No: HR 4/22/03/12HO for Head Office, Pretoria is withdrawn. The post is advertised on Public Service Vacancy Circular 11 of 2022 with a closing date of 11 April 2022. Sorry for inconvenience. Enquiries: Mr L Dithuge Tel No: (012)309 4131. Kindly note the advertised post of Deputy Director: Labour Centre Operations: Sabie Ref No: HR4/4/7/58 for Provincial Office Mpumalanga, Sabie Labour Centre is withdrawn. The post is advertised on Public Service Vacancy Circular 09 of 2022 with a closing date of 28 March 2022. Sorry for inconvenience. Enquiries: Ms. M Mazibuko Tel No: (013) 764 2105

OTHER POSTS

POST 15/37 : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT AND COMMITTEE SERVICES REF NO: HR4/22/05/01HO**

SALARY : R744 255 per annum, (all inclusive)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor/ Bcom Degree (NQF7) in Human Resources Management/ Human Resource Development/ Training and Development/ Management of Training/ Public Management/ Public Administration. Valid driver's license. Five (5) years' experience of which two (2) years at Assistant Director level and three (3) years functional experience in Performance Management. Knowledge: Public Service Act, Public Finance Management Act, Treasury Regulations, Human Resource Management Policies, Human Resource Systems and Procedures, Performance Management, Labour Relations Act, Basic Condition of Employment Act, Batho Pele Principles, Public Service Regulations, PSCBC Resolutions, PMDS Policy. Skills: Strategic Management, Financial Management, Facilitation, Computer literacy, Communication, Interpersonal, Presentation, Planning and organizing, Problem solving.

DUTIES : Manage administration of individual performance management committee system in the department. Manage and administer the SMS Performance Management System. Manage and administer the Performance Management and Development System for SR 1-12. Manage the coordination and facilitation of support to Committee Service in the Branch. Manage PMDS SMARTGOV Platform. Develop, Review and Manage implementation of PMDS Policies and processes to ensure compliance.

ENQUIRIES : Mr S Nkhabelane Tel No: 012 309 4747
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office, Email: Jobs-HQ7@labour.gov.za

POST 15/38 : **ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMME REF NO: HR 4/4/7/73 (X2 POSTS)**

SALARY : R382 245 per annum
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : Three (3) year tertiary qualification in Public Administration / Business Administration / Development Studies/ Social Science. Valid Drivers Licence. Four (4) years functional experience of which two (2) years must be functional experience in Labour Activation Programmes/ Employment Programmes/ Enterprise Development/ Entrepreneurial and two years (2), experience at a supervisory level. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations (PSR), Labour Activation Framework, Skills Development Act (SDA), Project Management Principles (PMP), Diversity Management, Basic Education and Training (BET), Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), Project Management Methodologies (PMBOK). Skills: Negotiation, Interpersonal, Presentation, Problem solving, Planning and Organizing, Policy analysis and interpretation, Communication (verbal and written), Computer Literacy, Report Writing.

DUTIES : Implement training / skills programmes relevant stakeholders that will benefit UIF Beneficiaries. Track and monitor progress in identified beneficiaries and institutions funded by Labour Activation. Implement information management systems and ensure the records in the section are maintained. Conduct Advocacy campaigns to create awareness on Labour Activation Programmes.

ENQUIRIES : Ms E Mokoena Tel No: (013) 655 8700
APPLICATIONS : Deputy Director: Beneficiary Services: Private Bag X7263, EMALAHLENI, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni

FOR ATTENTION : The Deputy Director: Beneficiary Services. Email: Jobs-MP@labour.gov.za

POST 15/39 : **ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES REF NO: HR4/4/1/182**

SALARY : R382 245 per annum

<u>CENTRE REQUIREMENTS</u>	:	Provincial Office Eastern Cape
	:	Three- year qualification in Office Management/ Administration/ Public Administration. Two (2) years Supervisory experience, Two (2) years functional experience in office support environment. Valid Driver's License. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing, listening and observation, Innovative, Analytical, Verbal and written communication.
<u>DUTIES</u>	:	Perform all administration pertaining to Inspection and Enforcement Services. Conduct Labour centre verification and audits to check if necessary tools of trade are in place with a view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to PCI. Coordinate and monitor projects of the unit. Compile reports for the complex cases that require the attention of the PCI. Attend to DG and Ministerial enquiries.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Mbongwana Tel No: 043 701 3287
	:	Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London.
<u>FOR ATTENTION</u>	:	Chief Director: Provincial Operations. Email: Jobs-EC2@labour.gov.za.
<u>POST 15/40</u>	:	<u>CHIEF PERSONNEL OFFICER: EMPLOYMENT RELATIONS REF NO: HR 4/4/7/74</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum
	:	Provincial Office: Mpumalanga
	:	Three (3) year relevant qualification in Human Resource Management/ Labour Relations Management. Valid Drivers Licence. One (1) – two (2) years functional experience doing Employment Relations Management Services. Knowledge: Public Service Commission's rules for dealing with complaints and grievances, Public Service Co-ordinating Bargaining Council's Resolutions, Departmental policies and procedures, Interpretation of case law and trends in Labour Law, Planning and Organising, Research / Analysing, Batho Pele Principles, Public Finance Management Act, Employment Equity Act, Public Service Act, Public Service Regulations. Skills: Problem solving, Negotiation, Interpersonal, Presentation, Good Communication skills (oral and written), Research, Analytical, Report writing, Conflict, Computer Literacy.
<u>DUTIES</u>	:	Conduct and analyse all grievances and complaints received from employees in the province. Draft charge and finalise all misconduct cases in the province, Represent the Department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment related matters to the Province. Provide administration support services in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Matjeke Tel No: (013) 655 8700
	:	Assistant Director: Human Resource Management & Employment Relations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni
<u>FOR ATTENTION</u>	:	The Assistant Director: Human Resource Management & Employment Relations. Email: Jobs-MP@labour.gov.za
<u>POST 15/41</u>	:	<u>SENIOR COLLECTIVE BARGAINING OFFICER REF NO: HR 4/22/05/03 HO</u> (Re-advertisement, applicants who applied previously must re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum
	:	Head Office, Pretoria
	:	Three years' Tertiary qualification in Labour Relations/Human Resource Management/Law /Social Science/Public Administration/ Public Management. Two (2) years functional experience performing Labour Relations/Collective Bargaining services and at least one (1) year supervisory experience. Knowledge: Trade Unions, employer's organizations and Bargaining councils work, Departmental Policies Procedures, Public Service Regulations and Financial Management procedures, Labour Relations, Batho Pele Principles. Skills: Computer literacy, Leadership, Project Management, Verbal and written communication, Conflict Management, Interpersonal relations, Problem solving, Analytical, Client Orientation, Customer orientations, Customer focus, Supervisory.
<u>DUTIES</u>	:	Analyse, and process the recommendation of registration of labour organisations applications. Ensure compliance of labour organisations with

legal requirements. Analyse and process the extension of collective agreements to non-parties. Supervise resources of the Section.

ENQUIRIES : Mr L Dithuge Tel No: 012 309 4131
APPLICATIONS : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 15/42 : **SENIOR ORGANISATIONAL DESIGN & JOB EVALUATION REF NO: HR 5/1/2/3/45**

SALARY : R321 543 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Management Services/ Production Management/ Work Study/ Operations Management/Public Management/ Administration) /Business Management (or Administration) / Human Resource Management plus Management Services Certificate or Applied Development Programme. Job Evaluation certificate is also required. 2 years' functional experience in organisational development environment. Knowledge: Compensation Fund, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. Work study techniques, procedures and methods. Job Evaluation and Organisational design. Job Evaluation models processes and techniques. Legislative Requirements: Public Service Regulations (PSR). PFMA and National Treasury Regulations. Public Service Act (PSA). Labour Relation Act. Batho Pele Principles. Whitepaper on Transformation. Skills: Problem solving. Root cause Identification. Presentation. Planning and Organizing. Strong Analytical Skill. Communication Skill (both Written and Verbal). Report Writing. Driving. Decision making. Budgeting and Financial Management. Continuous improvement. Performance Management. Planning and organising.

DUTIES : Maintenance of Organisational Structure of the Fund. Facilitate the development of Job descriptions/ profiles for the Fund. Analyse and evaluate the jobs using the prescribed job evaluation system (EVALUATE). Render a support with regard to provision of secretariat services for various committees.

ENQUIRIES : MS P Maluleke Tel No: 060 989 8339
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

APPLICATIONS : Direct your applications to: Jobs-CF10@labour.gov.za

POST 15/43 : **SENIOR PRACTITIONER: GENDER, DISABILITIES & YOUTH REF NO: HR 5/1/2/3/46**

SALARY : R321 543 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Humanities, Social Sciences. 2 years' functional experience in gender, disability and /or youth sector. Knowledge: Gender Equity and Women Empowerment Programmes. Promotion of rights of people with disabilities. Legislative Requirements: Public Service Regulations. Basic Condition of Employment Act. Public Finance Management Act. National Youth Development Policy Framework. National Youth Policy. National Youth Development Agency Act. United National Conventions on the Rights of persons with Disabilities. Commission on Gender Equality Act. Employment Equity Act with its applicable Codes of Good Practice. Skills: Communication. Interpersonal. Confidential and Code of Ethics. Negotiation. Decision making. Organisational. Computer Literacy. Problem solving.

DUTIES : Implement and Promote Gender, Disability and Youth programmes in accordance with accepted quality standards. Implement policies, strategies and guideline to promote mainstreaming, development and empowerment of woman, people with disabilities and youth. Evaluate implementation of Gender, Disability, Youth issues with Guidance. Liaise with and improve integration of internal activities, events, programmes and initiated projects focusing on GDY. Supervision of Staff.

ENQUIRIES : Mr I Makala Tel No: 060 963 4717
APPLICATIONS : Direct your applications to: Jobs-CF11@labour.gov.za
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/44 : **SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: HR 5/1/2/3/47**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Compensation Fund, Pretoria
: Three years` tertiary qualification in Human Resources Management/ Human Resource Development. 2 years` functional experience in a Human Resource Development environment. Knowledge: Compensation Fund business processes. Public service Regulations. Public Service Act. Stakeholders and customers. Customer Service (Batho Pele Principles). Technical Knowledge. DoEL Training and Development Policy. Competency Framework for different areas Skills: Communication (verbal, written). Analytical thinking. Computer literacy. Planning and organising. Problem solving and decision making. Business Writing. Data and records management. Legislative Requirements: PFMA and Treasury regulations. Skills Development levy. Skills: Communication (verbal, written). Analytical thinking. Computer literacy. Planning and organising. Problem solving and decision making. Business Writing. Data and records management.

DUTIES : Implement bursary programs for the province and Fund. Coordinate Compulsory Induction Programmes (CIP) and departmental orientation program in the Compensation Fund. Facilitate and implement training interventions as per personal development plans (PDP`s). Implement the workplace skills plan programs (WSP). Supervise staff and resources in the sub-directorate.

ENQUIRIES APPLICATIONS : Mr Njabulo Khuzwayo Tel No: 076 430 1163
: Direct your applications to: Jobs-CF12@labour.gov.za

POST 15/45 : **SENIOR PRACTITIONER: HUMAN RESOURCE PLANNING AND EMPLOYMENT EQUITY REF NO: HR 5/1/2/3/48**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Compensation Fund, Pretoria
: Three- year tertiary qualification 9NQF level 6) in Human Resource Management. 2 years` functional experience in Human Resource administration environment. Knowledge: Compensation Fund business policies, procedures and processes. Customer Service (Batho Pele Principles). Human Resource Management methods, principles and process. Public Finance Management Act. COIDA. Legislative Requirements: Public service Act. Public Service Regulation. Promotion of access to information Act. Skills: Technical proficiency. Computer skills. Communication (verbal and written). Meeting planning, organising and facilitation. Data and records management. Telephone skills and Etiquette. Problem solving and decision making.

DUTIES : Implement Human Resource operations and controls. Conduct Human Resource Audits and perform Human Resource reconciliation. Collect data for Employment Equity. Safe Keep HR Records. Administer PERSAL establishment within Fund.

ENQUIRIES APPLICATIONS NOTE : Violet Masemola Tel No: 012 405 5695
: Direct your applications to: Jobs-CF22@labour.gov.za
: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/46 : **SUPERVISOR: OFFICE SUPPORT REF NO: HR 5/1/2/3/49**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Compensation Fund, Pretoria
: Three-year tertiary Qualification in Public Administration or Management / Business Management or Administration / Health and Safety. 2 years` functional experience in office support environment Knowledge: Customer Service (Batho Pele Principles). Minimum Information Security Standards. Protection of Personal Information Act. COIDA Legislative Requirements: Occupational Health and Safety Act (OHS). Public Finance Management Act. National Treasury Regulations. Skills: Communication. Decision making. Customer Focus and Responsiveness. Planning and organising. Problem solving. Team Leadership. People and Performance management.

DUTIES : Coordinate the provision of Office Aid support. Coordinate cleaning, hygiene and pest services. Administer the boardroom allocation in Fund. Supervision of Staff.

ENQUIRIES : MJ Morris Tel No: 012 3199424
APPLICATIONS : Direct your applications to: Jobs-CF13@labour.gov.za
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/47 : **STATE ACCOUNTANT: ACCOUNTS RECEIVABLE REF NO: HR 5/1/2/3/50 (X2 POSTS)**

SALARY : R261 372 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three- year tertiary qualification in Financial Management/ Financial Accounting / Cost and Management Accounting. 1-year functional experience in accounts receivable environment. Knowledge: Compensation Fund business strategies, policies and procedure. Audits processes, principles and practice. Customer Service Principles (Batho Pele Principles). Risk management processes. Financial compliance and reporting. Public sector revenue and receivable processes. Accounts Receivable Internal controls. Accounting standards. GRAP (Generally Recognised Accounting Principles). Legislative Requirements: PFMA. National Treasury regulations. Promotion of Access to information Act. COIDA Skills: Computer skills. Technical proficiency. Business Writing Skills. Analytical thinking. Communication (verbal and written). Managing inter-personal conflict and problem solving. Planning and organising. Team Leadership. External Environmental Awareness.

DUTIES : Perform accounts receivable reconciliations. Perform financial administration process on accounts receivables. Prepare Accounts Receivable quarterly disclosures. Supervision of Staff.

ENQUIRIES : Mr Adrian Mathibe Tel No: 012 406 6581
APPLICATIONS : Direct your applications to: Jobs-CF14@labour.gov.za
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/48 : **PRACTITIONER: THIRD PARTY REF NO: HR 5/1/2/3/51**

SALARY : R261 372 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : LLB/Bcom Law qualification 1-year functional experience in third party/ debt collection environment. Knowledge: Compensation Fund business strategies, policies and procedure. Customer service principles (Batho Pele Principles). Understanding audits processes, principles and practices. Understanding financial risk. Understanding public sector revenue and receivable processes. Debt collection internal controls. COIDA Legislative requirements: PMFA. National treasury regulations. Promotion of Access to information Act. Skills: Computer literacy. Technical proficiency. Business writing skills. Analytical thinking. Decision making. Communication (verbal and written). Managing inter-personal conflict and problem solving. Planning and organising. Team leadership. External environment awareness.

DUTIES : Review validity of claims against the RAF. Prepare claims against Road Accident Fund. Prepare finalisation on the status of 3rd party claims. Review and finalise offers from RAF.

ENQUIRIES : Elri Boewer Tel No: 082 782 8609
APPLICATIONS : Direct your applications to: Jobs-CF15@labour.gov.za
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/49 : **PRACTITIONER: EXEMPTED EMPLOYERS REF NO: HR 5/1/2/3/52**

SALARY : R261 372 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year Qualification in Public management/ Public Administration/ Social science. 1 experience in claims processing environment of compensation or medical claims Knowledge: Compensation Fund business strategies, policies and procedure. Relevant stakeholders. Customer service (Batho Pele Principles). Risk awareness. COID Act. COID tariffs. Legislative requirements:

Public Service Regulations (PSR). PFMA and National Treasury Regulations. Public Service Act (PSA). Labour Relation Act. Batho Pele Principle Skills: Problem Solving. Presentation. Planning and Organising. Strong Analytical Skill. Communication Skills- Both Written and verbal. Report Writing. Continuous improvement. Performance Management.

DUTIES : Administer claims registration process. Adjudicate registered customer claims. Process medical accounts payments. Render medical accounts payments. Render administrative duties. Supervision of staff.

ENQUIRIES : Mr C Khosana Tel No: 063 694 0746

APPLICATIONS : Direct your applications to: Jobs-CF16@labour.gov.za

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/50 : **INBOUND AGENT REF NO: HR 5/1/2/3/53 (X3 POSTS)**

SALARY : R211 713 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Grade 12 certificate. No Experience required Core Knowledge: Compensation Fund mandate. Contact Centre vision and objectives. Contact Centre performance requirements. Customer care (Batho Pele Principles). Telephone Etiquette. Legislative requirements: COIDA Act. Public Service Regulations. PFMA and Treasury Regulations. Skills: Data Capturing. Computer literacy. Listening skills. Communication Skills. Interpersonal skills. Customer focused. Teamwork and collaboration. Self and time management. Attention to detail. Analytical thinking. Honesty, integrity and work ethic. Adaptation to change (resilience). Self-motivated. Accuracy.

DUTIES : Receive and process incoming calls. Conduct basic back office functions. Perform continuous process improvements.

ENQUIRIES : Mashilo Mangena Tel No: 012 319 9140

APPLICATIONS : Direct your applications to: Jobs-CF17@labour.gov.za

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/51 : **ACCOUNTING CLERK: ACCOUNT RECEIVABLE REF NO: HR 5/1/2/3/55 (X2 POSTS)**

SALARY : R211 713 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Grade 12. No Experience is required Knowledge: Compensation Fund business strategies, policies and procedure. Audits processes, principles and practices. Batho Pele Principles (Customer Services). Risk management processes. Public sector revenue and receivable processes. Financial compliance and reporting. Public service revenue and receivable processes. Accounts Receivable Internal controls. Account standards. GRAP (Generally Recognised Accounting Principles). Legislative Requirements: PFMA. National Treasury regulations. Promotion of Access to information Act. COIDA skills: Computer skills. Communication (verbal and written). Interpersonal relations. Data and records management. Telephone Skills and Etiquette. Problem solving.

DUTIES : Perform accounts receivable reconciliations. Perform financial administration process on accounts receivables. Prepare Accounts Receivable quarterly disclosures.

ENQUIRIES : Mr Adrian Mathibe Tel No: 012 406 6581

APPLICATIONS : Direct your applications to: Jobs-CF18@labour.gov.za

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/52 : **SAICA CHARTERED TRAINEE ACCOUNTANT REF NO: HR 5/1/2/3/58 (3 Years Fixed Contract)**

SALARY : R211 713 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Honours in Accounting (CTA) – NQF Level 8 or equivalent for eligibility to write SAICA ITC. Proof of academic record is required for all applicants. No prior working experience. Knowledge: Financial Technical Knowledge. Financial Management. Monitoring and Evaluation Platform. Generally, recognised Accounting Principles. Auditing standards. DoEL and Compensation Fund

Regulations, policies and procedures. Legislative requirements: COIDA Act. Public Service Act. PFMA and National Treasury Regulations. Public Service Regulations. Labour Relations Act. Basic Condition Employment Act. White paper on transformation of Public Services. Skills: Strong analytical Skills. Budgeting and Financial Management. Conflict management. Planning and organising. Problem solving. Risk Management. Time management.

DUTIES : Perform general accounting and external reporting within the Fund. Perform and monitor auditing assurance, risk management and governance of the Fund. Evaluate financial management and management decision making. Monitor and evaluate cash flow and investment decisions of the fund. Render administration activities.

ENQUIRIES APPLICATIONS NOTE : Ms J Achary Tel No: 066 044 4330
: Direct your applications to: Jobs-CF21@labour.gov.za
: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/53 : **CLIENT SERVICE OFFICER REF NO: HR 4/4/10/27 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R211 713 per annum
: Mafikeng Labour Centre
: Matriculation/Grade 12/Senior Certificate. Zero Experience. Knowledge: All Labour Legislations and Regulations. Private Employment Agency regulations and related ILO conventions. Public Service Regulations. Public Service Act. Knowledge of all Departmental Policies, Procedures & Guidelines. Batho Pele Principles. Skills: Interpersonal. Telephone etiquette. Interviewing. Computer literacy. Communication. Ability to interpret legislation. Problem Solving.

DUTIES : Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.

ENQUIRIES APPLICATIONS : Ms N Litheko Tel No: (018) 387 8100
: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW@labour.gov.za

POST 15/54 : **CLIENT SERVICE OFFICER: COID (X15 POSTS)**

SALARY CENTRE : R211 713 per annum
: Bethal Labour Centre: Mpumalanga Ref No: HR4/4/7/45 (X1 Post)
: Carolina Labour Centre: Mpumalanga Ref No: HR4/4/7/46 (X1 Post)
: Ermelo Labour Centre: Mpumalanga Ref No: HR4/4/7/47 (X1 Post)
: Middleburg Labour Centre: Mpumalanga Ref No: HR4/4/7/48 (X1 Post)
: Secunda Labour Centre: Mpumalanga Reference No: HR4/4/7/49 (X4 Posts)
: Mashishing Labour Centre: Mpumalanga Ref No: HR4/4/7/65 (X 1 Post)
: Mbombela Labour Centre: Mpumalanga Ref No: HR4/4/7/66 (X3 Posts)
: Mkhondo Labour Centre: Mpumalanga Ref No: HR4/4/7/67 (X1 Post)
: Standerton Labour Centre: Mpumalanga Ref No: HR4/4/7/68 (X1 Post)
: Sabie Labour Centre: Mpumalanga Ref No: HR4/4/7/69 (X1 Post)

REQUIREMENTS : Grade 12/Senior Certificate. No experience. Knowledge: Public Service Act, Public Service Regulations, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Services (Batho Pele Principles). Skills: Computer literacy, Business Writing Skills, Listening Skills, Telephone etiquette, Basic Interpersonal Skills.

DUTIES : Receive and verify documents for registration. Register claims on the Operational system. Assist employer services at the Kiosk, online system and service centres. Handle all services related queries and complaints.

ENQUIRIES : Mr M Ramatsetse Tel No: 017 647 5212 (Bethal Labour Centre)
: Mr RL Mokoena Tel No: 017 843 1077 (Carolina Labour Centre)
: Ms L Mashego Tel No: 017 819 7632 (Ermelo Labour Centre)
: Mr T Milanzi Tel No: 013 283 3600 (Middleburg Labour Centre)
: Mr IM Nkosi Tel No: 013 235 2368/9 (Mashishing Labour Centre)
: Ms R Masilo Tel No: 017 631 2585 (Secunda Labour Centre)
: Ms LL Shawe Tel No: 013 753 2844 (Mbombela Labour Centre)
: Mr R Mnyakeni Tel No: 017 826 1883/4 (Mkhondo Labour Centre)

APPLICATIONS

Mr I Ledwaba Tel No: 017 712 1351 (Standerton Labour Centre)
Mr P Mashile Tel No: 013 764 2105/6 (Sabie Labour Centre)
Deputy Director Labour Centre Operations: Private Bag X 1029, Bethal, 2310 or hand deliver at 9 Vuyisile Mini Street, Bethal or Email: Jobs-BTH@labour.gov.za
Deputy Director Labour Centre Operations: Private Bag X 718, Carolina, 1185 or hand deliver at Landbou Building, 20B Breytenbach Street, Carolina or Email: Jobs-CRL@labour.gov.za
Deputy Director Labour Centre Operations: Private Bag X9054, Ermelo, 2350 or hand deliver at Merino Building Cnr of De Jager & Joubert Street, Ermelo or Email: Jobs-EML@labour.gov.za
Deputy Director Labour Centre Operations: Private Bag X251833, Middleburg, 1050 or hand deliver at Emily Hobhouse Building, 175 Cowen Nthuli Street, Middleburg or Email: Jobs-MDB@labour.gov.za
Deputy Director Labour Centre Operations: Private Bag X9057, Secunda, 2302 or hand deliver at 4 Waterson Street, Sunset Park, Secunda or Email: Jobs-SCA@labour.gov.za
Deputy Director Labour Centre Operations: Private Bag X20081, Mashishing, 1120 or hand deliver at 51 De Klerk Street, Mashishing or Email: Jobs-LDB@labour.gov.za
Deputy Director Labour Centre Operations: Private Bag X11298, Mbombela, 1200 or hand deliver at Standard Bank Building, 29 Brown Street, Mbombela or Email: Jobs-NLS@labour.gov.za
Deputy Director Labour Centre Operations: Private Bag X34, Mkhondo, 2380 or hand deliver at Balalas Building, 42 Kotze Street, Mkhondo or Email: Jobs-PRT@labour.gov.za
Deputy Director Labour Centre Operations: Private Bag X2001, Standerton, 2430 or hand deliver at Caroto Building, 14C Vry Street, Standerton or Email: Jobs-STD@labour.gov.za
Deputy Director Labour Centre Operations: Private Bag X523, Sabie, 1260 or hand deliver at 10th Avenue (Old Spar Centre), Sabie or Email: Jobs-SBI@labour.gov.za

POST 15/55

ACCOUNTING CLERK: BANK RECONCILIATION REF NO: HR 5/1/2/3/56 (X2 POSTS)

SALARY CENTRE REQUIREMENTS

R176 310 per annum
Compensation Fund, Pretoria
Grade 12 certificate. No Experience is required Knowledge: Compensation Fund business policies and procedures and processes. Customer Services (Batho Pele Principles). COIDA. Financial Control Processes. Data capturing. GRAP. Legislative Requirements: PFMA. National Treasury regulations. Skills: Computer literacy. Communication (verbal and written). Interpersonal relations. Telephone Skills and Etiquette. Problem solving and decision making.

DUTIES

Maintain Funds bank accounts. Perform manual electronic reconciliation process. Provide administrative support.

ENQUIRIES APPLICATIONS NOTE

Mr Cecil makitla/ Ms Lerato Kwadi Tel No: 012 406 5719
Direct your applications to: Jobs-CF19@labour.gov.za
Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/56

ADMIN CLERK: THIRD PARTY REF NO: HR 5/1/2/3/57 (X2 POSTS)

SALARY CENTRE REQUIREMENTS

R176 310 per annum
Compensation Fund, Pretoria
Grade 12 certificate. No experience is required Knowledge: Public Finance Management Act. Treasury Regulations. Public Service Regulations Act Skills: Communication (verbal and written) Financial management. Planning and organising. Computer literacy. Interpersonal. Conflict Handling. Problem solving.

DUTIES

Recover or collect money from internal and external third parties. Administrate Road Accident Fund Claims. Handle all incoming enquires and provide feedback.

ENQUIRIES APPLICATIONS

Elri Boewer Tel No: 082 782 8609
Direct your applications to: Jobs-CF20@labour.gov.za

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/57 : **MSS ADMIN CLERK REF NO: HR 4/4/10/28**

SALARY : R176 310 per annum
CENTRE : Christiana Labour Centre
REQUIREMENTS : Matriculation/Grade 12/Senior Certificate. No experience required. Knowledge: Batho Pele Principles. Departmental Policies and Procedures. Treasury Regulations. Skills: Verbal and written communication. Interpersonal Relations. Problem Solving. Computer Literacy. Analytical. Planning and Organising.

DUTIES : To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and Office Management service to the Labour Centre Daily. Render a Human Resource Management. Responsible for Training and Performance activities in a Labour Centre Daily. Responsible for the records management in a Labour Centre Daily.

ENQUIRIES : Ms N Litheko Tel No: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW1@labour.gov.za

POST 15/58 : **OFFICE AID: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/4/11/10**

SALARY : R124 434 per annum
CENTRE : Labour Centre: Temba
REQUIREMENTS : Standard 8/Grade 10. (0) Zero experience. Knowledge: Cleaning Practices, Catering, Office Practices Skills: Interpersonal relations, Verbal, Communication, Listening.

DUTIES : Ensure a clean office environment at all times. Provide food service's aid. Assist in distributing stock. Assist with messenger functions.

ENQUIRIES : Ms G Malungana Tel No: (012) 127 1437
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email:Jobs-gp6@labour.gov.za

GRADUATE INTERNSHIP PROGRAMME FOR 2022/2023 TO 2024 FINANCIAL YEAR

NOTE : The Department of Employment and Labour, Mmabatho Provincial Office would like to invite qualifying applicants to apply for Graduate Internship programme, for the Financial year 2022/2023 to 2024. The Graduate Programme is meant to provide work exposure to graduates in their fields of studies. The applicants must be unemployed at the Public Service, never participated in any Internship programme and must be between the age of 18-35.

OTHER POSTS

POST 15/59 : **INTERNSHIP REF NO: HR 4/4/10/29**

SALARY : R6083.66 per month
CENTRE : Brits Labour Centre
REQUIREMENTS : A Three-year tertiary qualification in Public Management / Admin Knowledge: Compensation Fund objectives and business functions. UIF. Service (Batho Pele principles Customer) Skills: Required Technical Proficiency. Communication. Telephone skills and etiquette.

DUTIES : Arrange appointments for inspections three days before inspections. Plan and allocate cases to inspectors upon second day of receipt.

ENQUIRIES : Ms N Litheko Tel No: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW2@labour.gov.za

POST 15/60 : **INTERNSHIP REF NO: HR 4/4/10/30 (X2 POSTS)**

SALARY : R6083.66 per month

<u>CENTRE</u>	:	Potchefstroom Labour Centre
<u>REQUIREMENTS</u>	:	A Three-year tertiary qualification in Public Management / Admin Assistant/ Secretariat Knowledge: Compensation Fund objectives and business functions. UIF. Customer Service (Batho Pele principles) Skills: Required Technical Proficiency. Communication. Data Capturing. Data and records management.
<u>DUTIES</u>	:	Perform Integrated Client Service Officer Functions. Collecting UI Application. Perform screening of clients. Take IES complaints. Capture applications on ESSA. Collection of payment forms.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW3@labour.gov.za
<u>POST 15/61</u>	:	<u>INTERNSHIP REF NO: HR 4/4/10/31</u>
<u>SALARY</u>	:	R6083.66 per month
<u>CENTRE</u>	:	Mafikeng Labour Centre
<u>REQUIREMENTS</u>	:	A Three (3) year tertiary qualification in Human Resource Management / Public Administration Knowledge: Compensation Fund objectives and business functions. Customer Service (Batho Pele principles). UIF. Skills: Required Technical Proficiency. Communication. Data Capturing. Data and records management. Telephone skills and etiquette.
<u>DUTIES</u>	:	Admin support.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW4@labour.gov.za
<u>POST 15/62</u>	:	<u>INTERNSHIP REF NO: HR 4/4/10/32</u>
<u>SALARY</u>	:	R6083.66 per month
<u>CENTRE</u>	:	Klerksdorp Labour Centre
<u>REQUIREMENTS</u>	:	A Three-year tertiary qualification in Public Administration / Business Management. Knowledge: Compensation Fund objectives and business functions. Customer Service (Batho Pele principles). UIF Skills: Required Technical Proficiency. Communication. Data Capturing. Data and records management. Telephone skills and etiquette.
<u>DUTIES</u>	:	Take UIF applications. Register work seekers. Take IES Complaints. Capture applications on ESSA.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW5@labour.gov.za
<u>POST 15/63</u>	:	<u>INTERNSHIP REF NO: HR 4/4/10/33</u>
<u>SALARY</u>	:	R6083.66 per month
<u>CENTRE</u>	:	Vryburg Labour Centre
<u>REQUIREMENTS</u>	:	A Three-year tertiary qualification in Public Administration / Business Management. Knowledge: Compensation Fund objectives and business functions. Customer Service (Batho Pele principles). UIF. Skills: Required Technical Proficiency. Communication. Data Capturing. Data and records management. Telephone skills and etiquette.
<u>DUTIES</u>	:	Take UIF applications. Register work seekers. Take IES Complaints. Capture applications on ESSA.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW6@labour.gov.za
<u>POST 15/64</u>	:	<u>INTERNSHIP REF NO: HR 4/4/10/34</u>
<u>SALARY</u>	:	R6083.66 per month
<u>CENTRE</u>	:	Rustenburg Labour Centre
<u>REQUIREMENTS</u>	:	A Three-year tertiary qualification in Public Management / Office Management & Technology. Knowledge: Compensation Fund objectives and business

functions. Customer Service (Batho Pele principles). UIF Skills: Required Technical Proficiency. Communication. Data Capturing. Data and records management. Telephone skills and etiquette.

DUTIES : Perform administrative work for IES unit. Schedule inspector appointments. Capture IES registers. Capture weekly and monthly stats. Allocate IES cases. Attend to IES enquiries.

ENQUIRIES APPLICATIONS : Ms N Litheko Tel No: (018) 387 8100
: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW7@labour.gov.za

POST 15/65 : **INTERNSHIP REF NO: HR 4/4/10/35**

SALARY CENTRE REQUIREMENTS : R6083.66 per month
: Office of the CDPO Provincial Operations Mmabatho
: A Three-year tertiary qualification in Public Management / Office Management & Technology. Knowledge: Compensation Fund objectives and business functions. Customer Service (Batho Pele principles). UIF Skills: Required Technical Proficiency. Communication. Data Capturing. Data and records management. Telephone skills and etiquette.

DUTIES : Provide receptionist support. Render a secretariat services. Assist in monitoring and maintaining the budget including Supply Chain. Facilitate and coordinate all logistics. Track and monitor complaints and correspondence within the CDPO office c Record and distribute documents to various business units. Support office of the CDPO.

ENQUIRIES APPLICATIONS : Ms N Litheko Tel No: (018) 387 8100
: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW8@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.
- FOR ATTENTION** : marked for the attention: Human Resources Management
- NOTE** : Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full accompanied by 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 which is 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 underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available through the NSG under the name "Certificate for entry into SMS" (full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Shortlisted candidates must provide proof of successful completion of the course. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 15/66** : **DEPUTY DIRECTOR-GENERAL: OCEANS AND COASTS MANAGEMENT**
REF NO: OC01/2022
- SALARY** : R1 521 591 per annum, an all-inclusive annual remuneration package. The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE** : Cape Town
- REQUIREMENTS** : An undergraduate qualification and an appropriate post graduate qualification at (NQF level 8) in Natural/Environmental Sciences or relevant qualification as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 8 -10 years of experience at senior management level. Knowledge of international environmental and development issues (globally, regionally, and locally). Knowledge and understanding of international laws, agreements

and commitments and their impact on fisheries. Experience in international liaison and coordination, an awareness of SA and government's priorities. Ability to manage Units and plan for activities, including projects and policy matter. Ability to negotiate with high-level executives in public and private sector, to secure Government's investments and opportunities. Ability to develop, interpret and apply policies, strategies and legislation. Programme and Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Ability to work under pressure and long hours. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

- DUTIES** : Manage overall strategic direction, leadership, management, and support, within the applicable legislation and policies on integrated coastal management. Coordinate, facilitate and support science that improves understanding of Earth Systems, Policy formulation and advance South African interest in the Antarctic Treaty System. Develop and maintain strategies for the conservation of the coast. Monitor and mitigate ocean and coastal pollution. Ensure the Provision of the overall national strategic direction, leadership, management, and support to ocean & coastal research. Facilitate the Planning, coordination, and implementation oceanographic process research. Manage the Planning, coordination and implementation biodiversity, and coastal research, including research in support of enhancing community resilience against ocean, weather, climate, and pollutions threats. Provide and manage high quality research data and information utilizing innovative technology. Provide technical and engineering expertise to support research. Provide overall leadership in compliance monitoring and enforcement activities carried out within the Branch: Oceans & Coasts. Manage Large Integrated projects and coordination of regional and international programmes. Provide leadership in the development and implementation of oceans and coasts monitoring and reporting strategy Plan appropriate infrastructure support for South Africa's sub-Antarctic and Antarctic interests. Manage the Provision of specialist Oceans & Coastal Monitoring, reporting and evaluation. Manage and coordinate the implementation of the initiatives within Ocean Economy. Manage, coordinate, analyse and compile reports to the Ocean Economy Ministerial Management Committee, the Economic Cluster, Cabinet, Portfolio Committees, and other fora. Manage, facilitate, and support the implementation of the 3-feet delivery plans for the four focus areas with particular focus on the Protection Services and Ocean Governance Focus Area. Liaise with the Department of International Relations and Cooperation and other strategic international partners on areas of cooperation. Manage, coordinate, facilitate, analyse, and report on the implementation of initiatives within Ocean Economy.
- ENQUIRIES** : Mr G. Ntshane Tel No: 012 3998628 / cell: 079 879 9656
- CLOSING DATE** : 06 June 2022

POST 15/67 : **DIRECTOR: INFORMATION TRANSFORMATION REF NO: CCAQ06/2022**
 The purpose of this post is to manage, support and promote the Department's sustainable development efforts through the identification, development, production and dissemination of high impact information products.

SALARY : R1 073 187 per annum, (all-inclusive salary 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 : Pretoria

REQUIREMENTS : A Bachelor's Degree in Creative/Graphic Arts (NQF 7) or equivalent qualification within the related field plus 5 years of experience at a middle/senior managerial level within the relevant field. Knowledge, including: expert marketing, advertising and/or communication knowledge; design practices such as, brand development, user-centred experience design and digital design; basic to good general environmental and sustainable development knowledge; basic management knowledge including project and business process management; and knowledge of research methodologies and research presentation. In terms of skills: high level computer proficiency

and skills, especially with creative software like Adobe Creative Suite applications (Photoshop, Illustrator, InDesign, etc.), Affinity Designer, Appy Pie Design, Canva, Colorcinch, CorelDRAW, Design Wizard, GIMP, Gravit Designer, Inkscape, PixTeller, Vectr, Visme, and/or Xara Designer; organising, facilitation and high-level written and verbal communication skills and excellent interpersonal skills; technical copy writing skills and experience; analytical and decision-making skills; research and general information-gathering techniques; strategic capability and leadership; people management and empowerment; and financial management. In terms of personal attributes, the Department is looking for someone who is: a strategic, analytical and creative thinker; innovative and proactive; able to work long hours voluntarily; able to gather and analyse information; able to work independently and in a team; able to provide overall strategic guidance; able to lead a multidisciplinary team; able to work under pressure; able to take the initiative; and someone who is responsible and loyal and disciplined. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

- DUTIES** : To this end, duties include: managing the identification of information product opportunities, including the creation of information product ideas and mock ups; managing the development of identified information products for departmental clients; securing management and departmental client approval for prioritised information product proposals, plans and budgets; mobilising and managing internal Directorate resources to develop information products; securing the services of any external service providers required for the development of information products; managing the update and maintenance of information products that provide continuous information value and positive impact through periodic data updates; establishing, maintaining, and managing relationships with technical experts within the Department and its entities for the update and maintenance of information products; monitoring and reviewing the impact of information products; managing and conducting environmental literacy surveys as required.
- ENQUIRIES** : Mr P Lukey Tel No: 012 399 9249
- NOTE** : Applicants shortlisted for an interview will be required to present a portfolio of their recent graphic work during the interview.
- CLOSING DATE** : 23 May 2022

OTHER POSTS

- POST 15/68** : **ASSISTANT DIRECTOR: WETLAND PROGRAMMES REF NO: EP9006/2022**
- SALARY** : R470 040 per annum, (an all-inclusive annual remuneration package R646 193 per annum)
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriate 3-year Bachelor's Degree / National Diploma in Environmental Sciences or an appropriate, relevant equivalent qualification. 3-5 years' experience in a related field. Knowledge of wetland conservation, management and rehabilitation. Knowledge of wetland-related legislation (NEMA, NWA, CARA, NEMBA). Knowledge of GIS and remote sensing application relative to wetland work. EMP implementation as applicable to Working for Wetlands, river restoration, dry-land erosion control. Ability to apply photographic techniques during and after the implementation of projects. Supervision of Project Managers and Implementer systems and delivery.
- DUTIES** : The incumbent will be expected to develop W Cape and N Cape provincial wetland operational plans and manage wetland rehabilitation planning process. Coordinate the review of draft rehabilitation plans by relevant stakeholders. Support broader catchment conservation initiatives and NRM programmes that are relevant to wetlands. Provide support on the implementation of projects. Provide operational support to all projects, Manage Implementers / project managers to ensure implementation goals are met. Provide support on the monitoring and evaluation of Wetlands projects. Verify and approve monthly Project Progress Reports, Health and Safety Reports and EPWP Participants' Reports. Maintain partnerships with stakeholders.
- ENQUIRIES** : Mr. U R Bahadur Tel No: (012) 399 8974/80, ubahadur@dffe.gov.za
- CLOSING DATE** : 16 May 2022

POST 15/69 : **ASSISTANT DIRECTOR: FORESTRY SCIENTIFIC SERVICES (REF NO: FOM16/2022)**

SALARY : R477 090 per annum (Total package of R667 082 per annum/ condition apply)
CENTRE : Pretoria

REQUIREMENTS : An appropriate Postgraduate Diploma or Bachelor of Science or Honours degree (NQF level 7) in Forestry or equivalent qualification. A minimum of 3-5 years' experience in forestry or experience in the related field. Knowledge and understanding of the National Forest Act, 1998 (Act 84 of 1998) and the National Veld and Forest Fire Act, 1996 (Act 101 of 1996). Extensive subject knowledge and related technical skills in the planning and/or management of forest estates / research related to forest ecology, production forestry, agroforestry, urban forestry and/or environmental or economic aspects of forestry or in the rendering of forestry scientific services. Knowledge of conservation planning (mathematical methods), timber yield estimation and regulation (mathematical methods), design of forest management systems, development of forest/conservation management plans, map reading, species identification, and forest inventory/ floristic survey/ wildlife census Extensive knowledge and technical skills of project management, facilitation and coordination skills as well as excellent analytical thinking and problem solving, superior verbal and written communication and presentation skills. Good leadership and interpersonal relations. Ability to negotiate in difficult situations. Advanced computer skills in MS Office software. Physical fortitude and ability to work extensive hours and under pressure. A valid driver's license and must be willing to travel.

DUTIES : Design and commission research, implement and disseminate research findings (innovate and forest science development) advance forest science through research and communication of research findings. Monitoring of forest resources through forest assessments and surveys; involving classification and mapping of forests, field data collection, data maintenance and analysis. Assist with the protection of trees, forests and environmental resources. Provide scientific guidance on sustainable forest management for planted trees and all types of forests, with reference among other to water, soil conservation, climate change and biodiversity; and risks such as fire, pests and diseases. Conduct data analysis on various forestry related topics. Development of information products about forestry and related subjects. Provision of technical support for compliance and law enforcement measures as well as integrated environmental management. Development of information about the value and benefits of forests as well as assistance with the development of guidelines for planning and sustainable forest management, including PCI&S. Conduct audits (regional and national). Provision of forestry scientific information in support of multilateral environmental agreements. Liaise with stakeholders, coordinate and facilitate events and meetings. Assist with supervision of staff, financial and physical resources of the unit as well as reporting.

ENQUIRIES : Mr Johan Bester Tel No: 012 309 5767

NOTE : All shortlisted candidates will be subjected to skills/knowledge test as part of the selection process.

CLOSING DATE : 16 May 2022

POST 15/70 : **CONTROL GIS TECHNICIAN PRODUCTION GRADE A (OSD) REF NO: EP9007/2022**

SALARY : R369 351per annum, (an all-inclusive annual remuneration package R536 359 per annum)

CENTRE : Bloemfontein

REQUIREMENTS : Applicants must be in possession National Diploma in GIS / Cartography or relevant qualification with 3-year post qualification technical GIS experience. Compulsory registration with PLATO as a GISc Technician. Knowledge of programme and project management, Legal and operational compliance Knowledge. Process knowledge and skills, knowledge of Database Management, Maintenance and Systems skills. Geo-Database design and analysis. Knowledge Research and development. Strategic management and direction, Financial Management. Ability to communicate with people at different levels, Data analysis skills, organising and management skills. Work effectively with others as a member of a team, quality work. A valid driver's license.

DUTIES

: Manage and maintain Geographical Information systems and spatial tools. Accurately populate spatial and non-spatial data in NRM Systems, generate contracts, electronic and hard-copy filing of documents, quality assurance of new contracts generated by means of a QA register. Perform database administration activities and back-ups, perform spatial data verifications, cleanup and the appropriate spatial data storage. Data Collection. Spatial Data Collection, and analysis including quality assurance. Apply necessary datum and projection transformation. GIS and infield mapping support, production and provision of maps to relevant stakeholders-on request, compile spatial metadata records and spatial reports as required. Spatial Data Analysis and Reporting, analyse and identify discrepancies in Spatial data, contract maps and report to Control GISc Technician. Compile spatial and non-spatial reports as required. Functional requirements analysis. Produce relevant Provincial maps with the latest land cover on request. Conduct field visits to validate spatial data. Document organizational GIS challenges and report to Control GISc Technician. Support Control GIS Technician in Organising and facilitating GIS and Data workshops for user requirements analysis. Customise GIS applications and tools to suit the organizational needs.

ENQUIRIES

: Ms D Soginga Tel No: (082 467 2667), e-mail: dsoginga@daff.gov.za

CLOSING DATE

: 16 May 2022

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. Hand delivered application may be submitted at Dr AB Xuma Building, 128 Voortrekker Road and Raslouw or should be emailed to: recruitment@health.gov.za quoting the relevant post reference number on the subject line.

FOR ATTENTION : Ms T Moepi

CLOSING DATE : 16 May 2022, closing time: 12H00 Middyay

NOTE : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV (previous experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. 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 licence. Only emailed applications will be considered. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

POST 15/71 : **CHIEF DIRECTOR: SECTOR WIDE PROCUREMENT REF NO: NDOH 23/2022**

Branch: National Health Insurance (NHI)

This is a re-advertisement. Applicants who have previously applied need to re-apply.

SALARY : R1 269 951 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Public Health and/Health Product Procurement. A post-graduate qualification (NQF Level 8) in a health-related field will be an advantage. Registration with a health-related professions council will be an added advantage. Extensive and appropriate experience in Public Health and Health Product Procurement management, five years (5) of which should at least be at senior management level. Experience should include planning, financial management, health economics and financing, supply chain management, project, and human resource management. Knowledge of relevant legislation including the Medicines and Related Substances Act, the Pharmacy Act, National Health

Act and the Public Finance Management Act and Treasury Regulations. Knowledge and understanding of the National Health Insurance Bill. Good communication (verbal and written), presentation, negotiation, people management and computer skills. Willingness to work irregular hours and to travel. A valid driver's license.

DUTIES

: Provide strategic leadership, oversight, and management of the functions to support the establishment of the Office of Health Products Procurement, in preparation for National Health Insurance (NHI). These functions include the implementation of systems to support the efficient selection, contracting and contract management of medicines and related health products, the development of a national health products list, the coordination of efficient supply chain management processes aligned to the Public Finance Management Act and the establishment of mechanisms to monitor and evaluate the risks inherent in the public procurement process. Implement processes to facilitate the development and maintenance of the Formulary to support the Benefits Advisory Committee which will manage the list of health-related products to be used in the delivery of health care services in NHI. Implement systems and reforms to manage pricing of the Formulary based on principles such as fairness, transparency, cost-effectiveness, and economies of scale. Support the functions of the Ministerial Advisory Committee on Health Technology Assessment for NHI by implementing systems to undertake reviews of health interventions and technology using the best available evidence on cost-effectiveness, allocative, productive, and technical efficiency. Ensure continuous business improvement in the management of medicines and related health products, aligned to international standards. Contribute to the development of Policies, design planning frameworks and guidelines to operationalise the implementation of NHI. Contribute to and support the development and implementation of supply chain management information systems for medicines and related health products. Strategic management of the chief directorate, including proper allocation of human, financial and other resources.

ENQUIRIES

: Dr N Crisp on email: Nicholas.crisp@health.gov.za

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(SOUTH CAPE TVET COLLEGE AND UMFOLZI TVET COLLEGE)**

OTHER POSTS

<u>POST 15/72</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: PS 17/2022</u> (PERSAL Appointment)
<u>SALARY</u>	:	R382 245 per annum (Level 09), plus benefits as applicable in the Public Service
<u>CENTRE</u>	:	Central Office – George
<u>REQUIREMENTS</u>	:	Matric/Grade 12 plus a minimum 3-year accredited/Recognized Degree/Diploma in Information Technology, Engineering Computer systems, Computer Sciences or Network Systems, A minimum of at least 3-5 year's working experience in IT environment of which at least 2 years in a supervisory position. Computer Literacy (MS Office). A Valid code 08 driver's license. Recommendations: Knowledge of computer hardware, software, network, servers and related programmes. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Corporate ICT principles. Knowledge and understanding of the monitoring of performance management system. Knowledge and understanding of the ICT Policies and relevant legislation. Excellent report writing and communication skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Skills: Administer computer hardware, software, server and network. Administrative skills, planning and organising, Financial management, Report writing, communication and interpersonal skills, problem solving. Team leadership. People management. Values & Attributes: Client Service focus, Integrity, Committed, Proactive and Loyal.
<u>DUTIES</u>	:	Develop, review and monitor the implementation of Information Communication Technology (ICT) policies: Ensure consultation process of draft policies with all relevant stakeholders. Ensure the development, establishment of appropriate E-governance and ICT policies, frameworks and standards. Implement, enforce, and ensure adherence of IT policies and procedures to all campuses. Ensure that appropriate policies and processes are put in place for risk management. Implement, enforce, and ensure adherence of IT policies and procedures to all campuses. Ensure that appropriate policies and processes are put in place for risk management. Act in alignment with user needs and system functionality to contribute to organizational policy. Identify problematic areas and implement strategic solutions in time. Audit systems and assess their outcomes. Develop and implement IT Plan and IT Audit action plans; Preserve assets, information security and control structures. Facilitate implementation and adherence of College ICT policies. Make sure all policies are correctly implemented and enforced. Information System Management: Administer and monitor IT Security and Electronic access .Establish systems to safeguard hardware and data. Perform system backups. Administer and monitor IT Security and Electronic access. Perform system and information backups. Ensure ICT Disaster Recovery Plan of the College is implemented 100%. Develop systems to protect College information. Develop systems to improve ICT Infrastructure of the College. Ensure improved connectivity and bandwidth of the College. Ensure improved ICT infrastructure to improve College systems such as MIS, PERSAL, VIP SAGE, SCM, Finance and other systems used by the College. Develop systems to enable staff to work remotely and access College systems off site and securely. Network Management and Maintenance: Research and develop specifications for (Local Area Network & Wide Area Network) (LAN and WAN technologies according to the college's requirements. Distribute LAN and WAN access to students and staff according to college policy and needs. Set-up, manage and maintain WAN, LAN, e-mail and internet connections to all the campuses. Troubleshooting, resolving and documenting all ICT related issues. ICT Software and hardware Maintenance: Research and develop plans for software and hardware products required for technologies and systems which will enable the college's core business,

support functions and programs. Advice on Procurement of college software and hardware according to the college's needs. Maintain and monitor the software and hardware system, reports and redundant hardware and software and advises on updating. Keep up to date with the latest developments of hardware and software in education. Manage all licensing of software that the college is using and ensure that they are valid and appropriate. Assist with the procurement of contracts and network products and services according to the college's needs. Make sure legal and legitimate contract are entered to by the College and provide clear guidelines in SLA monitoring and implementation filter the information through to management. Monitor and ensure adherence to ICT contracts and SLA's by College providers. Provision of Intranet and network services: Ensure assess of intranet and internet in the campuses. Ensure that the college website is continuously updated with current information. Management of all Human, Financial and other resources of the ICT Unit.

- ENQUIRIES** : Mr. ME Gcuwa Tel No: (044) 8840359
- APPLICATIONS** : Applications must be forwarded: The Deputy Principal: Corporate Services, South Cape TVET College, 125 Mitchel Street, George 6530 or electronically via email to careers@sccollege.co.za
- FOR ATTENTION** : Mr. M.E Gcuwa
- NOTE** : Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 forms should be emailed to the respective email addresses. Applications send to incorrect email addresses will regrettably not be considered. All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies. A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), copies of all qualifications with academic transcripts/record, Trade Test, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts: Re-appointment of former employees. (1) An executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment or (b) due to ill health and cannot provide sufficient evidence of recovery.
- CLOSING DATE** : 23 May 2022 AT 16:00
- POST 15/73** : **ASSISTANT DIRECTOR: OFFICE MANAGER (OFFICE OF THE PRINCIPAL) REF NO: UMF/023/03/2022**
- SALARY** : R382 245 per annum (Level 09), plus benefits as applicable in the Public Sector
- CENTRE** : Central Office
- REQUIREMENTS** : Recognised National Diploma in (NQF6) in Public Management / Business Management / Office Management and Technology or related qualification. 3–5 years' experience in strategic planning and administration environment.

Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/CET Administrations. Understanding of the Higher Education Sector, Corporate Governance and Cost Centre budgetary, expenditure and cash flow management. Knowledge of the Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Advanced planning and organizational skills, financial management and report writing skills, communication and interpersonal, project management, problem solving and analytical skills, computer literate. Valid driver's licence.

DUTIES

: Coordinate the implementation of the strategic plan and evaluate the target plan, Render administrative / executive support services in the office of the Principal, Ensure effective and efficient management of the college including the management of the workflow in the office of the Principal, Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders, Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of the above structures, Co-ordinate and arrange all meetings, proceedings and activities of the above structures, Provide strategic management, monitoring and evaluation services. Oversee and manage special projects, Oversee and monitor the budget in the office of the Principal, Co-ordinate college inputs for annual, quarterly, monthly reports, Establish and implement effective records and document management systems in the office of the Principal, Quality check letters, memoranda and submissions, Oversee and maintain logistics within the office of the Principal, Design filing system, Ensure filing systems are maintained up to date; Ensure protection and security of file or records.

**ENQUIRIES
APPLICATIONS**

: Ms ZH Mngoma Tel No: 035-902 9501
: All application should be emailed to the specified email addresses, Email: Applications.central@umfolozi.edu.za. Applications should be send as one PDF document. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified.

NOTE

: Applications must be submitted on a New Z83 form obtainable from any Public Service department as well as uMfolozi TVET College Official website www.umfolozicollege.co.za (and must be fully completed, dated and signed). Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and a Covering Letter with date and signature must be attached. A recent, comprehensive Curriculum Vitae. Copies of all original qualifications (Matric Certificate must also be attached) and academic transcript, your ID Document and valid driver's licence. Such copies need not be certified when applying for a post. Communication will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the interview, following communication from College HRM. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer 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) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

CLOSING DATE

: 16 May 2022 at 13:00

<u>POST 15/74</u>	:	<u>HUMAN RESOURCES ADMINISTRATION CLERK REF NO: PS 18/ 2022 (X1 POST)</u> (PERSAL Appointment)
<u>SALARY</u>	:	R176 310 – R207 681 per annum (Level 05), plus benefits as applicable in the Public Service.
<u>CENTRE REQUIREMENTS</u>	:	Central Office- George
<u>DUTIES</u>	:	Matric plus a minimum 3-year accredited Degree/National Diploma or National N Diploma (REQV 13) in Human Resource Management/Public Management/Public Administration with a minimum of 1-2 years relevant work experience in Human Resource Management or related field. Knowledge: Knowledge of relevant HR Prescripts, Labour Relations Act, 1995 and Prescriptive. Departmental policies, procedures and delegations, Basic Conditions of Employment Act, Policy development, PSCBC and ELRC Resolutions, Continuous Education and Training Act No 6 of 2006, Employment of Educators Act, Public Service Act. Knowledge of relevant HR Prescripts. Skills: Good interpersonal relations, customer relations, supervisory skills and computer Literacy. Ability to lead a team of HR practitioners and offer advice to Senior Management on HR related matters. Ability to act professionally and ethically at all times. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
<u>ENQUIRIES APPLICATIONS</u>	:	Ensure the implementation of Human Resource functions such as leave administration, performance management, and termination of services. Communicate and implement policy and legislative matters. Maintain post establishment. Ensure proper administration of transfers, service benefits (including housing subsidies, accommodation, pension, medical aid, staff bursaries, grievances, disciplinary proceedings. Capturing of any salary related transactions on PERSAL/VIP. Handle general enquiries pertaining to salaries and allowances. Assist in recruitment and selection process. Administer and manage information. Maintain duty register.
<u>FOR ATTENTION NOTE</u>	:	Ms. Z Maimane at (044-8840359) Applications must be forwarded: The Deputy Principal: Corporate Services, South Cape TVET College, 125 Mitchel Street, George 6530 or electronically via email to careers@scollege.co.za Mr. M.E Gcuwa Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 forms should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies . A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), copies of all qualifications with academic transcripts/record, Trade Test, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following

permanent posts: Re-appointment of former employees.- (1) An executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment or (b) due to ill health and cannot provide sufficient evidence of recovery.

- CLOSING DATE** : 23 May 2022 AT 16:00
- POST 15/75** : **RECEPTIONIST/ADMINISTRATIVE CLERK REF NO: PS19/2022**
(College Council Appointment)
- SALARY** : R176 310 – R207 681 per annum (Level 05), plus benefits as applicable in the Public Service.
- CENTRE** : Mossel Bay Campus
- REQUIREMENTS** : Matric/Grade 12 plus a minimum 3 year's recognized National N Diploma/Diploma/Degree (NQF Level 6/REQV 13) in Management Assistant, Office Management, Administration or Secretarial Services. A minimum of 1 – 2 years relevant experience in administrative and reception duties. Computer Literacy (MS Office). Recommendations: Client orientation and Customer focus. Good communication. Good Telephone etiquette. Good Organizational skills. Good people skills. Always Professional and friendly. Always willing to assist clients. Reliability. Team player. Knowledge and experience. Excellent report writing and communication skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape. A valid code 08 driver's license.
- DUTIES** : Receive telephonic calls, messages and channel to relevant role players. Take messages and convey to relevant role players. Maintain telephone database. Welcome, receive and direct clients to relevant units/departments in the College: Receive and direct guests, parents and student with respect and in professional manner. Provide clients with relevant information. Maintain and control visitor register at reception. Provide relevant information as required. Answer all relevant questions related to courses and refer technical faculty oriented questers and queries to experts. Distribute college prospectus. Keep and maintain the filing system for the front office. Operate office equipment such as photocopiers faxes. Print and issue telephone accounts. Channel received faxes to relevant role players. Liaise with internal and external personnel. Take messages and convey to relevant role players. Maintain telephone directory. Allocate pin codes when authorized. Keep record of all outgoing calls.
- ENQUIRIES** : Ms. V Zengetwa Tel No: (044-6932613)
- APPLICATIONS** : Applications must be forwarded: The Deputy Principal: Corporate Services, South Cape TVET College, 125 Mitchel Street, George 6530 or electronically via email to careers@scollege.co.za
- FOR ATTENTION** : Mr. M.E Gcuwa
- NOTE** : Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 forms should be emailed to the respective email addresses. Applications send to incorrect email addresses will regrettably not be considered. All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies. A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), copies of all qualifications with academic transcripts/record, Trade Test, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will

be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts: Re-appointment of former employees. (1) An executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment or (b) due to ill health and cannot provide sufficient evidence of recovery.

CLOSING DATE

: 23 May 2022 at 16:00

DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Quoting the relevant reference number, direct your CV, copy of ID, valid driver's license and highest qualification together with the new Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to the E-mail address below: BMArecruitment@dha.gov.za
- CLOSING DATE** : 16 May 2022
- NOTE** : Applications must be sent to the correct address specified at the bottom of each position, on or before the closing date; submitted on the new Application for Employment Form (Z.83), obtainable at www.gov.za; accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible); accompanied by a copy of the Applicant's ID, valid driver's license and relevant highest educational qualifications. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); and limited to 2.5MB in size, if emailed. Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2 / 3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

MANAGEMENT ECHELON

- POST 15/76** : **DIRECTOR: RISK & INTEGRITY MANAGEMENT REF NO: HRMC 23/22/1**
Branch: Border Management Authority
- SALARY** : R1 073 187 - R1 264 176 per annum (Level 13), an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Pretoria, Arcadia
- : An undergraduate qualification in Risk Management or relevant field at NQF level 7 as recognized by SAQA. 5 years' management experience in risk management environment. 5 years' experience at middle /Senior management level is required. Knowledge of the South African Constitution. Knowledge of the Public Service Regulatory Framework, Public Finance Management Act, National Treasury Regulations as well as Public Sector Risk Management Framework. Understanding of legislation and prescripts. Understanding of other best practice e.g. COSO Framework, ISO International Standard, King Report on Corporate Governance, and Ethics Frameworks. Understanding of the Public Sector Integrity Management Framework. Ability to build strategic working relations. Communication, decision making and

DUTIES

conflict management skills. Planning and organising. Quality orientation, customer focus, problem solving and computer literacy. Good grooming presentation skills. Adaptability, creativeness, discipline and innovative. Pay attention to detail. A valid driver's licence and willingness to travel.

The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the functions of Risk Management across Border Management Authority and ensure effective risk reporting. Develop identified risk management policies and procedures in conjunction with the Policy and Strategy unit. Implement and maintain the Risk Management strategy, structure, policy, and framework in the Border Management Authority. Liaise with business units in areas of responsibility to ensure that there is consistency and uniformity in the application of risk management in the Authority. Oversee the effective implementation of risk management processes and procedures. Facilitate central solutions for common risks and for risks where central organisational facilities are available. Assist top management to review organisational objectives and link these to organisational and risk management contexts. Establish and maintain effective communication channels to enable informed decisions making. Report to management, legislature and audit committee on the management of risk processes. Ensure the development of risk registers and evaluate mitigating measures and risks quantification, key risk indicators and the identification of tolerance levels. Establish the risk reporting framework. Ensure risk monitoring and reporting and record decisions regarding risk mitigation measures. Prepare and arrange updates and reviews of the risk strategy on an annual basis. Ensure operational efficiency and service delivery within the Border Management Authority. Develop the business plan for the directorate and ensure effective prioritisation and resource planning. Report on the performance of the directorate against the business plan to the Commissioner. Effectively manage the performance of the directorate against agreed service level agreements, business requirements and targets. Oversee the effective implementation of process and systems enhancement initiatives within the directorate. Develop identified policies and procedures in conjunction with the Policy Development Directorate. Develop the templates, standards and practices for the directorate to enable effective delivery. Maintain close links with Business Intelligence and Research functions in the Authority to identify new trends and strategic direction, and to ensure data and information flow in support of planning. Ensure that systems are in place to monitor the implementation of the strategic and annual plan in conjunction with the Monitoring and Evaluation unit. Ensure the alignment of strategies across the Border Management Authority, and with national government agenda and mandate. Develop and implementation of policy and procedure, directive acts and regulations. Develop and review policies on communications, including the code of good practice within the directorate. Develop and ensure implementation of good governance processes, frameworks and procedures. Build relationship with external auditors and other assurance providers. Ensure compliance with policies, procedures, and prescripts to safeguard the authority against breaches of integrity. Determine appropriate resources to achieve objectives. Monitor progress on execution of operational plans. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation, regulations and Border Management Authority policies and procedures. Plan the production of annual reports in line with corporate strategy. Ensure risk and compliance management. Develop and implement governance processes, frameworks and procedures within the directorate associated with statutory financial responsibilities. Monitor and ensure compliance with legislation, regulations, policies and procedures within the Border Management Authority. Ensure compliance with all audit requirements within the Border Management Authority. Represent the Border Management Authority at management and other government forums. Monitor quality, risk, standards and practices against prescribed frameworks. Manage physical, human and financial resources. Ensure that budget spending is maximized in line with strategic objective. Monitor and report on the utilization of equipment. Ensure that the preparations of the budget are in line with strategic plans & department objectives. Ensure proper implementation of the budget by monitoring, projecting & reporting on expenditure. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure capacity and development of staff. Enhance and maintain employee

ENQUIRIES

motivation and cultivate a culture of performance management. Ensure that the Division is adequately staffed. Evaluate and monitor performance and appraisal of employees.
: Ms P Hlatshwayo Tel No: (012) 432 6641

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Please e-mail your application to ddocfa2204@dirco.gov.za Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.
- CLOSING DATE** : 20 May 2022. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the new form Z83 (effective from 1 January 2021) (duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website - www.dirco.gov.za. For other relevant information and how to apply, kindly visit the Department's website (www.dirco.gov.za) – home page under Employment Information. Applications should be accompanied by a comprehensive CV and copies of qualifications and Identity Document or any other relevant documents. Received applications using the incorrect Z83 for employment will not be considered. All appointments will be subjected to a process of security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications. The successful candidate will have to complete a Financial Disclosure form annually. We thank all applicants for their interest. DIRCO reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 15/77** : **DEPUTY DIRECTOR: OPERATIONAL, COMPLIANCE & FORENSIC AUDIT**
Chief Directorate: Internal Audit
This is a re-advertisement and applicants who applied previously must re-apply.
- SALARY** : R744 255 per annum (Level11). This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an NQF level 6 in Internal Auditing or Accounting or Forensic Auditing; The qualification must have Auditing or Internal Auditing as one of the Majors; An NQF level 7 in the above-mentioned qualifications will be an added advantage; Registration and/or membership with a relevant professional organization such as, the Institute of Internal Auditors of South Africa (IIASA) or South African Institute of Chartered Accountants or Association of Certified Fraud Examiners is compulsory; A Certified Internal Auditor or a Chartered Accountant or a Certified Fraud Examiner (CFE) certification is compulsory; At least three (3) to five (5) years' experience at junior / middle management level in Internal Audit with knowledge of Forensic Auditing within the Auditing environment; Completed external or internal auditing articles will be an added advantage. Competencies: In depth knowledge and understanding of the relevant Public Service regulations and prescripts such as (PSA, PSR, PFMA, etc. Knowledge of Risk Management standards and procedures and Corporate Governance prescripts. Knowledge of Forensic audits/investigations, internal auditing and accounting principles and business practices. In-depth understanding of computer application systems; appropriate training and experience in complex computer environments; proficiency in the IT system being audited. Knowledge of standards for the Professional Practice of the Internal Auditing and Code of Ethics developed by the Institute of Internal Auditors. Sound understanding of risk and enterprise risk management practices. People management, Planning and organizing, Time management, Strategic planning, Policy analysis and Development, Facilitation and presentation

DUTIES

skills; Report writing Skills. Ability to work as a team and independently, Ability to work under pressure, Political and cultural sensitivity.

: Review and execute operational, compliance and forensic audits/investigations; Assist in conducting information technology audits (Data analytics); Identify the indicators of fraud and other irregularities; Provide technical support and management to the Chief-Directorate; Perform any ad-hoc duties as requested by management for the Unit.

ENQUIRIES

: Ms N Moyakhe, Tel No: (012) 351 0767 / Ms W Matlala Tel No: (012) 351 0514

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPEMENT

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 disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 15/78 : **CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 22/99/CFO**
(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)

SALARY : R1 269 951 – R1 518 396 per annum, (all-inclusive remuneration package).
The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Supply Chain Management, Financial Management or Business Administration; A minimum of 6 years' experience in Supply Chain Management or Procurement of which 5 years' experience must be in Senior Management Level; Knowledge of Financial Management, Financial Accounting, Supply Chain Management and Project Management; Skills and Competencies: Strategic leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the provision of logistics and acquisition management services; Manage the provision of assets management services; Manage large and strategic supplier sourcing and supplier's performance; Provide effective people management.

ENQUIRIES : Mr. J. Maluleke Tel No: (012) 315 1090

NOTE : Women and People with Disabilities are encouraged to apply

POST 15/79 : **DIRECTOR: LOGISTICS AND ACQUISITION MANAGEMENT REF NO: 22/98/CFO**
(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)

SALARY : R1 073 187 – R1 264 176 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 7 as recognized by SAQA in Commerce/ Business Economics/ Supply Chain Management/ Logistics Management/ Purchasing Management or equivalent qualification; 5 years relevant experience at the middle/senior management level; Knowledge of Public Financial Management Act, PPPFA, Departmental Financial Instruction and Treasury Regulations; Knowledge of procurement and the broader public Supply Chain Management (SCM) legislative and regulatory environment. A valid driver's license. Skills and Competencies: Strategic thinking; Budgeting and financial management; Communication and information management; Customer focus and responsiveness; Diversity management; Interpersonal and conflict management skills; Planning and organizing skills; Problem solving and decision making; Project management; Team leadership; Planning and organizing skills.
- DUTIES** : Key Performance Areas: Manage logistics and fleet management services; Oversee acquisition management; Manage and monitor review of logistical services; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. J. Maluleke Tel No: (012) 315 1090
 : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria:
- NOTE** : People with disabilities are encouraged to apply.

OTHER POSTS

- POST 15/80** : **ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER REF NO: 22 55/FS**
- SALARY** : R382 245– R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Bloemfontein
 : A Bachelor's Degree/National Diploma in Finance/Accounting or equivalent; At least three years' experience in a financial environment; Knowledge and understanding of the PFMA, Treasury Regulations and relevant government regulations and policies; A valid driver's license. Skills and Competencies: Good communication (written and verbal); Computer literacy; organizational and problem solving skills. Proven managerial skills. Ability to work under pressure and overtime if required. Good interpersonal relations; Leadership and Customer orientation skills; Able to work independently; Attention to details.
- DUTIES** : Key Performance Areas: Identify financial problems and risks by conducting compliance assessments and report findings. Define and introduce financial control, procedures and methods towards achieving a NAQ status; Monitor the implementation of audit recommendations and action plan to ensure compliance; Monitor and support sub offices with budget formulation; allocation; executing and reporting; Monitor and report on effective supply chain and asset management; Monitor and render support with Cluster's daily and monthly reconciliation of Third Party Funds; Assist and support with the implementation of financial systems; Identify training needs and facilitate financial capacity building interventions.
- ENQUIRIES APPLICATIONS** : Ms NM Dywili Tel No: (051) 407 1800
 : Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hand deliver at 53 colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.
- POST 15/81** : **COURT INTERMEDIARY REF NO: 01/22/NC/KBY**
 (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** : Magistrate Office Kimberley
 : Three year Bachelor Degree / National Diploma / Academic Qualification in one of the following fields: Teaching, Social work/ Family Counselling, Child Care and Youth Development, Pediatrics, Psychiatry, Clinical counseling,

educational psychologist; Applicants must be duly registered with the relevant professional / scientific organization / body in their field of specialization; A valid driver's license; Minimum of 3 years working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be an added advantage; Knowledge of relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1997 (Act No 51 of 1977), particularly sections 153, 158 and 170A; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998). Skills And Competencies: Communication skills and empathic, Listening skills (with children, persons with mental disabilities and other traumatized witnesses); Trauma and basic counselling skills; Interpersonal Relations; Customer focus and responsiveness; Administrative skills; Computer literacy (MS Word, Powerpoint, Outlook, Excel); Problem solving and decision making skills. Language Requirements: a combination of the following will be considered: fluency in !Xun, Khwe, Afrikaans and English.

DUTIES : Key Performance Areas: Provide Intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Maintain the Intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administrative support service in court; Assist children to testify with the aid of anatomically detailed dolls.

ENQUIRIES : Ms. M Phiri Tel No: (053) 802 1300

POST 15/82 : **ADMINISTRATION OFFICER: ACCESS TO INFORMATION AND RECORD MANAGEMENT REF NO: 22/97/AIRM**

SALARY : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria
 : A 3 years National Diploma/Degree in Office Administration/ Office Management (NQF level 6) or related experience; At least 2 years' experience in Office Administration; Knowledge of relevant prescripts as well as understanding of the legislative framework governing the Public Service. Skills and Competencies: Computer literacy (MS Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Administrative support; Logistic processes and procedures; Client services; Interpersonal skills; Good analytical skills; Work independently and as part of a team; Customer service orientation.

DUTIES : Key Performance Areas: Provide administrative support services; Facilitate the procurement of goods and services and manage assets; Manage and control flow of documents; Render secretarial/logistical administrative support.

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

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

NOTE : People with disabilities are encouraged to apply.

DEPARTMENT OF MILITARY VETERANS

The Department of Military Veterans is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliver at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001.
- FOR ATTENTION** : The Director: Human Resource Management
- CLOSING DATE** : 20 May 2022 at 15h30
- NOTE** : Applications must be submitted on a new Z83 Form, obtainable from any Public Service Department or on the internet at <http://www.dmv.gov.za/documents/Z83.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated) as well as copies of all qualification(s), Matric certificate and ID-document and Driver's license (where applicable). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence to his/her application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed or e-mailed applications will be considered. Shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a written test. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 15/83** : **INVITATION TO SERVE ON THE DEPARTMENT OF MILITARY VETERANS AUDIT COMMITTEE REF NO: DMV2022/04-03 (X3 POSTS)**
(The term of office will run effective immediately upon appointment for a period of three years (36 months))
- SALARY** : DMV Audit Committee members are remunerated using National Treasury rates adjusted annually by National Treasury. Members are remunerated at R2 619 per day. The DMV pays its members two days' preparation time plus one day of the meeting, equivalent to three days as follows: R7 857 per member. The rates include both preparation time and meeting attendance.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must have extensive experience in corporate governance, strong leadership, analytical and good communication skills, sound knowledge and including, (a) Matric / senior certificate (b) Relevant three or four year degree (c) in possession of a relevant post graduate qualification with at least 10+ years' experience in any of the following fields: Accounting/Auditing/Financial Management/Legal or Business/ Information Communication Technology, and Monitoring and Evaluation), must be independent and knowledgeable of the status of their positions as members, (d) a member of a professional body and (e) have experience of serving in Boards of Directors and/or similar committees. The following will be added advantages: Experience in or knowledge of the public sector. Highly specialized knowledge of internal controls and accounting practices. Major accounting and public sector reporting frameworks/models. Intensive knowledge and understanding of and exposure to legislation/policies (PFMA, GRAP, GAAP, Treasury Regulations and other relevant legislation and practice notes). Knowledge and understanding of ICT, including the roles of internal and external audit. Integrity, dedication, inquisitiveness within reasonableness of probing, an enquiring mind, analytical reasoning abilities, and a good understanding of the

committee's position in the governance structure, thorough understanding of corporate governance principles.

DUTIES

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

ENQUIRIES

: Ms ZB Gcasamba Tel No: 012 765 9328

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2016, will take highest preference in selection of suitable candidates.

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 17 May 2022
- NOTE** : For your application to be accepted: Applications must be submitted on the new Z83 version, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in BLOCK LETTERS. Only copies of required qualifications, identity document and other listed documents as per the advert, must be included with your application. Such copies need not be certified when applying for the post. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.
- ERRATUM:** The post of Driver Messenger Recruit 2022/60 advertised in Public Service Vacancy Circular 04 of 04 February 2022; Regional Head Recruit 2022/106; Senior State Advocate Recruit 2022/144 Regional Communication Officer Recruit 2022/156 and Senior Public Prosecutor (Community Prosecution) Recruit 2022/76 advertised in Public Service Vacancy Circular 08 of 04 March 2022 are hereby withdrawn.

OTHER POSTS

- POST 15/84** : **SENIOR PUBLIC PROSECUTOR**
National Prosecutions Service
- SALARY** : R997 764 per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level CM-1)
- CENTRE** : CPP: Ntuzuma Ref No: Recruit 2022/161 (Re-advert)
CPP: Wynberg (Worcester) Ref No: Recruit 2022/162
CPP: Mthatha Ref No: Recruit 2022/163 (Re-advert)
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five-year experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act

		independently without constant supervision. Must have good administrative skills.
<u>DUTIES</u>	:	Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee prosecutor. Train and guide Prosecutors including trainee prosecutors and stakeholders in preparation of Case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance to code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	CPP: Ntuzuma Sibongiseni Ngcamu Tel No: 031 334 5068 CPP: Wynberg Francios Brandt Tel No: 021 487 7144 CPP: Mthatha Tulisa Sibindlana Tel No: 047 501 2669
<u>APPLICATIONS</u>	:	CPP: Ntuzuma e mail Recruit2022161@npa.gov.za CPP: Wynberg (Worcester) e mail Recruit2022162@npa.gov.za CPP: Mthatha e mail Recruit2022163@npa.gov.za
<u>POST 15/85</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/164</u>
<u>SALARY</u>	:	R997 764 per annum (Total Cost Package) – R1 559 616 per annum (Total cost package) (LP-9)
<u>CENTRE REQUIREMENTS</u>	:	DDPP: Port Elizabeth
	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Ability to act independently. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.
<u>DUTIES</u>	:	Study case dockets, decide in the institution of conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<u>ENQUIRIES APPLICATIONS</u>	:	Andiswa Tengile Tel No: 012 845 1450 e mail Recruit2022164@npa.gov.za
<u>POST 15/86</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/165 (X2 POSTS)</u> National Prosecutions Services
<u>SALARY</u>	:	R997 764 per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level LP-9)
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Pretoria
	:	An LLB or appropriate legal qualification for serving prosecutors. At least eight years' post qualification legal experience, in criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Experience in operations and stakeholder management and a good understanding of the workings of the JCPS cluster will be an advantage. Proficiency in MS Word, Excel, and PowerPoint is required. Experience with MS Teams and Power BI will be an advantage.
<u>DUTIES</u>	:	Make legal decisions in accordance with the law, NPA prosecution policies and directives. Conduct research, prepare reports, and draft legal opinions, policies, legislation, MOU and other legal documents. Participate in and represent the NPA in stakeholder engagements, meetings and projects. Monitor, analyze and report on performance information and statistics. Assist with the development of strategic, operational and implementation plans. Identify and resolve challenges affecting the performance of the NPA and CJS.
<u>ENQUIRIES APPLICATIONS</u>	:	Gija Maswanganyi Tel No: 012 845 6944 e mail Recruit2022165@npa.gov.za

<u>POST 15/87</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/212</u> Specialised Commercial Crime Unit (Re-advert)
<u>SALARY</u>	:	R997 764 per annum (Total Cost Package) – R1 559 616 per annum (Total cost package) (LP-9)
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. The ability to act independently. Strong computer skills will be required.
<u>DUTIES</u>	:	Conduct prosecution of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State.
<u>ENQUIRIES</u>	:	Bonakele Jali Tel No: 012 845 6395
<u>APPLICATIONS</u>	:	e mail Recruit2022212@npa.gov.za
<u>POST 15/88</u>	:	<u>REGIONAL HEAD REF NO: RECRUIT 2022/166</u> Office for Witness Protection (Re-advert)
<u>SALARY</u>	:	R882 042 per annum (MMS Level 12), (Total Cost Package)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate B degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Btec i Advance Certificate: VIP Protection will be an advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of understanding of and competency in people protection. Competency in at least two official languages, one of which must be English (multi-linguistic skills will be advantageous). Must have at least five years relevant experience. Communication skills (verbal and written). Planning, organisational and financial management skills. High level of sensitivity towards people management. Knowledge of the Witness Protection Act, 112 of 1998, the Constitution of the RSA. Sound interpersonal relations. Conflict Management and conflict resolution. Negotiating and analytical skills. High level of dedication. Ability to think logically and high level of empathy. Must be prepared to travel extensively, even after hours. Sound knowledge of the Public Service Act and Regulations. Sound knowledge of National Crime Prevention strategy. Sound knowledge of the Minimum-Security Information Standards. Sound Knowledge of leading and planning operations. Valid driver's license. Willing to undergo security clearance.
<u>DUTIES</u>	:	Provide leadership to and manage the Regional Office under the supervision and guidance of the Director. Responsible for the efficient management and administration of the Regional Office: including the effective utilisation and training of staff, maintenance of discipline, promotion of sound, labour relations and the proper use and care of government property. Manage the finances, budget of the regional office in accordance with the Public Finance Management Act, No 1 of 1999, the prescripts of the Department of State Expenditure and Treasury and comply with the Auditor-General Act, No 12 of 1995. Provide the necessary support to the Director regarding core responsibilities within the OWP. Voluntarily work outside his/her normal hours of work whenever necessary or required, devoted such portion of his/her time, attention and expertise to the affairs of the OWP, as could, in circumstances, be reasonably expected of him/her. Consult with other relevant role players likely to be affected by strategic initiatives with regard to governance,

resources and service delivery. Manage the welfare of witnesses within the Province. Manage the Provincial Assets and Fleet. Ensure proper implementation of relevant prescripts and standard operation procedures. Implement Security Measures for Protection of Information as prescribed in the MISS Document. Manage the letting and leasing of properties within the Province.

ENQUIRIES : Girles-Kate Maletswa Tel No: 012 845-6913
APPLICATIONS : e mail Recruit2022166@npa.gov.za

POST 15/89 : **DEPUTY DIRECTOR: COURT PREPARATION REF NO: RECRUIT 2022/167**
 National Prosecutions Service
 (Re-Advert)

SALARY : R882 042 per annum (MMS Level 12), (Total Cost Package)
CENTRE : DPP: Kimberley
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Work or equivalent. At least five years working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.

DUTIES : Oversee the court preparation programme provided by Court Preparation Officers within the NPA for the Division. To mentor, coach, ensure effective transfer of skills to the Court Preparation officials. Give guidance to the DPP/ Governance Coordinators/ Chief Prosecutors/SPP and court preparation officers regarding the model and methodology of court preparation work. Ensure compliance with standards and guidelines for the establishment, roll out and management of court preparation services in the region for the prevention of secondary trauma and enhanced prosecution. Conduct court preparation and victim impact statements in high profile matters and implement the PEACE model and victim impact statements for Court preparation in courts. Act as an expert witness when called upon to do so. Lead staff towards achieving strategic goals of the NPA. Deal with representations and complaints and escalate. Contribute towards the management and implementation of the victim's charter. Promote partner integration, community involvement and customer satisfaction in conjunction with partners within the criminal justice system. Liaise with internal and external stakeholders and attend meetings, including national office. Manage staff and other resources.

ENQUIRIES : Nicholas Mogongwa Tel No: 053 807 4539
APPLICATIONS : e mail Recruit2022167@npa.gov.za

POST 15/90 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: RECRUIT 2022/168**
 HRM & D- Labour Relations

SALARY : R882 042 per annum (MMS Level 12), (Total Cost Package)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate 4 – year legal qualification. At least seven (7) years working experience in labour relations of which a minimum of five (5) years must be at supervisory level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework, including Labour Relations Act, BCEA, Public Service Act, Employment Equity Act, COIDA, Public Service prescripts and resolutions etc. Extensive experience in appearing in conciliations and arbitrations proceedings. Extensive knowledge experience and skills in handling of complaints, disciplinary, hearings, appeals and grievances. Above average verbal and written communication skills. Knowledge and understanding of the functions of Bargaining Councils and CCMA. The ability to think strategically and creatively. The ability to utilize alternative dispute resolution interventions to resolve disputes. Policy development skills. General administration and expertise. Experience in client liaison and liaising with the State Attorney.

DUTIES : Manage discipline matters and grievances. Develop mechanisms which minimize disputes and support sound relations in the work place. Receive, manage and monitor disputes. Conduct training of line managers and staff on

labour relations and management of cases. Serve as interface between the Labour Relations unit and other Business units within the NPA as well as other Government Departments. Ensure that the NPA complies with all statutory requirements, collective agreements and employment practices. Participate in the development of appropriate policies and procedure. Provide appropriate labour relations interventions. Provide support to NPA line functionaries on issues of compliance. Assume ultimate responsibility for resolving employees' grievances and disputes. Represent the NPA in internal and external disputes including Collective Bargaining experience. Provide necessary support to the appointed Legal Counsel. Prepare and/ or ensure adequate preparations and presentation of NPA in disputes referred to the Bargaining Council and Labour Courts. Maintain labour peace by ensuring that a conducive relationship exist with other stakeholders. General administration and management of the work of sub- directorate. Compile labour relations reports. Maintain labour cases and report as required. Supervise and develop staff. Prepare and submit monthly, quarterly and annual reports to National Treasury, Public Commission, DPSA and Ministry where appropriate. Compile and submit memorandum to the HOD and Executing authority. Research and analyze trends, case law and emerging methodology in labour law.

ENQUIRIES
APPLICATIONS

: Ronnie Pather Tel No: 012 845 6186
: e mail Recruit2022168@npa.gov.za

POST 15/91

: **REGIONAL COURT CONTROL PROSECUTOR**
National Prosecutions Service

SALARY

: R859 752 per annum (Total Cost Package) to R1 405 245 per annum (Total Cost Package) (Level SU-3)

CENTRE

: CPP: Odi (Moretele) Ref No: Recruit 2022/174 (Re-advert)
CPP: Mthatha Ref No: Recruit 2022/175
(Mt Frere) Ref No: Recruit 2022/176

REQUIREMENTS

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

DUTIES

: Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES

: CPP: Odi Flora Kalakgosi Tel No: 018 381 9041

APPLICATIONS

: CPP: Mthatha Tulisa Sibindlana Tel No: 047 501 2669
e mail **CPP: Odi (Moretele)** e mail Recruit2022174@npa.gov.za
CPP: Mthatha e mail Recruit2022175@npa.gov.za
(Mt Frere) e mail Recruit2022176@npa.gov.za

POST 15/92

: **STATE ADVOCATE**
Asset Forfeiture Unit

SALARY

: R774 660 per annum (Total Cost Package) to R1 285 149 per annum (Total Cost Package) (Level LP- 7 to LP-8)

CENTRE

: Johannesburg Ref No: Recruit 2022/169 (Re-advert)
Port Elizabeth Ref No: Recruit 2022/170 (Re-advert)
Pretoria Ref No: Recruit 2022/213 (Re-advert)

<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least five years post qualification legal experience in civil and /or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Valid Drivers licence. Professional and able to act independently. Willing to travel and able to work extended hours. Excellent communication skills. Well-developed skills in legal drafting and advocacy. Good knowledge of Asset Forfeiture Law will be an added advantage. Excellent interpersonal, analytical and presentation skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint.
<u>DUTIES</u>	:	Civil Litigation on behalf of the State regarding all aspects of freezing of property and obtaining final forfeiture / confiscation orders. Liaise with prosecutors on cases with asset forfeiture potential. Draft and present asset forfeiture applications in all courts. Train Prosecutors and investigators in the use of Asset Forfeiture Law. Conduct research on identified areas of the law. Draft head of argument and policy documents on behalf of the unit. Keep up to date with legal developments.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	Johannesburg e mail Recruit2022169@npa.gov.za Port Elizabeth e mail Recruit2022170@npa.gov.za Pretoria e mail Recruit2022213@npa.gov.za
<u>POST 15/93</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2022/171</u> National Prosecutions Service
<u>SALARY</u>	:	R774 660 per annum (Total Cost Package) to R1 285 149 per annum (Total Cost Package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	CPP: Wynberg
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience in the prosecution of Sexual Offences; Criminal Procedure, Civil litigation and management of Gender based violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences.
<u>DUTIES</u>	:	To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated sexual offences courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure criminal and civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of gender-based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at dedicated sexual offences courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.
<u>ENQUIRIES</u>	:	Francios Brandt Tel No: 021 487 7144
<u>APPLICATIONS</u>	:	e mail Recruit2022171@npa.gov.za
<u>POST 15/94</u>	:	<u>STATE ADVOCATE (STU) REF NO: RECRUIT 2022/172 (X2 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R774 660 per annum (Total Cost Package) to R1 285 149 per annum (Total Cost Package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	DPP: Cape Town

REQUIREMENTS

: An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least 5 years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least four years of relevant criminal court work experience in advocacy and drafting. Well-developed skills in legal research. Good interpersonal, analytical, organizational and communication skills. General computer literacy required. Excellent administrative skills. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters is essential. Proficiency in guiding, competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheet, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor and train prosecutors and stakeholders. Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the Division to prosecute tax cases as and when required. Valid driver's license is required.

DUTIES

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

**ENQUIRIES
APPLICATIONS**

: Francios Brandt Tel No: 021 487 7144
: Cape Town e mail Recruit2022172@npa.gov.za

POST 15/95

: **STATE ADVOCATE REF NO: RECRUIT 2022/173**
Specialised Commercial Crime Unit

SALARY

: R774 660 per annum (Total Cost Package) to R1 285 149 per annum (Total Cost Package) (Level LP- 7 to LP-8)

**CENTRE
REQUIREMENTS**

: Cape Town
: An LLB or any appropriate legal qualification for serving prosecutors. At least 5 years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least four years of relevant criminal court work experience in advocacy and drafting. Good interpersonal, analytical, organizational and communication skills. General computer literacy required. Excellent administrative skills. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters is essential. Proficiency in guiding, competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheet, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor and train prosecutors and stakeholders. Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the Division to prosecute tax cases as and when required. Valid driver's license is required.

- DUTIES** : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA.
- ENQUIRIES APPLICATIONS** : Lungiswa Priscilla Mtatase Tel No: 021 944 6700
: e mail Recruit2022173@npa.gov.za
- POST 15/96** : **ICT SPECIALIST (SYSTEMS AND DATA MANAGEMENT) REF NO: RECRUIT 2022/177**
Information Systems and Management
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (MMS Level 11), (Total Cost Package)
: Pretoria: Head Office
: An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum three years relevant experience. Industrial related qualifications MSCE requirement. Working knowledge of Microsoft platforms: Server 2012 R2 2019, MS Hyper-V, MS Active Directory 2016/2019, MS Azure, MS Exchange 2016, MS Exchange Online, Office 365, MS SCCM and MS SCOM. Experience in Wide Area Networks and User Administration. Basic knowledge of Public Service Act and Regulations; PFMA and ECT Act. Reliable and willing to work in a team. Willing to travel extensively and able to work extended hours. Good communication and administrative skills. Valid driver's license. Project Management skills. Problem solving and decision making. Good interpersonal skills.
- DUTIES** : Plan, implement and manage systems. Provide input into ICT strategy and annual ICT budget. Designing, implementing and supporting exchange services. Administer MS Exchange servers and services. Maintain email and email continuity and archiving solutions. Administer Email content filtering. Administer Internet filtering. Define Internet Usage Policies. Ensure servers and virtual servers are optimally configured. User administration and support. Backups and restores of data. Administering and supporting MS Windows Servers, MS AD 2016/2019, MS Azure administration, MS Exchange 2016 servers and MS Exchange Online. Liaison and escalation with relevant 3rd parties. Prepare technical reports, technology architecture designs on the operation systems and platforms. Recommend, architectural designs, hardware specifications and equipment. Implement and support Cloud Platforms. Administer all software licensing. Administer the performance, maintenance, synchronization, security, and accessibility of all database systems. Troubleshoot system issues. Monitor scheduled jobs and performance of databases, network usage, optimization of network traffic, Regional Server and data centre management.
- ENQUIRIES APPLICATIONS** : Manith Jugmohan Tel No: 012 845 7571
: e mail Recruit2022177@npa.gov.za
- POST 15/97** : **DISTRICT COURT CONTROL PROSECUTOR**
National Prosecutions Service
- SALARY** : R518 088 per annum (excluding benefits) to R1 210 842 per annum (Total Cost Package) (Level SU-1 to SU-2)
- CENTRE** : CPP: George (Thembalethu) Ref No: Recruit 2022/178
(Plettenberg Bay) Ref No: Recruit 2022/179
CPP: Wynberg (Robertson) Ref No: Recruit 2022/180
CPP: Witbank Ref No: Recruit 2022/181
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting independently. Professionally, Accountable and with Credibility. Good management skills. Proficiency in Prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and

<u>DUTIES</u>	:	complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently. Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal; proceedings of a general and more advanced nature in the both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.
<u>ENQUIRIES</u>	:	CPP: George & CPP: Wynberg, Francios Brandt Tel No: 021 487 7144 CPP: Witbank, Tebogo Mashile Tel No: 013 045 0686
<u>APPLICATIONS</u>	:	CPP: George (Thembaletu) e mail Recruit2022178@npa.gov.za (Plettenberg Bay) e mail Recruit2022179@npa.gov.za CPP: Wynberg (Robertson) e mail Recruit2022180@npa.gov.za CPP: Witbank e mail Recruit2022181@npa.gov.za
<u>POST 15/98</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R518 088 per annum (excluding benefits) to R1 210 842 per annum (Total Cost Package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	CPP: George (Oudtshoorn) Ref No: Recruit 2022/182 CPP: Middelburg Ref No: Recruit 2022/183 (Re-advert) CPP: Kimberley (Galeshewe) Ref No: Recruit 2022/184 CPP: Upington (Kuruman) Ref No: Recruit 2022/185 CPP: Mthatha Ref No: Recruit 2022/186
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	CPP: George Francios Brandt Tel No: 047 501 2669 CPP: Middelburg Tebogo Mashile Tel No: 013 045 0686 CPP Kimberley (Galeshewe) Mogongwa NK Tel No: 053 807 4539 CPP:Upington (Kuruman) Mogongwa NK Tel No: 053 807 4539 CPP: Mthatha Tulisa Sibindlana Tel No: 047 501 2669
<u>APPLICATIONS</u>	:	CPP: George (Oudtshoorn) e mail Recruit2022182@npa.gov.za CPP: Middelburg e mail Recruit2022183@npa.gov.za CPP Kimberley (Galeshewe) e mail Recruit2022184@npa.gov.za CPP: Upington (Kuruman) e mail Recruit2022185@npa.gov.za CPP: Mthatha e mail Recruit2022186@npa.gov.za
<u>POST 15/99</u>	:	<u>REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2022/187</u> National Prosecutions Service
<u>SALARY</u>	:	R518 088 per annum (excluding benefits) to R1 210 842 per annum (Total Cost Package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	DDPP: Durban (OCC)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Proficiency in prosecuting. Experience in guiding investigations and giving

		instructions in law and statutory offences. Experience or knowledge in POCA legislation.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Prepare cases for court. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
<u>ENQUIRIES APPLICATIONS</u>	:	Siyanda Salman Tel No: 031 334 5272
	:	e mail Recruit2022187@npa.gov.za
<u>POST 15/100</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R518 088 per annum (excluding benefits) to R1 210 842 per annum (Total Cost Package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	CPP: Nelspruit Ref No: Recruit 2022/188 (Tonga) Ref No: Recruit 2022/189
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
<u>ENQUIRIES APPLICATIONS</u>	:	Tebogo M Mashile Tel No: 013 045 0686
	:	CPP: Nelspruit e mail Recruit2022188@npa.gov.za (Tonga) e mail Recruit2022189@npa.gov.za
<u>POST 15/101</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: RECRUIT 2022/190</u> HRM & D - Labour Relations
<u>SALARY</u>	:	R477 090 per annum (Level 10), (excluding benefits)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) in Law. LLB will be an added advantage. Minimum three years' experience in Labour Relations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework. Experience in appearing in conciliations, mediations and arbitration proceedings. Knowledge and experience in the handling of complaints, disciplinary hearings and grievances. Dispute resolution skills. Valid driver's license.
<u>DUTIES</u>	:	Represent the NPA in disciplinary hearings, conciliations, mediations and arbitration proceedings. Facilitate NPA representations and provide support to the counsel representing the NPA in external disputes. Facilitate the resolution of grievances and conduct necessary investigations for such resolutions. Facilitate disciplinary proceedings and conduct necessary investigations. Proactively implement mechanisms that minimize disputes and create sound employment relations. Participate in collective bargaining and facilitate the implementation of collective agreements. Prepare the necessary documents and provide opinions on the management and resolution of labour matters. Ensure compliance with grievances and disciplinary policies. Research and advice the NPA on the relevant legislative framework.
<u>ENQUIRIES APPLICATIONS</u>	:	Ronnie Pather Tel No: 012 845 6186
	:	e mail Recruit2022190@npa.gov.za

<u>POST 15/102</u>	:	<u>ASSISTANT DIRECTOR-PAYMENTS REF NO: RECRUIT 2022/191</u> Financial Management-Financial Accounting (Re-advert)
<u>SALARY</u>	:	R382 245 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Financial Management or equivalent. Minimum three years relevant experience in Finance in the public sector. At least 3 years' experience in managing subordinates. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least 3 years' experience in the post of Senior State Accountant. Experience in processing payments on BAS, LOGIS and PERSAL. In depth knowledge of PFMA, Treasury Regulations and relevant prescripts.
<u>DUTIES</u>	:	Ensure that payments are authorized on time. Authorise BAS, LOGIS and PERSAL. Ensure safekeeping of payment batches. Reconcile creditors accounts. Reconcile transactions on financial systems. Provide monthly information for management report. Ensure smooth operation of the payment tracking system. Provide support to auditors. Conduct awareness sessions at regional offices. Manage staff and other resources within the sub-directorate.
<u>ENQUIRIES</u>	:	Matshidiso Morakile Tel No: 012 845 6543
<u>APPLICATIONS</u>	:	e mail Recruit2022191@npa.gov.za
<u>POST 15/103</u>	:	<u>NETWORK ADMINISTRATOR REF NO: RECRUIT 2022/192</u> Information Systems and Management
<u>SALARY</u>	:	R382 245 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Information Technology or equivalent. Industry related qualification such as MCSE, CCNA and Network+ will be an added advantage. Three years working experience in an IT environment. Knowledge of Microsoft Windows server 2016/2019, LAN Administration, Wide Area Network, User Administration, MS Active Directory 2016, MS Exchange 2016/Exchange Online, Information Technology Infrastructure Library. Knowledge of administering backup and security systems. Must have the ability to work under pressure. Reliable, organized and be able to work in a team and independently. Knowledge of Microsoft Office/Office 365 and backup solutions. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Valid driver's license required.
<u>DUTIES</u>	:	Manage and monitor network connectivity and servers. Provide support on Window Operating Systems and servers 2016/2019 and MS Exchange 2016/Exchange Online/Office 365. Ensure data is backed up on a regular basis as per schedule. Provide ICT support to computer users within the office. Log and troubleshoot all ICT problems and resolution. Keep website and intranet updated. Keep abreast of ICT and maintain library of information. Provide general end-user and VIP support. Liaise with third parties towards resolution of technical issues. Manage network security and performance. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Oversee file management on centralized resource or on individual workstations. Monitor network and system performance. Provide administrative support to all ICT related issues. Prepare technical reports on the operation of systems. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed.
<u>ENQUIRIES</u>	:	Manith Jugmohan Tel No: 012 845 7571
<u>APPLICATIONS</u>	:	e mail Recruit2022192@npa.gov.za
<u>POST 15/104</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2022/193</u> National Prosecutions Service
<u>SALARY</u>	:	R382 245 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	DPP Mmabatho
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum three years relevant experience. At least 3 years' supervisory experience in Administration. Demonstrable competency in acting

		Independently, Professionally, Accountable and with Credibility. In depth knowledge of the public Service Act, regulations and its application. Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration specifically the public service Act, Labour Relations Act, Skills Development Act. Excellent writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning skills. Performance management skills. Execution, interpretation and recommendations on policies and procedures. Computer literate. Reliable, organized and able to work in a team. Valid driver's license.
<u>DUTIES</u>	:	Provide support to court administration, manage court rolls. Compile and submit court statistical data. Implement and ensure compliance with policies and procedures. Liaise with customer/ stakeholders. Perform monthly inspection. Manage the provision of effective registry service. Develop and maintain reliable register/system to monitor the movement of files, official documents and faxes. Ensure proper case in opening and sorting of mail and parcel. Manage case files. Ensure the sign off closed files. Ensure proper control of franking machine as prescribed in PFMA. Manage Library Services. Ensure the effective management of library service. Ensure the reconciliation of books and facilitate the disposal thereof. Oversee the provision of messenger and switchboard services. Supervise staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Flora Kalakgosi Tel No: 018 381 9041
	:	e mail Recruit2022193@npa.gov.za
<u>POST 15/105</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2022/194</u> National Prosecutions Service (Re-advert)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07), (excluding benefits)
	:	DPP: Kimberley
	:	Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Provide secretarial and administration support in the office. Receiving and screening of telephone calls and referring calls to the correct role players if not meant for the DPP. Type documents for the office. Operate office equipment like fax machines and photocopiers. Provide clerical support services to the office. Make travel and logistical arrangements for meetings and events, process travel and subsistence claims. Take minutes during meetings. Draft routine correspondence. Develop and maintain an accessible and user-friendly filing system. Handle procurement of standard items such as stationary. Liaise with other offices of the NPA and Administration with regard to all matters pertaining to the administrative functions of the office.
<u>ENQUIRIES APPLICATIONS</u>	:	Nicholas Mogongwa Tel No: 053 807 4539
	:	e mail Recruit2022194@npa.gov.za
<u>POST 15/106</u>	:	<u>COURT PREPARATION OFFICER</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R261 372 per annum (Level 07), (excluding benefits)
	:	CPP: Mmabatho (Molopo) Ref No: Recruit 2022/195
	:	CPP: East London (Peddie) (Re-advert) Ref No: Recruit 2022/196
	:	DDPP: Bhisho Ref No: Recruit 2022/197
	:	CPP: Durban (Umlazi) Ref No: Recruit 2022/198
	:	CPP: Kimberley (Colesberg) Ref No: Recruit 2022/199

<u>REQUIREMENTS</u>	:	<p>CPP: Empangeni (Ulundi) Ref No: Recruit 2022/200</p> <p>An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills.</p>
<u>DUTIES</u>	:	<p>Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.</p>
<u>ENQUIRIES</u>	:	<p>CPP: Mmabatho Flora Kalakgosi Tel No: 018 381 9041 DDPP: Bhisho & CPP: East London Talita Raga Tel No: 040 608 6800 CPP: Durban & CPP: Empangeni Ntokozo Dlamini Tel No: 031 334 5274 CPP: Kimberley Nicholas Mogongwa Tel No: 053 807 4539</p>
<u>APPLICATIONS</u>	:	<p>CPP: Mmabatho (Molopo) e mail Recruit2022195@npa.gov.za CPP: East London (Peddie) e mail Recruit2022196@npa.gov.za DDPP: Bhisho e mail Recruit2022197@npa.gov.za CPP: Durban (Umlazi) e mail Recruit2022198@npa.gov.za CPP: Kimberley (Colesberg) e mail Recruit2022199@npa.gov.za CPP: Empangeni (Ulundi) e mail Recruit2022200@npa.gov.za</p>
<u>POST 15/107</u>	:	<p><u>ADMINISTRATIVE OFFICER (PROCUREMENT) REF NO: RECRUIT 2022/201</u> Supply Chain Management</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R261 372 per annum (Level 07), (excluding benefits) Pretoria: Head Office</p> <p>An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum three years' relevant experience in Supply Chain particularly Demand and Acquisition management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and other relevant public service prescripts. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to travel and work extended hours where necessary. Presentation skills.</p>
<u>DUTIES</u>	:	<p>Administer bid requests and capture them in the bid register and allocate bid numbers. Compile memorandums to initiate and commence with a bid process to seek approval thereof. Provide administrative and secretarial support to bid specification, evaluation and adjudication committees. Conduct market assessment for potential suppliers as well as industry analysis for requirements. Compile bid documents. Draft bid advertisement to be published in the government tender bulletin, National Treasury E-portal, NPA Website and other media platforms. Conduct the bid briefings sessions and site visits to potential bidders. Check submitted bids for administrative compliance according to responsive criteria. Arrange the opening and closing of bids including registering of received proposals. Organize and coordinate logistical arrangements for bid specification and evaluation meetings. Take and keep records of all minutes of committee meetings. Present bid evaluation recommended reports to the bid adjudication committee for approval. Prepare and send acceptance letter of awarded bids including unsuccessful letters. Compile and update bid register regularly. Assist in preparation of monthly reports. Monitor bid validity periods and request extension when necessary. Check the prohibition status of the recommended company and its directors with the National Treasury. Check the company status on Central Supplier Database (CSD)- status and ownership. Assist in conducting due diligence on recommended service providers. Respond to bid related queries from prospective service providers and business units. Liaise with National Treasury and the Auditor General regarding bid related matters. Perform any</p>

other duties deemed necessary by supervisor. You may be rotated to other sections within Supply Chain Management.

ENQUIRIES : Boitumelo Molopyane Tel No: 012 845 6037
APPLICATIONS : e mail Recruit2022201@npa.gov.za

POST 15/108 : **ADMINISTRATIVE OFFICER**
Office for Witness Protection

SALARY : R261 372 per annum (Level 07), (excluding benefits)
CENTRE : Mpumalanga (Witbank) Ref No: Recruit 2022/202
Limpopo (Polokwane) Ref No: Recruit 2022/203

REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum two years' experience in performing general administrative functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the PFMA, Treasury Regulations and other relevant Public Service Prescripts. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs such as MS Word, Excel, and outlook. Good people skills. Strong interpersonal and communication skills. Ability to act with tact and discreet. Loyal and honest. Knowledge of accounting and asset management. Valid driver's license. Willing to undergo security clearance. Able to handle cash and record cash transaction and know how to account for public funds according to PFMA.

DUTIES : Assist in managing Support Services. General Office administration. Management and governance. Capturing of financial records. Management accounting. Asset management. Record keeping.

ENQUIRIES : Mpumalanga RL Mahlangu Tel No: 013 692 2050
Limpopo LM Ledwaba Tel No: 015 045 0333

APPLICATIONS : Mpumalanga(Witbank) e mail Recruit2022202@npa.gov.za
Limpopo (Polokwane) e mail Recruit2022203@npa.gov.za

POST 15/109 : **ADMINISTRATIVE CLERK**
National Prosecutions Service

SALARY : R176 310 per annum (Level 05), (excluding benefits)
CENTRE : DPP: Mthatha Ref No: Recruit 2022/204
CPP: Pretoria (Mamelodi) Ref No: Recruit 2022/205
(Bronkhorstspruit) Ref No: Recruit 2022/206
(Hatfield) Ref No: Recruit 2022/207

REQUIREMENTS : Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public services. Knowledge of NPA policies and procedures relevant to the job functions. The official must be willing to travel between two clusters on operational basis.

DUTIES : Provide high quality administrative support to the office of the Deputy Director of Public Prosecutions and Advocate in the group. Receiving guests and visitors, and screening calls. Management of correspondence. Liaise and communicate with a range of stakeholders in the Justice Sector. Plan organize and co-ordinate events, meetings or other arrangements. Manage information and ensure an appropriate filing system, provide a high-quality switchboard service to the office. Make travel and accommodation arrangements when necessary. Diary management. Receive correspondence for the section. Collect information. For civil matters, mental cases, environmental matters, appeals addressed to the unit/group. Open files for dockets and administer pends for docket and collect them. Collate and capture statistics.

ENQUIRIES : DPP: Mthatha Tulisa Sibindlana Tel No: 047 501 2669
CPP: Pretoria Godfrey Ramakuela Tel No: 102 351 6808

APPLICATIONS : DPP: Mthatha e mail Recruit2022204@npa.gov.za
CPP: Pretoria (Mamelodi) e mail Recruit2022205@npa.gov.za
(Bronkhorstspruit) e mail Recruit2022206@npa.gov.za
(Hatfield) e mail Recruit2022207@npa.gov.za

POST 15/110 : **SUPPLY CHAIN CLERK REF NO: RECRUIT 2022/208**
National Prosecutions Service

SALARY : R176 310 per annum (Level 05), (excluding benefits)
CENTRE : DPP: Mthatha
REQUIREMENTS : Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public services. The official must be willing to travel between two clusters on operational basis.

DUTIES : Render asset management clerical support. Compile and maintain records (e.g asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretarial or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in register. Update and maintain register of suppliers.

ENQUIRIES : Tulisa Sibindlana Tel No: 047 501 2669
APPLICATIONS : e mail Recruit2022208@npa.gov.za

POST 15/111 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/209**
National Prosecutions Service

SALARY : R176 310 per annum (Level 05), (excluding benefits)
CENTRE : CPP: Ntuzuma
REQUIREMENTS : Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public services. The official must be willing to travel between two clusters on operational basis.

DUTIES : Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks. Pertaining to line functionaries. Draft correspondence to members of the public, other organisations and State Departments. Liaise with administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying and faxing, receiving and despatching documents.

ENQUIRIES : Sibongiseni Ngcamu Tel No: 031 334 5086 2669
APPLICATIONS : e mail Recruit2022209@npa.gov.za

POST 15/112 : **SUPPLY CHAIN CLERK (FLEET) REF NO: RECRUIT 2022/210**
National Prosecutions Service

SALARY : R176 310 per annum (Level 05), (excluding benefits)
CENTRE : DPP: Grahamstown
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer

skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.

DUTIES : Provide support to the office with regards to the Asset Management function. Render asset management clerical support. Compile and maintain records (asset records/databases); check and issue furniture, equipment and accessories to components and individuals. Issuing of government vehicles. Conducting pre and post trip vehicle inspections. Ensure that all government vehicles are properly utilized and maintained.

ENQUIRIES APPLICATIONS : Mzikayise Toni Tel No: 046 602 3050
: e mail Recruit2022210@npa.gov.za

POST 15/113 : **RECEPTIONIST REF NO: RECRUIT 2022/211**
Asset Forfeiture Unit

SALARY CENTRE REQUIREMENTS : R147 459 per annum (Level 04), (excluding benefits)
: Durban
: Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Strong interpersonal and communication skills. Good grooming and presentation skills. Good verbal and written communication skills. Good interpersonal relations. Ability to act with tact and discretion. Integrity, reliable, tolerant and determined.

DUTIES : Receive telephone calls and refer the calls to the correct role players, if not meant for the relevant manager. Type documents for the manager and other staff within the unit. Operate office equipment like fax machine and photocopiers. Liaise with travel agency to make travel arrangements. Arrange meetings for the manager and the staff in the unit and taking of minutes thereof. Identify venues, invite role players and organize refreshments. Set up schedules for meetings and events. Manage attendance register for the office. Draft routine correspondence and reports. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments for the manager.

ENQUIRIES APPLICATIONS : Lindie Swanepoel Tel No: 012 845 6638
: e mail Recruit2022211@npa.gov.za

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, at 330 Grosvenor Street, Hatfield, Pretoria (please quote the relevant post and reference number).
- CLOSING DATE** : 16 May 2022 @ 16:30
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied copies of all qualifications, South African Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), and a comprehensive 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. Only send documents related to the requirements in the advert. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. 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 requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS the full details can be obtained by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za

OTHER POSTS

- POST 15/114** : **SENIOR PERSONNEL PRACTITIONER: PMDS REF NO: 018/2022**
Sub-Directorate: HR Utilisation and Development
- SALARY** : R321 543 – R378 765 per annum (Level 08), plus benefits
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3 years tertiary qualification (NQF 06) in Public Administration/ HRM/ Industrial Psychology or equivalent with at least 4 years appropriate experience In Human Resource Management field of which 2 years must be in Performance Management and 2 years at supervisory level. Knowledge of PERSAL will be an added advantage. Should possess the following skills: Ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, planning and execution skills and good leadership skills. Ability to manage/control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Must have proven applied knowledge of HR policy application in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations and relevant labour legislation) and other applicable prescripts.
- DUTIES** : The successful candidate will be responsible to coordinate and implement employee performance management and development system processes within DPME. This entails, providing administrative support and record keeping of performance agreements, co-ordinating and facilitating the submission of performance agreements and conduct quality assurance checks. Development and maintenance of databases and PMDS records. Co-ordination of the submission of mid-term reviews. Facilitate and coordinate the annual assessment process and provide assessment outcomes. Coordinate the payment of the PMDS incentives (performance bonuses and pay progression). Track poor performance, facilitate the development of the performance improvement plans and review reports. Provide secretarial duties to PMDS committees such as assisting with the coordination of moderation meetings and compiling minutes of the moderation processes. Provide technical support and advice on e-PMDS system. Assisting with policy development and conducting PMDS information session and workshops. Supervision of staff.
- ENQUIRIES** : Ms M Masilela Tel No: (012) 312-0471
- POST 15/115** : **SENIOR STATE ACCOUNTANT: PAYMENTS REF NO: 019/2022**
Unit: Payables Receivables and PMG
- SALARY** : R321 543 – R378 765 per annum (Level 08), plus benefits
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3 year tertiary qualification (NQF 06) or equivalent with at least 5 years appropriate experience of which 3 years must be in Financial Management and 2 years at supervisory level. Should have extensive knowledge and experience of BAS and PERSAL and high level of computer literacy. Should possess the following skills: Ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Must have the ability to interpret relevant policies such as PFMA, Treasury Regulations and other relevant legislation.
- DUTIES** : The successful candidate will be responsible for providing financial administrative and operational services within the Department. This entails Bookkeeping to ensure correctness of financial accounting transactions in the areas of responsibility in line with applicable policies and procedures; authorisation of BAS and LOGIS payments and manage the clearing of suspense accounts in line with PFMA and Treasury Regulations. Reporting on the suspense accounts. Assist with inputs for the Interim Financial Statements and Annual Financial Statements. Reporting on Donor Funds. Compilation of manual VAT returns. Authorisation of Journals. Supervise the debt creation,

ENQUIRIES

clearing and reporting process and assist other finance sections if and when needed. Supervision of staff.
Ms M Masilela Tel No: (012) 312-0471

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.



- CLOSING DATE** : 20 May 2022 at 16H00
- NOTE** : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted, To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants 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 3 months, please regard your application as unsuccessful.

OTHER POSTS

- POST 15/116** : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2022/159**
(36 months 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** : Umtata Regional Office
- REQUIREMENTS** : A three year tertiary qualification in Built Environment, Facilities Management and Property/Real Estate Management, and appropriate relevant experience in Property Management, Integrated Facilities Management or Programme Management with relevant experience in the Facilities Management Environment on middle Management Knowledge: Occupational Health and

Safety Act and other building regulations, General built environment including mechanical, electrical and civil, Water Services Act and National Environmental Management Act (NEMA), Horticultural processes/regulations and Cleaning Industry. Public Financial Management Act, Supply Chain Management framework, directives and procedures; Government Budget processes and procedures. Skills: Computer Literacy, Financial skills, Time management, Administration skills, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organising, Diplomacy skills, Problem solving, Facilitation skills, Effective communication, Patient, Understanding, Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated, Creative. A valid Driver's license.

DUTIES : To ensure effective and efficient facilities management, including civil, mechanical, and electrical and water care Facilities, and compliance with the relevant Acts including Occupational health and Safety Act. Effective and efficient management of Cleaning and Horticultural services. To ensure resource efficiency in state owned buildings. The implementation of procurement policies-co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase of equipment and services. Monitor the maintenance of facilities and compilation of reports. Provide guidance on the implementation of the policy; monitor and evaluate the impact and effectiveness of the policies; provide continuous feedback on compliance with policy. Ensure the promotion of black emerging enterprises. The effective supervision of resources-oversee the development and training of staff; supervise the budget expenditure of Facilities management services; direct preparation of financial statements and report on status of State Facilities; manage line managers.

ENQUIRIES : Ms N Hlengwa Tel No: 047 502 7000
APPLICATIONS : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, 5009 or Hand Deliver to PRD2 Building 5th floor, Sutherland Street, Umtata.

POST 15/117 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2022/160**

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

CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification in Built Environment, Facilities Management, Knowledge: Occupational Health and Safety Act. Relevant experience in Facility Management and understanding of Environmental Conservation Act, knowledge of Government Procurement system, , General built environment, Water Act, Water and Services Act, Technical knowledge of the civil Engineering, best practice within the Water Management Skills, integrated Facilities Management, Public Financial management Act, Horticultural processes/regulations, Supply Chain Management Framework, Government budget procedure Skills: Computer Literacy, Financial skills, time management administration skills Report writing skills, planning and Organising, Diplomacy Skills, good financial and budgeting skills, project management skills and leadership skills, Problem solving, Facilitation skills, effective communication skills, patient, understanding, trustworthy, Dependable, innovative, Hardworking, Analytical thinking, Ability to work under pressure, Self-Motivated, Creative, A valid driver's license.

DUTIES : The effective facilities management of Electrical, mechanical and Civil engineering, the implementation of procurement policies co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase equipment and services, ensure compliance with occupational health and safety Act, provide guidance on the implementation of the policy, monitor and evaluate impact and effectiveness of the policies, provide continuous feedback on compliance with policy. The management and recruitment of selection black emerging enterprises-provide information on current requirements and suppliers to express an interest; ensure compliance with procurement procedures and legislation; assess new service provider profile and ensure that a proper enterprise has been selected to carry out the assigned duties; utilise state expenditure to promote emerging black enterprise. the effective of cleaning and horticulture services, monitor maintenance of facilities; manage and direct facilities management cleaning and gardening services, compile reports regarding the cleaning and gardening services. Undertake water and

		waste water plant inspection services-determine best practices, manage the collection of water and sewage effluence from plants, ensure that all portable waters to be tested are correctly labelled. The effective supervision of resources oversee the development and training of staff; supervise the budget expenditure of cleaning and gardening services, direct preparation of financial statement and report on status of State facilities; manage line managers.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr NN Vilakazi Tel No: (031) 314 7265
	:	Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.
<u>FOR ATTENTION</u>	:	Ms NS Nxumalo
<u>POST 15/118</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2022/161</u>
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE REQUIREMENTS</u>	:	Head Office
	:	Three year tertiary qualification in Finance Management or related. 3 years related financial management experience at supervisory/management level (ASD). Willing to adapt work schedule in accordance with office requirements. Knowledge: Public Finance Management Act. National Department of Treasury regulations, guidelines and directives. Departments` Reconciliation processes. Understanding of Governments financial delegations. Management of government's department's chart of accounts. Government Financial Systems. Supply Chain Management. Accrual accounting prescripts (GAAP and GRAP). Skills: Good verbal and written communication skills; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills. Personal Attributes: Analytical thinking; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; able to establish and maintain networks; hard-working; ability to work independently.
<u>DUTIES</u>	:	Coordinate the revision of policies, internal controls and improved processes: Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes in line with applicable prescripts and are aligned to the Department's strategic objective. Review efficiency and effectiveness of systems of internal controls at the regions in order to improve the integrity of financial information. Monitor compliance with financial prescripts. Evaluate strategies and processes in order to continually improve them. Manage Departments bank accounts (Trading Entity - Manage the information on the inflow and outflow of funds. Ensure that all transactions are supported by authentic and verifiable source documents. Investigate suspense account balances. Compile financial statements and review financial statement inputs of the sub-directorate. Manage the reconciliations and compliance certificate inputs to National Treasury. Monitor ageing analysis and remind regional offices to process all unpaid invoices with proper action messaging. Implement a dashboard for tracking and resolution of queries from suppliers. Implement measures for improving audit outcomes and risk management:- Assess management report and implement audit plan. Report progress on the audit plan. Review of audit files and annual financial statements to ensure compliance with GRAP. Manage request for Information (RFIs) and submission of audit evidence to AGSA. Manage and resolve all audit queries. Reduce exposure to risk through sound corporate governance. Assess risks of the sub-directorate and update the risk register. Provide oversight in the compliance to the PFMA, Treasury regulations, departmental policies and internal control procedures. Control documentation and safeguard source documents. 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.
<u>ENQUIRIES APPLICATIONS</u>	:	H Abrahams Tel No: 012 406 1270
	:	Head Office Applications: 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

POST 15/119 : **DEPUTY DIRECTOR: GENDER MAINSTREAMING REF NO: 2022/162**

SALARY : R744 255 per annum (Level 11), (total package to be structures in accordance with the rules of the Middle Management Service)

CENTRE : Head office (Pretoria)

REQUIREMENTS : Appropriate 3 year tertiary qualification (NQF level 7) in Gender Studies; Social sciences, Public Administration. Appropriate relevant experience in Gender mainstreaming, policy analysis and report writing. Monitoring and Evaluation processes of which appropriate years of experience should be at supervisory level. Sound knowledge and ability to interpret and implement international treaties and other frameworks from a socio-political and human rights perspective, sound understanding of research on women empowerment, reporting monitoring and evaluation approaches. Understanding the transformation agenda of the Government. Presentation skills. The successful applicant will be subject to personal security vetting. A valid driver's licence.

DUTIES : Co-ordinate and facilitate advocacy programmes in promoting gender sensitization and responsiveness; Co-ordinate & implement effective strategies for advocacy & campaigns that increase the participation of women in DPWI programmes; Coordinate mechanisms on stakeholder liaison regarding gender issues. Co-ordinate and monitor implemented programmes on women empowerment. Provide support on the formulation and implementation of policies in the department for gender responsiveness; Provide inputs into the development of policies, strategies & legislative imperatives to address women empowerment. Advocate for policies & programmes that mainstream the economic empowerment and participation of women. Collate information for drafting of reports, submissions, and briefing notes for the executive principals. Convene stakeholder engagement on issues of gender & women empowerment; Provide support to the Chief Directorate through participation in related forums. Co-ordinate awareness sessions and staff training programs to raise awareness on Gender Based Violence (GBV). Co-ordinate and report DPWI's contribution to the National Strategic Plan on Gender Base Violence and Femicide.

ENQUIRIES : Rev N Stemela Tel No: (012) 406 1006

APPLICATIONS : Head Office Applications: 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

POST 15/120 : **ASSISTANT DIRECTOR: CLEANING SERVICES REF NO: 2022/164**
(Facilities Management)

SALARY : R477 090 per annum

CENTRE : Bloemfontein Regional Office

REQUIREMENTS : A three year tertiary qualification Public Administration/Management, Human Resource Management or Management or related qualifications with appropriate experience. Understanding of and competence in Property and Facilities Management including relevant experience in Cleaning Services. Valid drivers' licence. Computer literacy. Knowledge or understanding of the Government Procurement System. An understanding of the PFMA, PPPFA, LOGIS and EPWP. Ability to compile and adjudicate tenders. Sound analytical and interpersonal skills; proven problem-solving skills. Proven financial, strong verbal and written communication skills. Negotiation skills. Knowledge and understanding of the Occupational Health and Safety Act and its regulations. Ability to implement systems and exercise control to ensure sound management of equipment and materials. Ability to perform regular inspection. Willingness to travel and to participate on the Covid-19 committee/s.

DUTIES : Manage service contracts and contractor's performance and quality of work for the duration of contracts. Manage related budget and financial planning. Compile specifications and handle inspections in the cleaning field. Manage and control equipment and material register. Formulate policies and administrative procedures for cleaning maintenance. Manage performance based contracts. Appoint relief cleaners. Management of Human Resources (work plans, training, career development etc). Events Management.

ENQUIRIES : Mr. L Ramasunzi Tel No: (051) 408 7311

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

FOR ATTENTION : Mr D Manus

POST 15/121 : **ASSISTANT DIRECTOR: GENDER MAINSTREAMING REF NO: 2022/163**

SALARY : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : Appropriate undergraduate qualification (NQF level 6) in Social Sciences; Gender Studies, or Public Administration. Sound knowledge and experience in Gender mainstreaming and inclusion, monitoring and evaluation processes, knowledge of international treaties and domestic policies on the Rights of Women; understanding women empowerment from a socio-political and human rights perspective, as well as advocacy and awareness strategies and measures. The successful applicant will be subject to personal security vetting. A valid driver's licence.

DUTIES : Advocate for Gender responsiveness of all policies and strategies within the department; Advocate and facilitate women empowerment initiatives in the department. Benchmark and gather baseline information on women empowerment within the department. Develop and implement capacity building initiatives for women empowerment in the department. Develop and implement strategies to address women empowerment. Report on departmental gender status and progress to the Presidency and other monitoring institutions. Research on Gender issues related to the departmental mandate. Provide secretariat and administrative support services on relevant forums.

ENQUIRIES : Rev N Stemela Tel No: (012) 406 1006
APPLICATIONS : Head Office Applications: 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

POST 15/122 : **CHIEF WORKS MANAGER: MECHANICAL REF NO: 2022/165**
Component: Facilities Management

SALARY : R321 543 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6)/ Bachelor's degree in Mechanical or equivalent qualifications accompanied by proven similar technical experience/ OR N3 plus trade test completed successfully plus 5 years technical experience in the built environment. A valid driver's licence; computer literacy; knowledge and understanding of PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Willingness to travel and work irregular hours. Sound analytical, good written and verbal communication skills.

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

ENQUIRIES : Mr. B Dlabantu Tel No: (051) – 408 7364
APPLICATIONS : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.

FOR ATTENTION : Mr D Manus

- POST 15/123** : **ARTISAN FOREMAN REF NO: 2022/166 (X3 POSTS)**
Mechanical/ Carpentry/ Building: Workshop
- SALARY** : R308 826 per annum, (OSD salary)
CENTRE : Pretoria Regional Office
REQUIREMENTS : Grade 10 plus five years post qualification experience as an Artisan. Appropriate Trade Test certificate. Knowledge of OHSA Act. A valid driver's license. Installation Rules. Must have a Certificate of Compliance. (Wireman's License).
- DUTIES** : Spot check technical faults for repairs or maintenance required. Oversee and ensure that quotations are received and purchase required equipment and materials. Oversee and ensure that the maintenance and faults repair registers updated. Report writing. Repairs of faults.
- ENQUIRIES** : Mr J. de Wit Tel No: 082 889 0283
APPLICATIONS : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
- FOR ATTENTION** : Ms. M Masubelele
- POST 15/124** : **ADMINISTRATIVE OFFICER: ASSET MANAGEMENT REF NO: 2022/167**
- SALARY** : R261 372 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A Three year tertiary qualification (NQL Level 6) in Supply Chain Management; Logistics; Procurement; Business Management/ Administration qualification. Plus relevant years' experience in Asset Management or Logistical services. The following will serve as recommendations: Knowledge of the Public Finance Management Act; inventory administration, including stock management; procurement processes and procedures; inventory systems. Computer literacy is also essential. Technical skills; Ability to maintain integrity of confidential information; ability to prioritise; basic communication (verbal and written); basic numeracy; basic computer literacy; interpersonal relations. Valid driver's licence (08).
- DUTIES** : Update movable asset register. Receive and distribute movable assets to end users; conduct monthly, quarterly and annual asset verification, report and investigate discrepancies, compile monthly asset verification report, ensure that all assets are recorded on the asset register; ensure accuracy of inventories; ensure bar coding of assets; ensure marking of machinery; liaise with suppliers regarding requisitions; ensure that suppliers are registered on the Supplier Register. Ensure control over inventories. Ensure the maintenance of movable assets and administrate service contracts with regard thereto; respond to audit findings. Administrate the disposal of redundant and obsolete inventory identify and value redundant and obsolete accountable items; administrate the disposal of unserviceable items; process internal and external movements of assets; prepare items for public auction; administer public auction processes.
- ENQUIRIES** : Mrs Lebohang Mashamaite Tel No: 051 408 7408
APPLICATIONS : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.
- FOR ATTENTION** : Mr D Manus
- POST 15/125** : **ADMINISTRATIVE OFFICER: CLEANING SERVICES REF NO: 2022/168**
Facilities Management
- SALARY** : R261 372 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A Three year tertiary qualification (NQL Level 6) in Administration, Human Resource Management or Management with supervisory experience. Knowledge and understanding of procurement processes and other relevant government legislation. An understanding of the PFMA. Good written and verbal communication skills. Computer literacy and good interpersonal skills. Knowledge of the departmental performance management and development system. A code B valid driver license. The candidate will be expected to travel around Free State Province extensively.
- DUTIES** : Manage and control cleaning services in the region. Manage and review cleaning contracts. Procurement of cleaning services through the normal

		procurement processes. Supervision of cleaners as well as managing their performance. Ensure timeous submission of invoices on the on services rendered for payment to service providers and contractors. Conduct random or routine inspections and visits to Magistrate Offices where the department is rendering cleaning services.
<u>ENQUIRIES</u>	:	Mr. L Ramasunzi Tel No: (051) 408 7311
<u>APPLICATIONS</u>	:	Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.
<u>FOR ATTENTION</u>	:	Mr D Manus
<u>POST 15/126</u>	:	<u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: STRATEGIC MANAGEMENT REF NO: 2022/169</u> (12 months contract)
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A three-year National Diploma/Bachelor's Degree in Office Administration/ Public Administration/ Public Management or an equivalent qualification) plus relevant years working experience in office management/ secretariat/ clerical position. Knowledge and understanding of government policies and legislations such as PFMA, Treasury Regulations, Public Service Act and Public Service Regulations, Preferential Procurement Policy Framework Act. Knowledge of Financial Management and Provisioning Administration policies of government; Good communication skills (both written and verbal). Good, demonstrative computer literacy with knowledge of Microsoft packages (MS Word, MS Excel, Outlook and PowerPoint). Relevant experience in rendering a support service to senior management. Knowledge: Wide range of office management and administrative tasks; Good telephone etiquette; Sound organisational skill; Good interpersonal skills; Ability to communicate well with people at different levels; Basic numeracy; Office administration and organisational skills; Planning and organising; Ability to act with tact and discretion. Project administration skills.
<u>DUTIES</u>	:	Provides a secretarial support service to the chief directorate; receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries; Performs advanced typing work; Operates and ensure that office equipment, printers and photocopiers are in good working order; Records the engagements of the senior manager; Utilises discretion to decide whether to accept/decline or refer to other employees, request for meetings, based on the assessed importance and urgency of the matter; Coordinates with and sensitises/advises the manager regarding engagements; Compiles realistic schedule of appointments; Renders administrative support services;-Ensure the effective flow of information and documents to and from the office of the CD; Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies; Obtains inputs, collates and compiles reports, e.g. progress reports, monthly reports and management reports; Scrutinises routine submissions/ reports and make notes and/or recommendations for the manager; Responds to enquiries received from internal and external stakeholders; Drafts documents as required; Does filing of documents for the manager and the unit where required; Collects, analyses and collates information requested by the manager; Clarifies instructions and notes on behalf of the manager; Ensures that travel arrangements are well coordinated; Prioritise issues in the office of the CD; Manages the leave register and telephone accounts for the unit; Handles the procurement of standard items like stationary, refreshments etc. for the activities for the manager and the unit; Obtains the necessary signatures on documents like procurement advises and monthly salary reports; Provides support to manager regarding meetings; Scrutinise documents to determine actions/information/other documents required for meetings; Collects and compiles all necessary documents for the manager to inform him/her on the contents; Records minutes/decision and communicates to relevant role players, follow-up on progress made; Prepares briefing notes for the CD as required; Coordinates logistical arrangement for meetings when required; Makes necessary travelling arrangements; Supports the Chief directorate with the administration of the budgets; Collects and coordinates all the documents

	:	that relate to the Chief Directorate's budget. Provides project management support for the projects in the office of the CD.
<u>ENQUIRIES</u>	:	Ms K Sebati Tel No: (012) 406 1351
<u>APPLICATIONS</u>	:	Head Office Applications: 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.
<u>FOR ATTENTION</u>	:	Ms. N.P. Mudau
<u>POST 15/127</u>	:	<u>ACCOUNTING CLERK (CASHIER) REF NO: 2022/171</u>
<u>SALARY</u>	:	R176 310 per annum
<u>CENTRE</u>	:	Umtata Regional Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Knowledge of transversal financial Systems Treasury Regulations. State budgeting procedures. Relevant Financial administration experience. Analytical thinking. Accounting and numeric skills, budgeting and communication. Tertiary qualification in Finance will serve as an added advantage.
<u>DUTIES</u>	:	The administration of income revenue received. The recording and allocation of state monies. The administration and reconciliation of suspense accounts. The capturing of deposits on BAS system. The management and administration of petty cash. The provision of administrative support to the section. Capture Payments and journals on BAS and SAGE X3. Capture S & T payments and advance. Prepare monthly petty cash reconciliations. Control and safe keep documents. Place documentation on files. Control and protect documents. Respond to all audit queries in the directorate. Distribution of payslips to pay point managers.
<u>ENQUIRIES</u>	:	Ms P Sani Tel No: (012) 492 3122
<u>APPLICATIONS</u>	:	Mthatha Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, 5009 or Hand Deliver to PRD2 Building 5th floor, Sutherland Street, Umtata.
<u>POST 15/128</u>	:	<u>SUPERVISOR: CLEANING SERVICES: FACILITY MANAGEMENT REF NO: 2022/170</u>
<u>SALARY</u>	:	R145 281 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicant must have a Standard 8/ Grade 10 or equivalent qualification and relevant experience. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment's will be added advantage.
<u>DUTIES</u>	:	Manage and supervise cleaning staff and assist with the day-to-day cleaning. Administer attendance record and Work plans. Report any maintenance problems daily and follow up thereof. Co-ordinate with seniors timeously with regard to problems that may rise. Plan/recommend leave for the cleaning personnel under supervision. Execute daily inspections of the building with regard to its cleanliness. Place orders for cleaning materials. Control inventory of cleaning materials and equipment for the building. Draft the cleaning program for the cleaning personnel.
<u>ENQUIRIES</u>	:	Mr. Dorian Lewin Tel No: (021) 402 2104
<u>APPLICATIONS</u>	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 15/129</u>	:	<u>TRADESMAN AID II: WORKSHOP REF NO: 2022/172</u>
<u>SALARY</u>	:	R124 434 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	Grade 10 with 2-5 years relevant working experience and be able to read and write. Grade 12 will be an added advantage. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on building materials and equipment's will be an added advantage.
<u>DUTIES</u>	:	Assist Artisans with all day to day maintenance related activities. Must be willing to work overtime when a need arise (i.e. after hours and during the weekends). Manage equipment, tools and machinery generally used on site.

ENQUIRIES
APPLICATIONS

Must periodically ensure a good housekeeping at the workshop and on site.
Ensure all work is carried out in a safe manner according to the OHS ACT.
: Mr. M Mashinini Tel No: 051 408 7350
: Bloemfontein Regional Office Applications: The Regional Manager,
Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand
delivered to 18 President Brandt Street Bloemfontein 9300.
: Mr D Manus

DEPARTMENT OF TOURISM

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

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.
- NOTE** : In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required copies (uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies) of qualifications, Identity Document, proof of citizenship/permanent residence if not a RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants for SMS positions should complete the National School of government Public Service SMS pre-entry certificate and submit a copy along with the application.

MANAGEMENT ECHELON

- POST 15/130** : **CHIEF DIRECTOR: COMMUNICATIONS REF NO: (DT06/2022)**
- SALARY** : R1 269 951 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to SMS dispensation)
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised NQF 7 in media, journalism or communication or any other related field. A minimum of five (5) years Senior Management experience in corporate communications, stakeholder management, media liaison or any related environment. Professional writing skills for media and familiarity with content best practises will be an added advantage. Sound knowledge in strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment, service delivery and innovation, customer orientation and service delivery and problem solving. Good understanding and exposure to government communications system; Proven experience and exposure in electronic and digital media capabilities. Excellent understanding of the work of government, tiers of government and various stakeholders. Knowledge of the Government Planning and Delivery Cycle, Public Finance Management Act and Treasury Regulations; Computer Literacy; A valid driver's license and willingness to travel. Incumbent must be self-driven, innovative and creative.
- DUTIES** : Reporting to the Deputy Director General: Corporate Management the successful candidate will be responsible for the following key functions; Providing leadership and strategic direction to the Chief Directorate: Ensuring the development and implementation of the Communication Strategy; Provide effective oversight and management of the departmental media engagement plan; Drive the implementation of branding and corporate identity of the department; Facilitate research and sourcing of content from programmes across the department for publication in relevant platforms. Oversee the planning and execution of departmental events in terms of the departmental events framework. Ensure the provision of effective departmental communication services, managing outreach programme and coordinate

adequate communications within the clusters. Provide high-level media liaison support to the Minister, Deputy Minister, Director General. Ensure effective management of all internal and external communication initiatives of the department, including the production of publications (e.g. annual reports and internal newsletters).

- ENQUIRIES** : Ms R Ngwenya Tel No: (012) 444 6745
NOTE : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Recommended candidates will be subjected to a two-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the employment contract, performance agreement and annual financial disclosure.
- CLOSING DATE** : 27 May 2022 at 16:30 (Late applications will not be considered)

OTHER POSTS

- POST 15/131** : **DEPUTY DIRECTOR: TOURISM AND ENVIRONMENTAL EFFICIENCY**
REF NO: (DT07/2022)

- SALARY** : R822 042 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)

- CENTRE** : Pretoria
REQUIREMENTS : A SAQA recognised NQF 7 qualification in Natural Sciences or any related field within Environmental Management. Minimum of three years working experience in a management (Assistant Director or equivalent) position within the environmental management environment. Sound knowledge of UNFCCC and Kyoto Protocol Climate Change mitigation and adaption requirements. Knowledge of National Climate Change Response White Paper, the National Environmental Management Act and its sectoral legislations. Knowledge of the development of Climate Change mitigation and adaption measures. An understanding of socio-economic and political dimension of Climate Change. Understanding of state protocol, tiers of government, the NGOs and business sectors. Sound knowledge and skills on strategic planning & leadership, project management, financial management, people management and empowerment. A valid driver's licence and willingness to travel

- DUTIES** : The successful candidate will be responsible for developing and implementing climate change adaptation measures and strategies in the tourism sector; developing and implementing a tourism resource efficiency awareness programme; training youth on tourism resource efficiency assessment methodologies; developing and implementing the Environmental Implementation Plan (EIP) for the tourism sector; implementing the National Environmental Management Act 1998 and its sectoral legislation that is applicable to the tourism sector; developing and implementing a Tourism Resource Efficiency Programme; conducting resource efficiency assessments in tourism businesses; providing technical inputs in the development and review of the SANS 1162 environmental criteria; supporting the implementation of the SANS 1162 environmental criteria through recognition and incentives; developing a stakeholder database and engagement plan; supporting provincial and local on tourism and environmental management issues; creating a database of national and provincial tourism and environmental management initiatives.

- ENQUIRIES** : Mr Langalibalele Tel No: (012) 444 6515
NOTE : EE requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.

- CLOSING DATE** : 16 May 2022 at 16:30 (Late applications will not be considered)

- POST 15/132** : **DEPUTY DIRECTOR: TOURIST GUIDING GROWTH AND DEVELOPMENT**
REF NO: (DT 08/2022)

- SALARY** : R822 042 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)

- CENTRE** : Pretoria

<u>REQUIREMENTS</u>	:	A SAQA recognised NQF 7 qualification in Tourism or any related field. Minimum of three years working experience in a management (Assistant Director or equivalent) position. Sound Knowledge of the tourism/ tourist guiding sector. Ability to conduct research, compile reports, analyse information and produce high quality work. Excellent understanding of the legislative environment (tourism and tourist guiding). Understanding of the government environment at all spheres of government. Knowledge of departmental policies and administration processes. Sound knowledge and skills on project management, financial management, people management and empowerment. Excellent organising, communication and presentation skills. Ability to work in a team and to multi-task. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	The successful candidate will be responsible for conducting research on growth on development within the sector, identifying gaps & challenges and proposed areas for improvement; Conceptualising documents on identified gaps and challenges with respect to the growth and development of the guiding sector; developing proposals on possible solutions and/or interventions to address the gaps and challenges; Develop a consultation framework to facilitate consultation processes with key stakeholders to solicit proposed solutions and interventions in addressing the challenges; Collate draft proposals/interventions to address the skills shortages or gaps in the tourist guiding sector; Facilitate implementation of approved projects according to the roles and responsibilities assigned to the project team; ensuring development and management of contracts with key stakeholders/service providers involved in various projects; managing all procurement processes related to growth and development projects in line with Supply Chain Management policies and prescripts; drafting and submitting detailed project reports for all initiatives; developing monitoring tools for all projects prior to the project commencement; identifying key stakeholders to advance development and growth of the guiding sector; developing Memoranda of Agreements (MoAs) or Service Level Agreements (SLAs) to outline the nature of the collaboration with key stakeholders; supervising logistical arrangements and activities in line with the approved stakeholder management plan; providing information to the National and Provincial Registrars on the growth and development of the guiding sector; preparing briefing notes on growth and development of the guiding sector; giving support to Provincial Registrars and implementing interventions to capacitate Provincial Registrars on areas pertaining to growth and development.
<u>ENQUIRIES</u>	:	Ms U Pillay Tel No: (012) 444 6386 or upillay@tourism.gov.za
<u>NOTE</u>	:	EE requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.
<u>CLOSING DATE</u>	:	16 May 2022 at 16:30 (Late applications will not be considered)
<u>POST 15/133</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT (INFORMATION TECHNOLOGY)</u> <u>REF NO: (DT09/2022)</u>
<u>SALARY</u>	:	R744 255 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A SAQA recognised NQF 7 qualification in Accounting, Auditing / Information Systems or any related field. Minimum of 3 years' working experience in a management (Assistant Director or equivalent) position in the Information Technology Audit environment. Registration as a Certified Internal Auditor or certification in Control Self-Assessment (CCSA) or Certified Government Auditing Professional (CGAP) will be an added advantage. Knowledge of relevant government Acts and Prescripts including departmental systems (BAS, Logis, PERSAL). Sound knowledge of Standards for the Professional Practice of Internal Audit as issued by the Institute of Internal Auditors. Knowledge of Legislative requirements in the Public Sector including Public Finance Management Act and Treasury Regulations. Knowledge in Risk-based audit methodology, Corporate governance, Risk management, Best Practice Internal Controls and GRAP Statements. Valid driver's licence
<u>DUTIES</u>	:	The successful candidate will be responsible for evaluating department's general information technology environment (specific applications and new

system being developed); test reliability and integrity of information technology, compliance with policies, plans, standards, laws and regulations that could significantly impact information technology operations; determine effectiveness of measures taken to safeguard information technology assets including tests of existence, ownership of appropriate, economy, effectiveness, and efficiency in use of information technology involvement in systems development audits to ensure adequate controls of systems development life cycle(SDLC) process; analysis of SDLC methodology including the use of continuous assurance techniques embedded audit modules and intelligent agents; planning of audits of development projects (or ongoing audit involvements) to provide critical input during implement and the management of the risk-based audit methodology; assist in the development of the Annual Strategic Plan for the directorate, review time records to monitor time spent against work done and elevate findings to the manager and client timeously; Facilitate specific reporting, co-ordinating and liaising on between DT and various clients and stakeholders, including the Audit Committed, the Auditor-General; assist in the preparation of the Quarterly Internal audit progress reports to Audit Committee, Accounting Officer; complete and analyse client satisfaction survey, maintaining an expert knowledge of the IT audit profession, keep abreast of new and proposed developments in the IT auditing field; Facilitate approval and safeguarding of records (minutes of the meetings, actions plans) for recordkeeping and referential purposes, collate all necessary information for the preparation of audit committee meetings and facilitate distribution to relevant members.

ENQUIRIES : Ms T Sibiya Tel No: (012) 444 6291
NOTE : EE requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.
CLOSING DATE : 16 May 2022 at 16:30 (Late applications will not be considered)
POST 15/134 : **DEPUTY DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: (DT10/2022)**
SALARY : R744 255 per annum, (all inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised NQF 7 qualification in the Internal Control/Accounting/Auditing or any related fields. Minimum of 3 years' working experience in a management (Assistant Director or equivalent) position. A valid driver's license. Demonstrated an in-depth knowledge of the legislative environment applicable to government finance and supply chain management and the development, implementation and monitoring of related policies and procedures within a government environment. Excellent supervisory and operational management skills. Good interpersonal relations and written & verbal communication skills. The ability to maintain high levels of confidentiality and to prioritize work in high-pressure environments. Knowledge of relevant prescripts (PFMA, Treasury regulations, BBBEE Act, PPPFA). Leadership, communication, financial management, planning and execution skills. Knowledge and experience on BAS. Knowledge of LOGIS and PERSAL will be an advantage.
DUTIES : The successful candidate will be responsible for implementing Internal Control and Compliance functions within the department. Facilitate identifying, recording, investigation, reporting and appropriate disclosures of Fruitless & Wasteful Expenditure, Irregular Expenditure, Unauthorised expenditure and Losses & damages in accordance with National Treasury prescripts and frameworks. Developing and monitoring compliance to financial delegations, financial policies and procedures. Review internal and external audit reports/audit findings. Identify internal control weaknesses, recommend mitigations and monitor implementation of mitigation plans. Facilitate development of audit action plans and monitoring implementation of audit action plans across the department.
ENQUIRIES : Mr M Maharaj Tel No: (012) 444 6238
NOTE : EE requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.
CLOSING DATE : 16 May 2022 at 16:30 (Late applications will not be considered)

<u>POST 15/135</u>	:	<u>ASSISTANT DIRECTOR: BUDGETING REF NO: (DT11/2022)</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09), excluding service benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A SAQA recognised NQF 6 qualification in Finance, Accounting or any related fields. Minimum of 3 years' working experience in a supervisory position in management accounting. Proven work experience on Estimates of National Expenditure (ENE) Budget, Adjustment Estimates of National Expenditure (AENE) Budgets and Medium Term Expenditure Framework (MTEF). Sound knowledge and working experience on BAS. Knowledge of relevant prescripts (PFMA, Treasury regulations, GRAP), Statutes, Government priorities, policies, e.g. PFMA, TR, auditing and accounting standards, Knowledge of the Standard Chart of Accounts, IT skills, analytical skills, strategic planning, monitoring and reporting, high level of computer literacy, administration, communication, HR practices and procedures, project management, financial(budget) management, leadership, analytical thinking, innovative and creative, strategic thinking, research and policy formulation, communication(verbal, written and other) and negotiation skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for capturing of Estimates of National Expenditure(ENE) Budget on BAS, provide advice to directorates on the allocation of budgets, verify budget inputs from directorates and ensure that the budget inputs balance to allocation received from National Treasury, capturing of approved budget on BAS, capturing of Adjustment Estimates(AENE), verify any submitted adjustments from directorates which take place after the AENE and ensure that these inputs balances to allocation from National Treasury, capturing of approved final Virements on BAS, assist with all queries relating to the use of the Requisition Form, verification of Requisition Forms, printing and distribution of expenditure reports to all directorates, creation/updating of the monthly expenditure reports, perform in-depth analysis of expenditure reports to all directorates, capture journals to correct misallocations, provide advice regarding the use of the Standard Chart of Accounts, administrative duties.
<u>ENQUIRIES</u>	:	Mr F Rajah Tel No: (012) 444 6267
<u>NOTE</u>	:	EE requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.
<u>CLOSING DATE</u>	:	16 May 2022 at 16:30 (Late applications will not be considered)
<u>POST 15/136</u>	:	<u>ASSISTANT DIRECTOR: RISK AND INTEGRITY MANAGEMENT REF NO: REF NO: (DT14/2022)</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09), excluding service benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A SAQA recognised NQF 6 qualification in Risk Management/Accounting/Internal Auditing/Business Management or any related fields. A post graduate qualification will be an added advantage. Minimum of 3 years' working experience in a supervisory position within a Risk and Integrity Management environment. Registered with the institute of Risk Management of South Africa (IRMSA) and the Association of Certified Fraud Examiners South Africa Chapter (ACFESA) would be an added advantage. Proven working experience of the legislative requirements relating to Enterprise Risk Management, Integrated Risk Management principles and practices e.g. Corporate Governance (King IV), Public Sector Risk Management Framework, COSO ERM framework, ISO 31 000 frameworks, Code of Ethics and their incorporation into various business processes. Sound knowledge of PFMA, Treasury regulation, Public Service Regulatory framework and government systems (BAS, Logis, PERSAL). Good interpersonal, communication and project management skills. Computer literacy. A valid driver's licence.
<u>DUTIES</u>	:	The successful candidate will be responsible for conducting benchmarking on best practices on Enterprise Risk Management, Anti-Fraud and corruption prevention; development and monitor the implementation of framework for Enterprise Risk Management, Review and facilitate implementation of the risk appetite and tolerance framework; develop and monitor implementation of the Anti-Fraud & Corruption Prevention Framework, Facilitate implementation of the Fraud Prevention Plan, conduct preliminary investigation into allegations of corruption and fraud and facilitate referral of cases relevant functionaries. Facilitate the development and implementation of Business Continuity Management frameworks; Conduct awareness to the employees Fraud

Prevention and Enterprise Risk and integrity Management; Convene and participate in risk awareness sessions, inductions and orientation sessions. Facilitate training and development intervention through workshops and circulation of articles.

ENQUIRIES : Ms R Motshewa Tel No: 012 444 6591

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

CLOSING DATE : 16 May 2022 at 16:30 (Late applications will not be considered)

POST 15/137 : **RISK PRACTITIONER REF NO: (DT15/2022)**

SALARY : R321 543 per annum (Level 08), excluding service benefits

CENTRE : Pretoria

REQUIREMENTS : A SAQA recognised NQF 6 qualification in Risk Management/Accounting/Internal Auditing/Business Management. Minimum of 3 years' working experience within a Risk and Integrity Management environment. Registered with the institute of Risk Management of South Africa (IRMSA) and the Association of Certified Fraud Examiners South Africa Chapter(ACFESA) would be an added advantage; Understanding of the legislative requirements relating to Enterprise Risk Management, Integrated Risk Management principles and practices e.g. Corporate Governance (King IV), Public Sector Risk Management Framework, COSO ERM framework, ISO 31 000 frameworks; Knowledge of PFMA, Treasury regulation, Public Service Regulatory framework and government systems (BAS, Logis, PERSAL). Good interpersonal, good communication skills, good computer literacy and use of standard packages, research and project management skills. A valid driver's licence.

DUTIES : Coordinate departmental operational, ethics and fraud and corruption risk registers; benchmark with the best practices in Risk Management to review the Risk Management Frameworks; compile and analyse the audit finding tracking system and conduct regular analysis of the programme environment to identify emerging risks and liaise with programmes; Facilitate reporting on the implementation of financial disclosure and remunerative work outside the public service dispensation by employees; compile quarterly operational and fraud mitigation progress reports, collate and analyse the risk management quarterly reports and draft risk mitigation analysis report; Facilitate approval of Risk Management Committee and provide secretarial services (compile meeting packs, assist with logistical arrange for RMC meetings including special meetings); prepare the payment of the external independent RMC Chairperson; Develop a schedule and facilitate logistical arrangements for awareness sessions and source promotional material; Monitor implementation of Business Continuity Management and facilitate Business Continuity Impact risk assessments; Assist in the development of Business Continuity Management framework and implementation plans.

ENQUIRIES : Ms R Motshewa Tel No: 012 444 6591

NOTE : Preference will be given to Coloured Male, Asian Male and White Male candidates.

CLOSING DATE : 16 May 2022 at 16:30 (Late applications will not be considered)

POST 15/138 : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: (DT13/2022)**

SALARY : R321 543 per annum (Level 08), excluding service benefits

CENTRE : Pretoria

REQUIREMENTS : A SAQA recognised NQF 6 qualification in Supply Chain Management, Purchasing Management or any related fields. Minimum of 3 years' experience in Supply Chain Management. Knowledge of the Logis system and the Central Supplier Database (CSD) system. Knowledge and skills in financial management and budgeting. Ability to formulate sound policies through analytical and innovative thinking. Ability to manage projects independently, interpret, apply policies, strategies and legislation. Good knowledge of government processes and relevant legislation. Ability to liaise with and facilitate stakeholder engagement. Good negotiation and advocacy skills. Ability to work individually and in a team. Good computer literacy and use of standard packages. Good communication skills (written and spoken).

DUTIES : The successful candidate will be responsible for certifying correctness of items on Log 2 forms and supporting documents.ie. quotations, tax clearance and relevant signatures; Approving procurement advices on Logis Mainframe;

Consolidating procurement advices into system order and specifying on the Log 2 form; Overriding the Logis system to generate orders for very urgent requests; Creating/ adding new users or deleting users on the Logis infrastructure used in the administration of Logis; Coordinating and resolving Logis system problems with Logis centre; Creating new Item Control Numbers (ICN) and maintaining and deleting the existing ICN's; Merging the ICN if descriptions are duplicated on Logis selection MGCP MGAT; Conducting spot checks in the stores; Verifying quantities in the bin and on the bin card to compare to Logis balances; Checking condition of stock and dispose of outdated stock; Compiling the calendar/plan for stocktaking; Checking and authorising balance adjustment of the store stock; Issuing vouchers (LOGIS online); verifying quantities captured and signing the vouchers; checking correctness of the quantity of items of the bin numbers; Conducting spot checks of stores in general; Availing manual order in case LOGIS is offline for goods and services to be rendered; Verifying if an internal requisition form and relevant documents are attached; Receiving orders from the order clerk.

- ENQUIRIES** : Ms S Mampuru Tel No: (012) 444 6237
- NOTE** : EE requirements: Preference will be given to Coloured Male, Asian Male and White Male candidates
- CLOSING DATE** : 16 May 2022 at 16:30 (Late applications will not be considered)
- POST 15/139** : **STATE ACCOUNTANT: CREDITORS, TRAVEL AND SUBSISTENCE REF NO: (DT12/2022)**
- SALARY** : R261 372 per annum (Level 07), excluding service benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised NQF 5 qualification in Financial Accounting/ Financial Management/ Management Accounting or any related fields. Minimum of 2 years' experience in a similar environment. Ability to manage projects independently. Knowledge and skills in financial management. Knowledge of BAS, PERSAL and LOGIS. Good knowledge of government processes and relevant legislation. Good interpersonal and presentation skills. Good communication skills. Ability to work under pressure.
- DUTIES** : The successful candidate will be responsible for the processing of Travelling and Subsistence claims, verify accuracy of calculations and completeness of Travelling and Subsistence advances, Processing of Travelling and Subsistence advances, Processing of BAS Sundry payments, Processing of LOGIS online payments, clearing of suspense accounts, Administering of Telephone interfaces, Processing of general journals and assisting with monthly reporting and inputs to financial statements.
- ENQUIRIES** : Mrs A Griesel Tel No: (012) 444 6244
- NOTE** : EE requirements: Preference will be given to Coloured Male, Asian Male and White Male candidates.
- CLOSING DATE** : 16 May 2022 at 16:30 (Late applications will not be considered)
- POST 15/140** : **SECURITY OFFICER REF NO: (DT16/2022)**
- SALARY** : R124 434 per annum (Level 03), excluding service benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A grade 12 senior certificate and a grade C PSIRA certificate. Minimum of 2 years working experience in the appropriate fields. Basic Security officers course. Working knowledge of the MISS document, ability to interpret and apply security policies, directives, procedures and prescripts, ability provide immediate solutions to problems, administrative procedures, verbal and written communication skills, Ability to operate a computer and engage in CCTV monitoring. Skills in organizing and planning, control visitors and personnel control. Ability to work with difficult persons and to resolve conflict, initiative and creativity.
- DUTIES** : The successful candidate will be responsible to perform access control functions: monitoring movement of personnel; visitors and contractors utilizing CCTV; control the movement of personnel, visitors and contractors; Facilitate confirmation of visitors appointments or the services required, referral of visitors to the relevant service delivery point; facilitate completion of admission control register and issue admission control document/cards as required, operate X-Ray machine, lock and unlock entrances and doors, ensure safety in the building and the premises; undertake building patrols to identify and check water leaks, fire hazards, exposed electrical contact, lights are switched

off/on as required, identify suspicious objects and packages; Facilitate access control to prevent unauthorised entry or exit; prepare write reports of daily activities and irregularities; monitor and inspect vehicles entering and leaving the premises; complete or ensure that the registers to control the movement of equipment, stores and documents are completed; handle documents at points of entry according to classification and prescripts; ensure all incidents are recorded in the occurrence book/registers, Facilitate up to date recording of occurrence book (for all incidents and reports), visitors register, after hour register and mail/parcel register.

ENQUIRIES

: Mr R Benadie Tel No: 012 444 6144

NOTE

: Preference will be given to Coloured Male, Asian Male and White Male candidates.

CLOSING DATE

: 16 May 2022 at 16:30 (Late applications will not be considered)

DEPARTMENT OF TRADITIONAL AFFAIRS

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

- APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building.
- FOR ATTENTION** : Ms L Motlhala
- CLOSING DATE** : 20 May 2022
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied by a comprehensive CV, copies of qualifications, Identity document and driver's license. Such copies need not be certified. Shortlisted candidates will be required to submit certified copies a day before the interview date. Persons with a disability are encouraged to apply. 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 or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POSTS

- POST 15/141** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 2022/06**
(12 months contract)
- SALARY** : R744 256 per annum, 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** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification in Internal Auditing plus 3-5 years' experience in an Internal Auditing environment at ASD level (Junior Management). Supervisory experience. Generic competencies: Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Computer literacy and communication. Technical competencies: Operational and performance audits, Risk management and auditing practices, The Public Finance Management Act, Corporate governance, Development of policies and strategies.
- DUTIES** : The successful candidate will perform the following duties: Manage and implement operational strategic plans, policies and procedures and internal audit methodology, Perform and manage the audits to ensure that professional standards are maintained in the planning, execution, reporting and monitoring, Manage and prepare draft audit reports and discuss value-adding recommendations with relevant management, Review the main audit findings on the Department and effect corrective action, Examine, evaluate and improve the systems of control and risk management process.
- ENQUIRIES** : Mr JJ Appel Tel No: (012) 334-4974

POST 15/142 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2022/07**
(12 months Contract)

SALARY : R382 245 per annum (Level 09), all-inclusive remuneration package, plus 37% in lieu of benefits.

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's degree or equivalent qualification in Internal Auditing at NQF level 7 plus 3-5 years' experience in an Internal Auditing environment Generic competencies: Service delivery innovation, problem solving and analysis, client orientation and customer focus, computer literacy, communication. Technical competencies: Operational and performance audits, risk management and auditing practices, the Public Finance Management Act, development of policies.

DUTIES : The successful candidate will perform the following duties: Provide inputs and implement operational, strategic plans, policies, procedures and internal audit methodology, conduct audits and investigations for the Department as required by the audit standards, draft and discuss the audit findings with the supervisor and management, follow-up on internal audit findings recommended for management actions.

ENQUIRIES : Mr JJ Appel Tel No: (012) 334-4974

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za.
- CLOSING DATE** : 16 May 2022
- NOTE** : Applications must be accompanied by form new Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications and ID document (these copies need not be certified). Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

- POST 15/143** : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: DOT/HRM/2022/40**
Branch: Administration (Office of the Chief Operations Officer)
- SALARY** : R1 269 951 per annum (Level 14), all inclusive- salary package, of which 30% can be structured according to individual needs.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
A Bachelor's in Public Administration or Bachelors in Human Resource Management at NQF level 7 as recognised by SAQA. A minimum 6-10 years relevant experience of which 5 years must be at Senior Management Level. The following will serve as recommendation: Knowledge of Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations, excellent communication skills, interpersonal relations, project management, and financial management.
- DUTIES** : The successful candidate will: To render human resource management and development services in the department: Render human resource planning and administration services, Ensure the planning of human resources for current and future needs, provide strategic support on HR practices and policies, Manage the recruitment and selection process, manage conditions of service and remuneration of employees, promote and maintain sound employee relations. Develop and improve departmental and transport sector

capacity: Manage the training and development processes and programmes in the department, manage the training and development processes and programmes in the Transport Sector, develop, manage and monitor the implementation of the Performance Management Development System (PMDS) in the department. Provide organisational development solutions and manage employee health and wellness and change management: Provide management advisory and organisational design service, ensure implementation of change management processes, Manage and promote employee health and wellness and occupational health and safety programmes, develop, co-ordinate and implement all GDYC (gender, disability, youth and children) related programmes and activities within the Department and across the Transport sector. Provide high level management advice and strategic support: Strategic advice to Minister, Director-General, Senior Management and other role players (Agencies, Provinces, Departments), high level submissions, research, comments and presentations, conduct objective research and /or surveys, assist with / or conduct high level negotiations, ensure compliance with regulatory frameworks and public service directives. Manage and Control the Chief Directorate: Provide strategic direction for the functioning of the Chief Directorate, promulgate internal management directives and procedures for the chief directorate, present and obtain approval for the strategic business plan of the chief directorate, define performance targets for the chief directorate, manage the performance of the chief directorate, manage the allocated resources of the chief directorate according to departmental prescripts.

ENQUIRIES : Adv Adam Masombuka Tel No: 012 309 3888
NOTE : Coloured Male/ Female, White Male, African Female, Indian Female and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Chief Director: Human Resources Management and Development"

POST 15/144 : **DIRECTOR: SECURITY SERVICES REF NO: DOT/HRM/2022/41**
 (Branch: Administration (Office of the Chief Operations Officer)
 Chief Directorate: Corporate Support

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

CENTRE : Pretoria (Head Office)
REQUIREMENTS : A recognised NQF level 7 qualification in Security Risk Management / Safety and Security Management as recognized by SAQA and SMS pre-entry certificate coupled with relevant Security Management course offered by State Security Agency and SAMTRAC training certificate with 6 – 10 years security working experience of which five years must be at senior management or middle management level in practical security management and strategic leadership environment. Authority (PSIRA). Grade A Security Training and registration with Private Security Industry Regulatory (PSIRA). Valid South African driver's licence. Experience in security management and operation measures is required. Note: The following will serve as strong recommendations: Leadership and management experience. Knowledge of the MISS, MPSS and other relevant and applicable security legislation and regulations. Understanding of technological emanating from National Security Strategy (NSS) and National Joint Operations and Intelligence Structure (NATJOINTS). Effective communication skills (written and verbal) at all levels. Report writing and presentation skills. Planning, organisational relationship and conflict management skills. Detection. Analytical thinking. Decision making and motivational abilities. Willingness to successfully attend prescribed training courses. Prepared to travel and work irregular and long hours. Computer Literacy.

DUTIES : Develop and implement physical security and procedures. Manage physical security operations. Perform physical security risks assessments. Respond to and investigate security incidents and breaches. Manage the implementations of OHS Program, Fire safety and Contingency plan. Provide physical security services to the Department. Develop and implement document, personnel & communications security policies and procedures. Develop, implement and manage document classification and protection program. Develop and implement personnel security, i.e. security screening vetting and vetting

process. Develop, implement and manage communication security. Develop, implement and manage educational security (security awareness). Render security services. Establish, implement and manage security policy, administrative and organizational functions as per NKP requirements. Establish, implement and maintain security awareness, security personnel training, firearms, and ammunition control program. Establish, implement and maintain Emergency Plan and Joint Operational Centre. Develop, implement and manage NKP physical security program. Develop, implement and manage document, Information and Communication Security. Develop, implement and manage security screening and vetting process. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Management of staff in the unit, as well as contractors. Establish and maintain governance and administrative system's continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Evaluate projected spending plans. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the directorate. Monitor the planning, organising and delegation of work. Ensure monitoring & evaluation is carried out in all areas of the directorate. Represent the DoT at various forums as requested and coordinate efforts and report back. Assist with security at various events; assist high-level staff to events with security.

ENQUIRIES : Ms Carmen Coetzee Tel No: (012) 309 3493
NOTE : African Male/Female, Coloured Male /Female, White Male/Female and persons with disabilities are encouraged to apply for the position. Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Director: Security Services"

POST 15/145 : **DIRECTOR: PARLIAMENTARY AND STRATEGIC SUPPORT (CAPE TOWN) REF NO: DOT/HRM/2022/42**
 Branch: Office of the Director-General
 Chief Directorate: Office of the Director-General
 Directorate: Parliamentary and Strategic Support

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

CENTRE : Pretoria
REQUIREMENTS : An appropriate NQF level 7 qualification in Public Administration/ Management with a minimum of 5 years relevant experience on MMS level- Proven track record in strategic management. Knowledge and experience of Parliamentary & legislative processes. Political awareness and familiarity with broad lines of government policy. Knowledge and experience of stakeholder management. Note: The following will serve as a recommendation: Ability to liaise effectively with senior politicians, senior government officials and transport sector stakeholders. Ability to manage external consultants. Project management skills. Excellent Communication skills. Excellent writing and editing skills. Computer literacy. Service delivery. Change Management. Financial Management, PFMA.

DUTIES : The successful candidate will: Manage, coordinate and facilitate the flow of information and documentation within the Office of the DG in Cape Town. Provide support with the tabling of the Annual report and the Strategic plan to Parliament. Apply quality control on all documents before presenting them to the DG. Keep track of documents /referrals to the line function management and follow up on urgent matters. Answer correspondence on behalf of the DG. Receive and refer documentation to relevant managers in the Department. Manage Parliamentary processes. Manage parliamentary questions and responses and ensure that line function managers respond to questions on time. Attend all parliamentary meetings attended by the DG, take note of resolutions and compile reports. Attend all parliamentary meetings by officials from DOT/public entities, take note of resolutions and compile reports. Ensure compliance with parliamentary calendar and deadlines. Provide liaison support with Ministry and the Department in Cape Town. Provide an efficient and effective support system in the ODG. Draft submissions, letters, and routine communication. Develop presentations, if and when required. Refer correspondence and enquiries to the relevant persons in and outside of DOT. Act as information officer and respond to enquiries from the public. Provide logistical support at all DG's meetings. Manage the DG's diary in CT & Manage projects instructed by the DG. Prepare meeting packs for the DG. Provide

administrative support to the DG. Management of stakeholder relations. Develop the stakeholder Plan/Strategy/framework for the Department. Manage the implementation of the stakeholder plan/strategy/framework. Manage stakeholder liaison and relations within Transport sector, agencies and other departments. Provide guidance and adequate support for and development of the staff. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the ODG. Establish and maintain governance and administrative system's continuity within the work of the Directorate. Manage the compilation of the annual report and strategic plan of the Directorate. Manage the planning, organising and delegation of work. Provide support during October Transport month, Budget vote, other parliament and stakeholder related events etc.

ENQUIRIES
NOTE

- : Ms. F. Nhangombe Tel No: (012) 309 3514
- : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. " Parliamentary and Strategic Support "

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

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



- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows: The Manager: Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, ground floor, Fidel Castro Building, Cnr. Markgraaf and Miriam Makeba Streets, Bloemfontein. Applications can also be e-mailed to recruitment.fstreasury@gmail.com or recruitment@treasury.fs.gov.za.
- FOR ATTENTION** : Mr. W van Zyl Tel No: (051) 405 5266
- CLOSING DATE** : 20 May 2022
- NOTE** : Directions to applicants: Applications must be submitted on form the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must be accompanied by copies of qualifications, only shortlisted candidates will be required to submit certified copies of documents (A transcript of results must be attached or subjects should be mentioned in CV), driver's license, if required, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate 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 the following link: <https://www.thensg.gov.za>. Candidates will also be subjected to a competency assessment as well as a practical test. Qualification certificates must not be copies of certified copies. Only documents certified by the SAPS or holders of offices as Published by the Minister of Justice in terms of Section 6 of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act 16 of 1963) who are designated to be commissioners of oaths, will be accepted. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s).

MANAGEMENT ECHELON

- POST 15/146** : **DIRECTOR: ECONOMIC ANALYSIS REF NO: FSPT: 007/22**
- SALARY** : R 1 073 187 per annum (Level 13), an all-inclusive salary package, (This all – inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A degree in Economics. Honors degree will be added as an advantage. Six to ten years of relevant experience in economics and research environment. Knowledge of the Public Finance Management Act (PFMA), Municipal Finance

Management Act (MFMA), Treasury Regulations, Public Service Act and Regulations, Econometrics, Public Finance and Development, Macro and Labour Economics. Problem solving and innovation capability. Good interpersonal, strategic capability, leadership and analytical skills. Computer literate. Valid driver's license.

- DUTIES** : Periodic analysis and update of provincial socio-economic indicators. Coordinate and produce Departmental publications such as Provincial Economic Review and Outlook (PERO), Provincial Mid-Term Budget Policy Statement (MTBPS), Quarterly Labour Market Review (QLMR) and Municipal Economic Review and Outlook (MERO). Conduct, publish and disseminate research in lieu of policy development, planning and the fiscal framework of the Province. Provide technical and strategic support in economic policy research, analysis and development. Maintain and expand existing databases and information sources on the provincial economic and related social issues. Manage resources of the Directorate.
- ENQUIRIES** : Mr. P E Lebone @ 082 803 4075(Office hours only)

OTHER POSTS

- POST 15/147** : **SENIOR HUMAN RESOURCES INFORMATION PRACTITIONER REF NO: FSPT: 008/22**

- SALARY** : R321 543 per annum (Level 08), a basic salary
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A Diploma in Human Resources Management or equivalent qualification with a minimum of two years' experience in a human resources management environment. Knowledge of relevant legislations and policies within the human resources environment e.g. Public Service Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Regulations and the Employment Equity Act. Knowledge on administrative procedures, research principles, policy development, human resources provisioning. Computer literate in MS Word, Excel and Power Point and operating computer hardware. Ability to communicate verbally and in writing both formally and informally.

- DUTIES** : Facilitate the recruitment and selection process in the Department to contribute to the establishment of a competent and professional workforce within the Department. Render a human resource advisory service within the Department by interpreting more complex and problematic human resources related matters in order to promote an effective human resource environment. Address human resources enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advise the Department on human resource matters to enhance the correct implement of human resources practices/policies. Prepare reports on human resources administration issues and statistics to enable management to make informed decisions.

- ENQUIRIES** : Mr. X Ngesi Tel No: (051) 403 3886

- POST 15/148** : **FINANCIAL & LOSSES CONTROL OFFICER REF NO: FSPT 006/22**

- SALARY** : R261 372 per annum (Level 07), a basic salary
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A relevant qualification (NQF level 6 or higher). Accounting as a passed subject will be an added advantage. A minimum of two (2) years' experience in a theft, losses and financial control environment/field. Must have proven training on LOGIS and BAS. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, relevant delegations, batch control and financial systems (BAS, LOGIS & PERSAL). Must be computer literate and have the following skills: Communication, problem solving, inter-personal, time management, report writing and analytical.

- DUTIES** : Review all documents and transactions on BAS /LOGIS /PERSAL according to delegations and approved policies. Render financial management advisory services to the Department by investigating, analyzing and interpreting legislation and prescripts and other financial matters to promote an effective financial management environment. Handle all administration functions related to theft, losses, irregular expenditure, fruitless and wasteful expenditure and unauthorized expenditure. Promote effective financial

ENQUIRIES
CLOSING DATE

management by contributing to the consistent and effective application of financial management practices. Prepare reports on financial management.
: Ms. F Prinsloo Tel No: 051 405 5462
: 17 May 2022

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 15/149** : **CLINICAL MANAGER MEDICAL GRADE 1 REF NO: SDHS2022/04/12 (X1 POST)**
Section: Family Medicine Unit
This is a re-advertisement. People who applied previously are encouraged to reapply
- SALARY CENTRE REQUIREMENTS** : R1 191 510 per annum, (all-inclusive package)
: Sedibeng District Health Services
: Appropriate qualification that allows registration with HPCSA as a Medical Officer. Registration with HPCSA as a Medical Practitioner. Minimum of 6 years appropriate/recognizable experience as a Medical Officer after registering with the HPCSA as a Medical Practitioner. Must have a valid driver's license. Experience in PHC, with the ability to lead, manage as well as transfer skills is essential. Must be prepared to perform commuted overtime. Experience in Family Medicine or working in a Family Medicine Unit will be an added advantage.
- DUTIES** : Support the Family Medicine Unit in the management of District Medical Officers, Interns and Clinical Associated and ensure Human Resource Development in the District. Provide management and clinical support in the provision points of normal and after-hours service coverage by Medical Officers and Interns. Render clinical service and rotate through service points as directed by service needs. Support and co-ordinate with management and clinical teams at District Health facilities for provision of quality Health services and management. Provide clinical expertise to the District PILIR, quality assurance and patient safety program. Interpret disseminate and implement Department policies related to core clinical standards and support the Family Medicine Unit in the development of clinical audits, protocols, guidelines and referral support. Liaise and co-ordinate with District Hospital, Regional Hospital and Emergency Medical Services to ensure appropriate inter-facility patient referrals and clinical care. Support the Family Medicine Unit in various district clinical and management forums, PHC Reengineering and development of sub-districts. Perform after hour commuted overtime during weekdays. Undertake any other clinical and/or managerial duties as required by the unit head.
- ENQUIRIES APPLICATIONS** : Dr. A. Kalain Tel No: (016) 428 7184
: 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 and 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 to 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** : 16 May 2022
- POST 15/150** : **CLINICAL MANAGER GRADE 1 REF NO: REFS/TMH/2022/04/01 (X1 POST)**
Directorate: Medical Services
- SALARY** : R1 191 510 – R1 322 391 per annum
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : An appropriate qualifications that allows registration with the Health Profession Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2022-2023). A minimum of three (3) years appropriate experience after registration with HPCSA as a Medical Practitioner. Post graduate qualification in Management will be an added advantage. Computer literacy in Microsoft package (Word, Excel, PowerPoint) and a valid driver's license. Knowledge in Administration, Finance and Supply Chain Management, strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative Frameworks such as (National Health Act, PFMA, PSA and its regulations, Mental Health Act and other relevant Statutes). Must be able to work under pressure, cope with high workload and be willing to manage the Hospital after hours.
- DUTIES** : Responsible for the leadership and management of the delivery of clinical services to patients referred to Tambo Memorial Hospital. Participate actively administrative duties of the departments. Ensure that quality assurance, including clinical audit is conducted in the department in line with Ideal Hospital Framework and lead the department. Serve as a senior member of the Hospital Executive Management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital executive and general management with the day to day running of the department. Assist EXCO in the discharge of any responsibilities which have been delegated. Participate in the management of activities of Tambo Memorial Hospital as a whole and attend all applicable management meetings. Management of personnel performance and reviews thereof, (Contracting, reviews and final assessments) and perform any other duties delegated by the Superiors.
- ENQUIRIES** : Mr ZKO Ndabula Tel No: (011) 898 8317
APPLICATIONS : can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.
- NOTE** : Applications must be filled on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and copies of ID and qualifications. Only the shortlisted candidates will be required to submit certified copies of qualifications and Identity document on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 16 May 2022, Time: 12H00

<u>POST 15/151</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL SPECIALIST) REF NO: REFS/013840 (X1 POST)</u> Directorate: Medical
<u>SALARY</u>	:	Grade 1: R1 754 739 - R1 862 412 per annum Grade 2: R1 918 719 - R2 097 993 per annum
<u>CENTRE REQUIREMENTS</u>	:	Sebokeng Hospital An appropriate qualification in Internal Medicine, an additional subspecialty will be an advantage. Current registration as a physician / subspecialty 3 – 5 years post registration experience. Recommendations: experience in undergraduate teaching and undergraduate teaching administration in Internal Medicine. Knowledge, skills, training and competencies required: Ability to teach undergraduate, postgraduate, students and supervise junior staff. Management skills, good communication, leadership and decision-making skills.
<u>DUTIES</u>	:	Control and management of clinical services as the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these services. Maintain necessary discipline over staff under his / her control. Attend to administrative matters as pertains to the unit and department. Conduct, assist and stimulate research. Training of undergraduate and postgraduate medical students in Internal Medicine at Sebokeng and Kopanong hospital where teaching takes place and Allied Health Personnel in the field of Internal Medicine. Participation in formal teaching and teaching administration as required by the department of Internal Medicine. Promote community orientated services and participate in outreach programs. Conduct specialized outpatient clinics and provide expert opinion where required. After hours consultant cover for both Internal Medicine, critical care departments at Sebokeng and Kopanong Hospitals. Provide leadership in development of protocols for the management of adult in Internal Medicine and critical care. Provide leadership in the development of clinical audit programs in the hospital in the province. Develop measures to ensure quality assurance for the adult Internal Medicine patients. Participate actively in outreach activities to hospital in the Province. Active involvement in CME to health professionals. Compile medium and long term expenditure frameworks and implement fiscal control measures on an ongoing basis. Lead and supervise departmental research activities. Participate in training of Registrar's, Medical Officers and Nurses. Work as part of a multi – disciplinary team when deemed necessary.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr N.A. Msibi Tel No: 016 930 3304 should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	20 May 2022
<u>POST 15/152</u>	:	<u>HEAD OF CLINICAL UNIT GRADE 1 MEDICAL EMERGENCY DEPARTMENT REF NO: PHOLO 2022/04/01</u> Directorate: Emergency Medicine
<u>SALARY</u>	:	R1 754 739 – R1 862 412 per annum, (all inclusive)
<u>CENTRE</u>	:	Pholosong Regional Hospital
<u>REQUIREMENTS</u>	:	Appropriate postgraduate qualification that allows for registration with the HPCSA as Specialist Emergency Physician and proof of current registration. A minimum of 3 years appropriate experience as Specialist Emergency Physician after registration with the HPCSA as Medical Specialist in Emergency Medicine. Experience in undergraduate and postgraduate training, including research. Understanding of basic Human Resource matters

- including labour relations and RWOPS. Understanding of basic Finance matters such as cost drivers and budget allocations. Understanding of basic Supply Chain matters such as developing demand and procurement plans for the unit. Knowledge of legislative prescripts governing public service. Managerial and problem-solving skills. Good communication and supervisory skills. Stress-tolerance and the ability to work in a team.
- DUTIES** : Provide clinical services in the institution. Implement departmental strategic and operational plans for clinical services. Train and supervise undergraduate and postgraduate students and participate in research. Facilitate clinical Governance processes within the department, including clinical audits and clinical risk management. Implement measures to minimize wasteful and fruitless expenditure within the department. Generate the annual demand and procurement plans for the department. Oversee the human resource matters of the department such as leave, disciplinary issues and employee wellness. Represent the clinical department at administrative, managerial, clinical committees meetings and other events.
- ENQUIRIES** : Dr B. Pitso Tel No: (011) 812 5163
- APPLICATIONS** : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 20 May 2022
- POST 15/153** : **FAMILY PHYSICIAN MEDICAL SPECIALIST GRADE 1 REF NO: SDHS2022/04/13 (X1 POST)**
Section: Family Medicine Unit
- SALARY** : R1 122 630 per annum, (all- inclusive package)
- CENTRE** : Sedibeng District Health Services
- REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as a Medical Specialist in a normal specialty. Registration as Specialist. Must have at least 5 years post community service PHC experience, with the ability to lead, manage as well as transfer skills at PHC level. Must have a valid driver's license.
- DUTIES** : Render clinical services to patients in the District Primary Health Care clinics including Clinical Medico-legal services and rotate through service points as directed by service needs. Ensure leadership, clinical guidance and governance in the provision quality clinical services through the application of Family Medicine principles. Co-ordinate clinical service and Family Medicine activities in the sub-district/cluster under his/her supervision and provide clinical and managerial support to the district Community Orientated Primary Care (COPC) program. Conduct audits and quality improvement projects on clinical and other relevant problems related to patient care and the health system Interpret, disseminate and implement Department policies related to core clinical standards and support the Family Medicine Unit in the development of protocols, guidelines and referral support, manage and train Medical Officers, Medical Interns and clinical associates. Provide clinical and managerial support to clinicians during normal and after-hours service delivery. Liaise and co-ordinate with District Hospital, Regional Hospital and

Emergency Medical Services to ensure appropriate inter-facility patient referrals and clinical care. Supervise and manage the students, Clinical Associate students and Registrars in Family Medicine and primary care as a joint appointee with the University of the Witwatersrand. Support, lead and participate in various District clinical and management forum such as therapeutics committee (PTC), referral committee, Morbidity and Mortality review meetings, District research committee any other forum as determined by the head of the unit. Participate in commuted overtime in the District clinics. Perform any other clinical, managerial or administrative duties as may be required by the Head of the clinical unit.

- ENQUIRIES** : Dr. A. Kalain Tel No: (016) 428 7184
- APPLICATIONS** : 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 and 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 to 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** : 16 May 2022
- POST 15/154** : **MEDICAL SPECIALIST GRADE 1 – GRADE 3 REF NO: PHOLO 2022/04/02**
Directorate: Anaesthetics
- SALARY** : Grade 1: R1 122 630 - R1 191 510 per annum, (all inclusive package)
Grade 2: R1 283 592 - R1 362 363 per annum, (all inclusive package)
Grade 3: R1 489 665 - R1 862 412 per annum, (all inclusive package)
- CENTRE** : Pholongsong Regional Hospital
- REQUIREMENTS** : Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Anaesthesia. Registration with the HPCSA as Medical Specialist in Anaesthesia. No experience required after registration with the HPCSA as Medical Specialist in Anaesthesia. Must be willing to do sessions at CMJAH cluster hospitals. **Grade 2:** Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Anaesthesia. Registration with the HPCSA as Medical Specialist in Anaesthesia and proof of current registration. A minimum of 5 years' appropriate experience as Medical Specialist in after registration with the HPCSA as Medical Specialist in Anaesthesia. **Grade 3:** Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Anaesthesia. Registration with the HPCSA as Medical Specialist in Anaesthesia and proof of current registration. A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Anaesthesia.
- DUTIES** : Provide comprehensive anaesthesia care to surgeons from all surgical disciplines at the Hospital and all of its cluster hospital during core hours. Partake in clinical audits. Implement and core standard (norms and

standards). Rendering of afterhours services including weekends (commuted overtime). Provide outreach to facilities/services in the catchment area including, but not restricted, to participation in the multidisciplinary team discussions of patients in surrounding hospitals' psychiatric wards and provision of mental health care and support to patients in those wards. Completion of relevant medico-legal documents timeously and reduce medical litigation by exercising good clinical ethos. Liaise with referral centers for patients who need further care and investigations. Training of undergraduate programs.

- ENQUIRIES APPLICATIONS** : Dr B. Pitso Tel No: (011) 812 5163
- : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 20 May 2022
- POST 15/155** : **MEDICAL SPECIALIST GRADE 1 – GRADE 3 REF NO: PHOLO 2022/04/03**
Directorate: Psychiatry
- SALARY** : Grade 1: R1 122 630 - R1 191 510 per annum, (all inclusive package)
Grade 2: R1 283 592 - R1 362 363 per annum, (all inclusive package)
Grade 3: R1 489 665 - R1 862 412 per annum, (all inclusive package)
- CENTRE REQUIREMENTS** : Pholosong Regional Hospital
: MBBCh / MBChB plus FC Psychiatry or MMed (Psychiatry). Registration with HPCSA as a medical specialist and proof of current registration. Appropriate experience in Anaesthetic. (Grade 1: No Experience after registration with the HPCSA as Medical Specialist in a normal specialty. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after with the HPCSA. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after with the HPCSA.)
- DUTIES** : Management of services within the Mental Health Unit both clinical and administrative. Provide effective and efficient outpatient mental health care in the Hospital including assessment, treatment and monitoring of psychiatric patients. Development and implementation of evidence-based clinical protocols and guidelines. Partake in clinical audits. Implement and monitor adherence to Mental Health Care Act. Rendering of afterhours services including weekends (commuted overtime). Lead the multidisciplinary team discussions of patients in the psychiatric wards. Liaise with referral centers for patients who need further care and investigations. Training of staff members in the unit and other department.
- ENQUIRIES APPLICATIONS** : Dr H.P.N Mlahleki Tel No: (011) 812 5163
- : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document and Driver's

license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 20 May 2022
- POST 15/156** : **MEDICAL SPECIALIST GRADE 1 – GRADE 3 REF NO: PHOLO 2022/04/04**
Directorate: Paediatric
- SALARY** : Grade 1: R1 122 630 - R1 191 510 per annum, (all inclusive package)
Grade 2: R1 283 592 - R1 362 363 per annum, (all inclusive package)
Grade 3: R1 489 665 - R1 862 412 per annum, (all inclusive package)
- CENTRE** : Pholosong Regional Hospital
- REQUIREMENTS** : MBCHB degree or equivalent and FC. Peads (SA). Annual registration receipt and registration certificate with HPCSA as an independent medical specialist paediatrician. **Grade 1:** No Experience after registration with the HPCSA as Medical Specialist in a normal specialty. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after with the HPCSA. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after with the HPCSA.). Good leadership skills, excellent communication skills (verbal & written) and good interpersonal skills. Work independently and under pressure. Work well within the paediatric department and the hospital as a team member.
- DUTIES** : Play a supervisory role and train junior doctors in the management of patients in all paediatric and child health areas at the institution. Provide relevant training to nurses and other relevant stakeholders in the department. Implement continued medical education through academic meetings, mortality & morbidity meetings and interdepartmental meetings. Identify and adopt or formulate clinical protocols to be implemented in the department to improve overall health and outcomes of the paediatric population served by the hospital. Oversee administrative duties in the department and attend HOD meetings as required and make contributions towards improving service delivery. Manage and report adverse clinical outcomes to the clinical manager. Manage resources judiciously
- ENQUIRIES** : Dr B. Pitso Tel No: (011) 812 5163
- APPLICATIONS** : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 20 May 2022

POST 15/157 : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/013819 (X1 POST)**
Directorate: Obstetrics and Gynaecology

SALARY CENTRE REQUIREMENTS : R1 122 630 per annum, (all inclusive)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Appropriate qualification that allow registration with HPCSA as Medical Specialist in normal Specialty registration. HPCSA registration as Medical Specialist in a normal Speciality. Proof current registration with HPCSA for April 2022/March 2023 Card. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. No experience.

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

ENQUIRIES APPLICATIONS : Dr. Mankupane Tel No: (011) 933 9154/8154
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Chris Hani Baragwanath Academic Hospital, Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on the new Z83 job application form that is fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applications may also be uploaded online at <http://professionaljobcentre.gpg.gov.za> or www.gautengonline.gov.za According to Department of Public Service and Administration (DPSA) 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 were necessary. 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. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and submit such evaluation with the application. It is also incumbent upon the

applicant to provide evidence of the NQF level of qualifications not obtained from mainstream institutions. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity targets of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 16 May 2022
- POST 15/158** : **MEDICAL REGISTRAR REF NO: REFS/013865**
Directorate: Nuclear Medicine
- SALARY** : R833 523 per annum, (all-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Current registration with the HPCSA as Medical Practitioner.
- DUTIES** : As part of the health care team, registrars participate in safe, cost- effective evidence based and compassionate patient care; including participating in outreach programs. Applies cost containment measures in the provision of patient care as trainee specialist. Registrars participates in the educational activities of their chosen specialty training program, including conducting research toward Mmed. Supervise and teach medical students, interns, medical officers and other service commitments to CMJAH and cluster hospital Commitment to overtime, Commitment to emergency care highest level of ethics, professionalism and punctuality. Expected ability to work in a team and to report all potential conflict of interest and corruption.
- ENQUIRIES** : Prof W. Vangu Tel No: 011 488 3500
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.
- CLOSING DATE** : 16 May 2022
- POST 15/159** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/013737 (X1 POST)**
Directorate: Paediatric Surgery
- SALARY** : R833 523 per annum, (all-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as independent medical practitioner and Current HPCSA registration for April 2022/March 2023 Card. must be post Community Service. No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate).

		<p>Improve quality of care by 116 providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.</p>
<u>ENQUIRIES</u>	:	Prof JA Loveland and Mrs A.Welthagen Tel No: 011 933 8138 or 082 320 8529
<u>APPLICATIONS</u>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Chris Hani Baragwanath Academic Hospital, Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on the new Z83 job application form that is fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Applications may also be uploaded online at http://professionaljobcentre.gpg.gov.za or www.gautengonline.gov.za According to Department of Public Service and Administration (DPSA) 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 were necessary. 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. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and submit such evaluation with the application. It is also incumbent upon the applicant to provide evidence of the NQF level of qualifications not obtained from mainstream institutions. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity targets of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	16 May 2022
<u>POST 15/160</u>	:	<u>MEDICAL OFFICER GRADE 1 REF NO: REFS/013739 (X3 POSTS)</u> Directorate: Anaesthetics
<u>SALARY</u>	:	R833 523 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner, HPCSA registration as an independent medical practitioner, Current HPCSA registration for April 2022/March 2023 Card and must be post Community Service. Must be a South African citizen or permanent resident.
<u>DUTIES</u>	:	The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties; participating in all activities of the discipline in relation to teaching and research; participating in departmental audit activities; and preparing and writing of reports.

Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant departmental meetings like morbidity and mortality, near miss and completing medico-legal documents timeously. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Performance of practical procedures relevant to anaesthesia. Participation in departmental meetings, journal clubs, case presentations, and lectures. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

**ENQUIRIES
APPLICATIONS**

: Dr P Mogane Tel No: 011 933 9335
: Application should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), Charlotte Maxeke, Rahima Moosa or Helen Joseph Hospitals between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag x01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 job application form that is fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applications may also be uploaded online at <http://professionaljobcentre.gpg.gov.za> or www.gautengonline.gov.za According to Department of Public Service and Administration (DPSA) 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 were necessary. 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. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and submit such evaluation with the application. It is also incumbent upon the applicant to provide evidence of the NQF level of qualifications not obtained from mainstream institutions. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity targets of the department. People with disability are encouraged to apply.

CLOSING DATE

: 16 May 2022

POST 15/161

: **MEDICAL OFFICER GRADE 1- GRADE 3 REF NO: EHD2022/04/05 (X4 POSTS)**

Directorate: Family Medicine

SALARY

: Grade 1: R833 523 – R897 939 per annum, (all-inclusive remunerative package)
Grade 2: R953 049 – R1 042 092 per annum, (all-inclusive remunerative package)
Grade 3: R1 106 037.00 – R1 382 802 per annum, (all-inclusive remunerative package)

CENTRE

: Ekurhuleni Health District

<u>REQUIREMENTS</u>	:	MBCHB or equivalent and currently registered with the Health Professionals Council of South Africa (HPCSA) as a medical practitioner. Post graduate medical diploma/degree will be an added advantage. Grade 1: Less than 5 years relevant experience as a Medical Officer after registration with HPCSA. Grade 2: At least 5 years, but less than 10 years, relevant experience as a Medical Officer after registration with HPCSA. Grade 3: 10 years and more appropriate experience as a Medical Officer after registration with HPCSA. Recommendations: Experience in district health service; experience in general medical practice, PHC, HAST, EBM and use of current protocols. Clinical skills; in consultation, history taking, examination, clinical assessment and management procedures and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, teamwork ability, good medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service.
<u>DUTIES</u>	:	Support Provision of PHC services in the District hospital, Community health centers and clinics within the district health services (DHS). Improve clinical quality PHC services through direct patient care and mentoring and supervising health care professionals through an integrated approach programmes. Participate in 24hour PHC services including Medico-legal and EMS. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine & PHC unit in the district. Support the training and the CPD/CME activities for nurses, intern and community services doctors in the district. Support/participate in the development of district research projects. Perform any other duties delegated by Supervisor/Manager.
<u>ENQUIRIES</u>	:	S. Agbo. Tel No: 011 878 8548 / Cell: 079 877 4845
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	17 May 2022
<u>POST 15/162</u>	:	<u>MEDICAL OFFICER GRADE 1- GRADE 3 REF NO: EHD2022/04/06 (X3 POSTS)</u> Directorate: Clinical Forensic Medical Services (CFMS)
<u>SALARY</u>	:	Grade 1: R833 523 – R897 939 per annum, (all-inclusive remunerative package) Grade 2: R953 049 – R1 042 092 per annum, (all-inclusive remunerative package) Grade 3: R1 106 037.00 – R1 382 802 per annum, (all-inclusive remunerative package)
<u>CENTRE</u>	:	Ekurhuleni Health District

<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a medical officer. Current proof of registration with the HPCSA as a medical practitioner. Basic medical degree (MBCHB) or equivalent). Grade 1: Less than 5 years relevant experience. Grade 2: At least 5 years, but less than 10 years relevant experience, Grade 3: 10 years and more relevant experience. Computer literacy (MS Word, Excel, PowerPoint) etc. Communication (written and Verbal), Applicant must be in a possession of a valid South African Driving license. Knowledge of Clinical Forensic Medical Services legislations and related legal and ethical practices, Good communication, interpersonal relationship, Ability to work independently in terms of decision making and problem solving in clinical or administrative scenarios. Experience working in Clinical Forensic Medical Services will be an added advantage. Diploma in Clinical Forensic Medical Services will be an advantage. Ability to work with Clinical Forensic Medical Services multidisciplinary team and intersectoral partners relevant to the provision of holistic Clinical Forensic Medical Services. Willingness to manage, train and supervise medical officers at PHC clinics.
<u>DUTIES</u>	:	To Manage Clients from Clinical Forensic Medical Services: Sexual Assault, Domestic Violence, Child Abuse, Drunk and Driving, Age Estimation, DNA, Examination of patient for placement, Concealment of Birth (etc.) .To Supervise and coordinate 24 hours Clinical Forensic Medical Services. To give evidence in court as an Expert Witness for patients seen at the CFMS .To Coordinate Medical Services within Ekurhuleni Clinical Forensic Medical Services. To Manage Commuted Overtime for Medical Doctors at the CFMS Centre. To Manage Sessions Medical Doctors at the CFMS Centre. To Coordinate Clinical Forensic Medical Services according to policies and regulations. To provide support for health programmes in the District. To Support PHC and clinical training in Ekurhuleni District .To Participate in organizing the CME programme in the District. To Audit of Patients files and J88 .To Liaise with other stakeholders: SAPS, NPA, Social Development, NGOs, etc. To Participate in Stakeholders and Implementation meeting. To Develop clinical care and guidelines, protocols and SOP's and monitor its.
<u>ENQUIRIES</u>	:	Dr B.N Letanka Tel No: 011 876 -1793
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	17 May 2022
<u>POST 15/163</u>	:	<u>MEDICAL OFFICER GRADE 1 REF NO: REFS/013763 (X1 POST)</u> Directorate: Emergency Department
<u>SALARY</u>	:	R833 523 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and

		must be post Community Service. Proof of current HPCSA registration for April 2022/March 2023.
<u>DUTIES</u>	:	Clinical assessment, history taking, mental state examination and physical examination of all patients. Assessment and management of emergencies. Counselling and education of patients and families. Proper clinical record keeping. Preparation of referral letters and discharge summaries for all patients. Recording of all lab results. Participation in ward/department admin and academic program. Commitment to providing emergency care. Highest level of ethics, professionalism and punctuality. Ability to work in a team and to report all potential conflict of interests and corruption.
<u>ENQUIRIES</u>	:	Mrs. L Sithole Tel No: 011 933 0115
<u>APPLICATIONS</u>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Chris Hani Baragwanath Academic Hospital, Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on the new Z83 job application form that is fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Applications may also be uploaded online at http://professionaljobcentre.gpg.gov.za or www.gautengonline.gov.za According to Department of Public Service and Administration (DPSA) 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 were necessary. 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. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and submit such evaluation with the application. It is also incumbent upon the applicant to provide evidence of the NQF level of qualifications not obtained from mainstream institutions. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity targets of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	16 May 2022
<u>POST 15/164</u>	:	<u>MEDICAL REGISTRAR 1 REF NO: REFS/013824 (X3 POSTS)</u> Directorate: Obstetrics and Gynaecology
<u>SALARY</u>	:	R833 523 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner. Proof of current HPCSA for April 2022\ March 2023. Must be a South African citizen or permanent resident. Having Part 1a and Part 1b will be advantageous.
<u>DUTIES</u>	:	The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating

in departmental audit activities, preparing, and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings, and completing MEDICO Legal Documents timeously (e.g., Death certificate). Improve quality of care by 116 providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (Norms and Standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessments and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

**ENQUIRIES
APPLICATIONS**

: Prof Y. Adam Tel No: (011) 933 8156
 : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Chris Hani Baragwanath Academic Hospital, Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 job application form that is fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applications may also be uploaded online at <http://professionaljobcentre.gpg.gov.za> or www.gautengonline.gov.za According to Department of Public Service and Administration (DPSA) 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 were necessary. 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. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and submit such evaluation with the application. It is also incumbent upon the applicant to provide evidence of the NQF level of qualifications not obtained from mainstream institutions. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity targets of the department. People with disability are encouraged to apply.

CLOSING DATE

: 16 May 2022

- POST 15/165** : **DEPUTY DIRECTOR: HEALTH INFORMATION MONITORING AND REPORTING REF NO: REFS/0137340 (X1 POST)**
Directorate: Health Information Monitoring and Reporting
- SALARY** : R882 042 per annum, (all inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : A three (3) years Diploma/Degree in measurements related qualifications such as Data Sciences/Health Informatics /Epidemiology /Statistics /Mathematics /Biostatistics /Demography) /Public Administration as recognized by SAQA, or relevant qualification at NQF Level 6 plus 10 years' experience in HIM of which 5 years must be at a managerial level (Assistant Director). Extensive knowledge and experience in Health Data management is required (Data Collection, collation, Cleaning, Extraction, Validations, and Analysis). Knowledge of Health Information Management and Data Management related legislative and policy frameworks and practices. Knowledge of Auditor General SA (AGSA) procedures as they relate to public health performance information. Ability to prepare and align Information Management to Health Sector Business priorities. Ability to implement and track the effectiveness of internal systems and controls relating to effective Data Management. Advanced knowledge of data management databases used in the public health setting, hospital data management, monitoring and reporting processes will be an added advantage. A high level of computer literacy, excellent interpersonal and communication skills (written and verbal). Proven experience of similar work and ability to work under tight deadlines and under stressful situations. A practical test will be administered for selected candidates during the day of the interview. A valid Driver's License. Computer Literacy (Ms Office, Excel and PowerPoint) Experience in Health Sector environment as well as a Certificate in Labour Dispute Resolution Practice or related will be an added advantage. The incumbent must have good interpersonal skills and ability to work under pressure. The post holder should be able to gather, analyse information and interpret reports and be able to lead and supervise a diverse team with miscellaneous experiences.
- DUTIES** : Establish and maintain a well-functioning data management and performance information system for the hospital. Manage implementation and oversight of Performance Information and Audit of Predetermined Objectives. Ensure that monitoring and reporting processes in the hospital are compliant with the provincial and national norms and standards. Oversee the production of monthly and quarterly performance reports for internal and external reporting purpose. Maintain a monitoring systems for the activities and projects implemented in the hospital Monitor the performance of the hospital against the predetermined objectives and targets. Coordinate the compiling of the Annual Performance Plan for the hospital and ensure performance review meetings are conducted regular. Ensure the maintenance of an effective Hospital Health Information Committee. Supervise, evaluate performance, mentor, and coach subordinates The successful applicant will be reporting to CEO , be part of the Hospital Management Team and she/he will be expected to advise management on performance related issues. The applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System in terms of contracting, reviewing and final assessment.
- ENQUIRIES** : Ms.S. Masote Tel No: (011) 933 0181
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Chris Hani Baragwanath Academic Hospital, Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 job application form that is fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applications may also be uploaded online at <http://professionaljobcentre.gpg.gov.za> or www.gautengonline.gov.za According to Department of Public Service and Administration (DPSA) 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 were necessary. 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. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and submit such evaluation with the application. It is also incumbent upon the applicant to provide evidence of the NQF level of qualifications not obtained from mainstream institutions. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity targets of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 16 May 2022
- POST 15/166** : **MIDDLE MANAGER: CORPORATE SERVICES REF NO: PHOLO 2022/04/05**
Directorate: Administration and Support
- SALARY CENTRE REQUIREMENTS** : R744 255 – R876 705 per annum, (all inclusive)
Pholosong Hospital
A National Diploma or Degree in Public Administration/Public Management/Business Administration Supply Chain Accounting, Logistics, Procurement Human Resource, Financial and Economics Management (NQF 6 or 7). At least 5 to 10-years' experience in Administration and Support services, with 3 years at the Assistant Director level. A valid driver's license. Post graduate qualification will be an added advantage. Competencies: Communication skills; Management skills; People skills; Conflict resolution skills; Reporting skills; Negotiation skills; Planning and organizing skills; Project management skills Presentation and facilitation skills; Problem solving skills; Operational planning; ability to work under pressure and being self-motivated; Ability to work in a diverse team; Ability to adapt to change; Ability to liaise with business partners; and Ability to perform multiple tasks and work overtime where necessary. Computer skills (MS Word and MS Excel). Hospital management skills and experience would be an added advantage. Knowledge of the Public Finance and Management Act, Public Service Act, Public Service Regulations, PAIA, PAJA, OHS Act, POPI Act, Disaster Management Act, Foodstuff Cosmetics and Disinfectants Act, Labour Relations Act, Treasury Regulations, Records Management Act, RICA Act, Mortuary guidelines, Linen Management Act, Loss and Risk Management. Knowledge of the public service systems and procedures and other relevant legislations. Must be a driven and customer focused individual with excellent leadership, planning, organizing, communication (verbal and written), interpersonal relations and conflict management skills. Must have report writing, research, numerical and analytical, project management, presentation, decision making and management skills. Ability to work under pressure, meet deadlines, ability to analyse and interpret financial information. Must have the ability to interpret and present policies and other prescripts. Excellent ability to facilitate and coordinate workshops and meetings. Ability to interact at strategic level and implement turnaround strategies. Be service delivery orientated.
- DUTIES** : Manage and supervise hospital administration and support services division. Manage Administration, Food Service Management, Record Management, Facility Management, Security Management, Linen Management, Cleaning Department and Information Technology. Implement benchmarking to ensure

improved outputs. Implement, Manage and monitor compliance with Service Level Agreements. Manage the budget, supervise human resource, and ensure compliance with relevant prescripts and mandates of the department. Develop and implement skills development and training for staff in the division. Liaise with internal clients and external stakeholders. Management of personnel performance contracting and performance management reviews. Develop and implement guidelines and Standard Operating Procedures (SOP) in the division. Compilation and monitoring of Operational Plan, Risk register, Audit Action for management reporting and analysis. Management of infrastructure. Management and food services units. Ensure compliance with Ideal Hospital Framework. Represent the division in the hospital management meetings. Ensure implementation of Batho Pele principles in the division. Perform other related duties as delegated by the CEO.

- ENQUIRIES** :
- APPLICATIONS** :
- NOTE** :
- CLOSING DATE** :
- POST 15/167** :
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- Dr N.M. Makgana Tel No: (011) 812 5163
- Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered
- Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- 20 May 2022
- ASSISTANT MANAGER: QUALITY ASSURANCE (PNB-4) REF NO: TDHS/A/2022/41**
Directorate: PHC Sub District 5, 6 &7
- R624 216 - R702 549 per annum, (plus benefits)
- Tswane District Health Services
- Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a Post basic qualification with duration of at least 1 year in Health Care Sciences accredited with the SANC. A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA is as added advantage. Current registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience 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 after obtaining the 1-year post basic qualification. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Other Skills/Requirements: Knowledge of the application of the relevant statutes and policies governing the public service and health care sciences. Knowledge of the Performance Management and Development System. Knowledge and application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Operational and people management skills. Ability to

interact with diverse stakeholders and health users and givers. Facilitation and co-ordination skills. Problem solving, planning and organizing skills. Computer literacy and report writing skills. NB!! A practical test relating to key areas of knowledge and skills may form part of the selection process for this position. Correspondence & engagement will only be entered into with shortlisted candidates who meet the requirements.

DUTIES

: Overall provision of APP-aligned Total Quality Management services to the District and all its facilities by: Monitoring, investigating, evaluating, recording and reporting on complaints management. Effective clinical & non-clinical risk management by monitoring, investigating, evaluating, recording and reporting on Patients' Safety Incidents. Improve effectiveness of system operations through monitoring and reporting on patients' waiting times. Monitor, evaluate, record and report on customer satisfaction by planning & conducting annual surveys on Patient Experience of Care that comply with prescripts. Facilitate conduction of and reporting on Ideal Health Facility Realisation assessments in line with existing and approved legal prescripts. Provide support to all District entities on matters pertaining to Norms and Standards by Office of Health Standards Compliance. Facilitate conduction of and reporting on Clinical Records Audits. Operate and manage relevant data systems. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Become liaison between the District and all other essential stake-holders. Plan, Implement, Coordinate and Report on the business unit's finances, personnel, and other essential resources.

ENQUIRIES

: Dr Moshime-Shabangu Tel No: 012 451 9004

APPLICATIONS

: Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, PRETORIA 0001, Application Box, First Floor Reception.

NOTE

: Applications should be submitted on the NEW Z83 application form obtainable from

<http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf> or Public Service Departments. Compulsory documents to attach are the ff: ID Document, Senior/Matric/ or Grade 12 certificate, pertinent qualification certificates, Certificate of registration with South African Nursing Council (SANC) as a Professional Nurse; Proof of current registration (2021 / 2022) as a Professional Nurse with SANC + driver's license. In compliance with COVID-19 prescripts, copies of these listed documents need not be certified when applying for this post. It is only shortlisted candidates from whom certified documents will be required on or before the interview day. No late, faxed or e-mailed applications will be accepted. Further communication will be limited to shortlisted candidates. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Candidates who reside within the jurisdiction of the listed facilities will be given priority. Candidates are further advised that interviews may be conducted virtually, via Ms Teams platform. Whilst this will not prejudice any candidate's chance of being considered, it is advisable to have access to such ICT amenities.

CLOSING DATE

: 16 May 2022

POST 15/168

: **ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: SDHS2022/04/15 (X1 POST)**
Section: Chief Directorate

SALARY

: R624 216 per annum, (plus benefits)

CENTRE

: Sedibeng District Health Services

REQUIREMENTS

: A Degree / Diploma in General Nursing. Current registration with the South African Nursing Council. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to the above must be recognizable experience in the quality improvement of clinical services and Quality Assurance environment. Qualification /certificate in Quality Management will be an added advantage. Ability to work under pressure. Strategic planning, project management, policy analysis and development, financial management, communication and management skills Computer literacy. Must a valid driver's license. Knowledge and skills. The incumbent must have the comprehensive knowledge and understanding of National Health Act, norms and standards, Ideal clinic system, quality Assurance

Framework, Accreditation and Certificate Systems, Infection Prevention Control standards and Assessment Methods. Quality Assurance and quality Improvement initiatives, Health Information Systems and indicator Development. Relevant legislation. Risk Management as well as the District Health System. Conceptual analytical and creative thinking, evidence-based report writing. Exceptional analytics and interpretation skills. Innovative and self-driven. The ability to work under pressure and meet deadlines. Excellent planning and organizing skills. A high level of ethical conduct and integrity. Good presentation skills. Computer skills. Project Management skills as well as report writing skills, people management skills, intersectoral collaboration and engagement with the internal and external stakeholders.

DUTIES

: The incumbent is to ensure quality in the District and Sub District facilities, including undertaking quality improvement activities. Development strategies/plans, provide leadership in the development of quality improvement plans and Standard Operating Procedures (SOP). Provide strategic leadership for the quality Directorate in the District toward the realization of the set strategic goals and objectives. Coordinate, investigation, management and reporting of complaints and patients' safety incidence in the District, CHC and clinics. Participate in selected clinical audit chosen by the health professionals. Serve on institutional/district or provincial committee for selected provincial clinical audit projects, PSI and PEC. Coordinate provision of and compliance to national and provincial clinical guidelines within the district. Provide initiative to improve customer care and facility user-friendly environment. Advocate for the ensure the promotion of Quality Assurance Activities. Monitor the implementation of policies, protocols, guidelines, programme, practices and procedures pertaining to quality improvement plans and SOP's. Collate and analyse data to establish trends and patterns in the health care effectiveness. Utilize information technology and other management information systems to manage Quality Assurance and improve service delivery. Support the district efforts towards reducing the transmission of Covid-19. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Market and coordinate service excellence awards for the district. Conduct patient experience of Care Surveys and share results with relevant stakeholders. Ensure that monthly internal audits are conducted in patients care units and compliance with Norms and standards. Function within a strategic thrust of strengthening the district health system and establishment of the sub-districts, within the given mandates of primary health care service reengineering NHI, N&S, Ideal clinics and Ideal and Community Health Centre. Liaise with External Stakeholders. Sign performance contact on annual basis.

**ENQUIRIES
APPLICATIONS**

: Ms. J. Malimabe Tel No: (016) 950 6153
 : 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 and 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 be asked for a fee, please let the authorities know by reporting to your nearest police station.

- CLOSING DATE** : 16 May 2022
- POST 15/169** : **OPERATIONAL MANAGER - SPECIALTY (OBSTETRICS AND GYNAECOLOGY) REF NO: PHOLO 2022/04/06**
Directorate: Obstetrics and Gynaecology
Re-advertisement
- SALARY CENTRE REQUIREMENTS** : R571 242 – R642 933 per annum, (plus benefits)
: Pholosong Regional Hospital
: Basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. Nine or more years' appropriate experience as a nurse after registration with SANC. Five years of the period referred above must be appropriate / recognizable experience in obstetrics and gynaecology maternity after obtaining the one-year post basic qualification. The candidate must also have a post basic diploma in Advanced Midwifery Nursing Science that is registered with SANC.
- DUTIES** : Execute duties and functions of with proficiency within prescripts and legislation. Provision of quality patient care through setting of standards, policies and procedures. To provide the nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Render antenatal care, intrapartum care, post-natal care and neonatal care. Ensure and advocate for the provision and supervision of patient's needs. Improve perinatal mortality and morbidity through implementation of priority programme, EMTCT, MBFI, and ESMOE. Manage all the resources within the unit cost effectively and ensure optimum service delivery. Conduct audits and improvement programme. Demonstrate an understanding of nursing legislation and related legal and ethical practices. Work as part of the multidisciplinary team to ensure quality. 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, ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly and annual reports. Manage and implement.
- ENQUIRIES APPLICATIONS** : Ms. M.G. Makgoba Tel No: (011) 812 5162
: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document, SANC registration certificates and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 20 May 2022

POST 15/170 : **ASSISTANT MANAGER NURSING PNA7 (NIGHT DUTY) REF NO: REFS/TMH/2022/04/02 (X1 POST)**
Directorate: Nursing Services

SALARY : R571 242 – R 662 223 per annum, plus benefits
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognizable experience at Management level. Strong leadership skills, Basic Computer skills, good communication and interpersonal relation skills, problem solving, conflict resolution skills and ability to work under pressure. Sound knowledge of National Core Standards Nursing Strategy, PFMA, Labour relations and other related legislative framework.

DUTIES : Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistence communication of relevant, accurate and comprehensive information on health care. Develop / establish and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, policies and procedures. Manage effective utilization and supervision of human, financial, and material resources. Coordination of provision of effective training and research. Maintain professional growth / ethical standards and development of self and subordinates.

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

NOTE : Applications must be filled on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and copies of ID, qualifications and driver's license where applicable. Only the shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 16 May 2022, closing time: 12H00

POST 15/171 : **ASSISTANT DIRECTOR: GRADE 1 REF NO: SDHS2022/04/16 (X1 POST)**
Section: Rehabilitation Services

SALARY : R525 087 per annum, (plus benefits)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : A bachelor's degree or equivalent qualification in Speech and Audiology, Speech Therapist, Audiology, Physiotherapy, Occupational Therapy and Podiatry that allows for the required registration with the Health Professionals Council of South Africa (HPCSA). Valid registration with HPCSA as independent practitioner and proof of current registration must be attached. A minimum of eight (8) years' experience as independent practitioner of which five (5) years must be appropriate experience in management (Chief/ supervisory level/ Coordinator). A postgraduate qualification in Management will be an added advantage. Computer literacy and associated software programs is highly recommended. Knowledge of Supply Chain Management Process, Finance Management and Human Resource issues. Knowledge of PFMA, Public Service legislations, Policies and Procedures governing the Health Sector. Good communication, report writing and problem-solving skills.

Valid Driver's license is required. Must be able to work under pressure. Must be analytic thinking, proactive, innovative, and independent leader. Must demonstrate honesty, integrity, high work ethic and ability to work independently and in a team. Good interpersonal skills, strategic planning and leadership skills

DUTIES : Provide strategic and operational direction of Therapeutic Services at Sedibeng DHS. Implement and contribute to the proper utilization of allocated financial and physical resources. Provide input to the APP, DHP and develop sectional operational plan. Participate in the development of procurement plan, demand plan and budget plan. Monitor and administer PMDS and evaluation of Therapeutic services staff. Strengthen clinical governance, clinical care and community integration. Establish good working relationship with other stakeholders within the district e.g., Mental Health, NGOs, NPOs, Organisations for people with Disabilities etc. Coordinate and ensure Health promotion, prevention and community intervention activities are rendered in the district. Implement Quality assurance policies and develop quality Improvement plan for the Therapeutic Services unit. Attend all relevant meetings at District and provincial levels. Provide support to the Sub District Therapeutic Services. Participate and implement the departmental policy on training and continuous professional development to ensure departmental standards and effective patient service delivery, in line with National Standards. Encourage, facilitate, and monitor Research and Development within the district. Coordinate and manage procurement process for equipment and consumables. Coordinate and manage the referral pathways across the district. Ensure maintenance and service of the Therapeutic services' medical equipment in all facilities. Submission of weekly, monthly, quarterly, and annual Therapeutic Services reports, statistics and other administrative duties to District and provincial directorate.

ENQUIRIES : Ms S. Sejake Tel No: (016) 950 6013

APPLICATIONS : 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 and 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 : 16 May 2022

POST 15/172 : **LECTURER PND-2 REF NO: REFS/TMH/2022/04/03 (X1 POST)**
Directorate: Nursing Services

SALARY : R478 404 – R588 390 per annum
CENTRE : Tambo Memorial Hospital

<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a Post-Basic Nursing Qualification in Nursing Education registered with SANC. A minimum of 14 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in Nursing Education after obtaining the 1 year Post-Basic qualification in Nursing Education. Understanding of National Core Standards and Nursing Strategy. Good verbal and written communication skills, computer literacy and presentation skills.
<u>DUTIES</u>	:	Plan and implement staff development programmes according to identified needs for all nurses. Ensure formulation and availability of skills audit for all nursing staff, plan, implement and evaluate induction of all newly appointed and personnel post training with a new qualification. Establishment and implementation of programmes for clinical education training units (CETU) in the institution. Formulate guidelines and SOP for the functioning of the unit, ensure continued professional development and policy is followed and adhered to at all times. Participate in multidisciplinary committee within the institution, knowledge of legal framework underpinning the process of education, monitor quality patient care on continuous basis. Maintain professional growth, ethical standards and self-development, demonstrate basic computer literacy as a supporting tool to enhance service delivery, able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Co-ordinate study leave application for basic nursing training. Perform all other duties that are delegated by the Supervisor or Manager.
<u>ENQUIRIES</u>	:	Mrs. N.R Prince Tel No: (011) 898 8314
<u>APPLICATIONS</u>	:	can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.
<u>NOTE</u>	:	Applications must be filled on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and copies of ID and qualifications. Only the shortlisted candidates will be required to submit certified copies of qualifications and Identity document on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	16 May 2022, closing time: 12H00
<u>POST 15/173</u>	:	<u>CHIEF ORAL HYGIENIST REF NO: TDHS/A/2022/42</u> Directorate: Oral Health
<u>SALARY</u>	:	Grade 1: R473 112 – R525 087 per annum Grade 2: R540 954 – R600 384 per annum
<u>CENTRE</u>	:	Tshwane District Health Services
<u>REQUIREMENTS</u>	:	Grade 12 certificate, Bachelor Degree in Oral Hygiene, registration with the Health Council (HPCSA) as an Oral Hygienist. Proof of current registration with the HPCSA, copy of ID, Valid Driver's license. All documents to be certified. Minimum of 20 years' experience as an Oral Hygienist. Other Skills / Requirements: Sound knowledge of the Departmental Policies would be added as an advantage. Good communication and interpersonal relations skills, ability to work under pressure and problem solving skills. Must be computer literate. Experience in Community Oral Health will be an advantage.
<u>DUTIES</u>	:	Assess the need for community based Oral Health Services; provide an integrated comprehensive inter disciplinary Oral Health. Secure and allocate resources needed for the rendering of Oral Health Promotion and specific protection. Provide reports on service delivery, responsible for development. Tutoring and appraisal of Oral Hygienists. Support the rendering of clinical services in the clinics and the use of portable equipment. Ensures effective service delivery by direct supervision, manuals and service protocols. Training

and orientation of newly appointed oral hygienists. Execute/assist/participate in research projects and surveys. Responsible for the development and manufacturing process of informative and educational material where needed to support oral health promotion and specific protection actions.

- ENQUIRIES** : Dr S.K Reinprecht Tel No: 012 451 9290
- 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.
- CLOSING DATE** : 16 May 2022
- POST 15/174** : **PROFESSIONAL NURSE (GENERAL NURSING GR 2- 3) REF NO: SDHS2022/04/17 (X1 POST)**
Section: EPI/CDC
- SALARY** : R450 939 per annum, (plus benefits)
- CENTRE** : Sedibeng District Health Services
- REQUIREMENTS** : Diploma/Degree in Nursing and Midwifery. Registration with SANC. Minimum of 8 years' experience as a Professional Nurse. Knowledge of EPI conditions (goals, targets, indicators, and criteria) with emphasis on Polio / AFP, NNT, vaccine preventable and communicable diseases outbreaks. Knowledge on Information Management (e.g. Data collection, collation, analysis and reporting). Presentation and adult education skills. Good interpersonal relation, communication skills – verbal and written. Computer literate and must have a valid driver's license.
- DUTIES** : Support, Monitor and evaluate notifiable disease surveillance in both the District and private institution especially polio eradication, measles, AEFI and NNT elimination against WHO indicators. Coordinate case investigation and outbreak response. Provide support on surveillance to public private sector to improve quality of surveillance especially for targeted EPI conditions. Collect, capture, collate, analyze and interpret surveillance data. Monitor completeness, timeliness and quality of data and follow up with institutions. Weekly reporting of notifiable line listing per disease. Coordinate meetings on communicable Disease and outbreak response unit in the District and provide the necessary support and expertise during the notifiable disease outbreaks. Support and coordinate NTD Campaigns. Support annual CDC influenza campaign and EPI campaigns. Conduct and ensure all Doctors and ensure trained on web-based notification. Survey all neglected tropical diseases in the District.
- ENQUIRIES** : Ms. J. Malimabe Tel No: (016) 950 6153
- APPLICATIONS** : 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 and 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** : 16 May 2022
- POST 15/175** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNIT) (PN-A5) REF NO: CHBAH 559**
Directorate: Nursing Services (Surgery)
- SALARY** : R450 939 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. Competencies/Knowledge/Skills: Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Realisation and Maintenance Framework. Perform all the administrative functions required of the job. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 were necessary. 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. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, 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. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 16 May 2022
- POST 15/176** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: TDHS/A/2022/43**
Directorate: HAST
- SALARY CENTRE REQUIREMENTS** : R450 939 – R507 531 per annum, (plus benefits)
: Tshwane District Health Services
: Basic qualification accredited with SANC in terms of Government Notice 425 (Degree or Diploma in Nursing). Seven years appropriate and recognizable experience in Nursing post registration as a professional nurse. Extensive knowledge of Primary Health Care with focus on HIV, AIDS, STI & TB. In-depth knowledge of global and national HAST policies and guidelines. Project Management experience. Ability to manage multiple stakeholders with competing priorities. Other Skills / Requirements: Ability to function under pressure and within multi-sectoral team. Good verbal and written communication skills. Advanced computer skills. Valid driver's license.
- DUTIES** : Coordinate and support the implementation of the integrated HAST programmes across the district. Ensure that programme service delivery is rendered in line with FAST and national policy guidelines. Provide technical support to health facilities. Mentoring and coaching of the programme stakeholders. Advocate for the functional integration of HAST programmes into Primary Health Care. Participate in the development of the annual HAST business plan, operational plan and performance plan documents. Coordinate all key partners supporting the integrated HAST programme. Compile monthly, quarterly, and progress reports. Attend meetings and workshops. Ensure all health facilities have HAST guidelines. Ensure efficient referral system of TB/HIV patients for continuity of care.
- ENQUIRIES APPLICATIONS** : Ms. Margaret Ngobeni Tel No: (012) 451 9022 / 063 609 9071
: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Lilian Ngoyi and Pretorius Streets, Pretoria 0001. Application box, 1st floor at reception area.
- NOTE** : Application must be submitted on new Z83 form, obtainable from any Public Service Departments. Copies of all required documents must be attached.
- CLOSING DATE** : 16 May 2022
- POST 15/177** : **PROFESSIONAL NURSE GRADE 1 (SPECIALTY – ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE) REF NO: PHOLO 2022/03/07**
Directorate: Obstetrics and Gynecology
- SALARY CENTRE REQUIREMENTS** : R388 974 – R450 939 per annum, (plus benefits)
: Pholosong Regional Hospital
: Basic Diploma/Degree as a Professional Nurse accredited South African Nursing Council (SANC). One (01) year Post basic qualification Advanced Midwifery and Neonatal Nursing Science registered with SANC. A minimum of four (4) years appropriate recognizable nursing experience after registration as a professional nurse with SANC. Proof of current year SANC registration.
- DUTIES** : Provision of high quality, holistic Antenatal, Intrapartum and Postnatal care including Neonatal care. Ensure nursing care is provided within the scope of practice and the legal framework. Implement Obstetric priority programs, EMTCT, MBFI, ESMOE. Ensure safe Pre-Operative and Post-Operative Nursing practices to prevent Maternal Mortality including adherence to Principles of Infection Prevention and Control. Promotion of professionalism and adhere to Nursing professional Ethics. Perform Nursing administrative duties including Shift leading and relieving the Operational manager. Must be willing to work day and night shift.

- ENQUIRIES APPLICATIONS** : Ms. M.G. Makgoba Tel No: (011) 812 5162
 : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street TsakaneBrakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document, and SANC registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 20 May 2022
- POST 15/178** : **PROFESSIONAL NURSE GRADE 1 (SPECIALTY NURSING–OPERATING THEATRE) REF NO: PHOLO 2022/04/08**
 Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R388 974 – R450 939 per annum, (plus benefits)
 : Pholosong Regional Hospital
 : Basic Diploma/Degree as a Professional Nurse accredited South African Nursing Council (SANC). One (1) year Post basic qualification in Operating Theatre Nursing Science specialty registered with SANC. A minimum of four (4) years appropriate recognizable nursing experience after registration as a professional nurse with SANC. Proof of current year SANC registration.
- DUTIES** : Provision of high quality, holistic and patient-centered Pre-Operative, Peri-Operative and Post-Operative Nursing care. Prepare Theatre Medical Equipment and consumables according to booked Operations. Ability to laisse with different units for Pre-Operative patient optimization including Pre-Operative visits as indicated and Post-Operative management and transfer. Adhere basic Principles of Infection Prevention and Control. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Display professionalism and adhere to nursing professional Ethics. Ability to carry out Nursing administrative duties including shift leading and relieving the Operational manager including CSSD supervision. Must be willing to work day and night shift.
- ENQUIRIES APPLICATIONS** : Ms. M.G. Makgoba Tel No: (011) 812 5162
 : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document, SANC registration certificates and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certificates. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made

<u>CLOSING DATE</u>	:	in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. 20 May 2022
<u>POST 15/179</u>	:	<u>MIDDLE MANAGER – LABOUR RELATIONS REF NO: PHOLO 2022/04/09</u> Directorate: Human Resource
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum, (plus benefits) Pholosong Regional Hospital National Diploma / Degree in Labour Relations/ Labour Law/ Human Resource Management specializing Labour Relations/Employment Relations. 3 – 5years’ experience in Labour Relations field. A valid driver’s license. Competencies; Problem solving skills. Excellent verbal and written communication. Planning, organizing and time management. Policy analysis and development. Investigation skills, Report writing. Knowledge: Ability to work under pressure and people’s management. In depth knowledge and understanding of all relevant Public Service Legislative Frameworks, Regulations and Prescripts.
<u>DUTIES</u>	:	Coordinate and handle all misconduct cases in the Department promptly and effectively. Finalize all grievances and complains received from employees in the Department timeously. Provide support in terms of representing the Department at the Provincial Bargaining Chamber. Develop and manage the information and records of all activities in the Employment Relations unit and capturing of cases on PERSAL. Accurately update the case management system. Provide training and advocacy relating to Employment Relations. Providing guidance and conducting comprehensive investigations for all complex and escalating issues or those representing significant risk to the Department. Coordinate effective collective bargaining within the Department by ensuring healthy working relationship and engagement with the recognized trade unions. Assist in the management of strike within the Department. Perform timeous resolution of disputes and escalate to the unit Manager where appropriate. Ensure procedural and substantive compliance in the management of grievance. Competently represent the Department at external disputes resolution forums department.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr N.S. Phoko Tel No: (011) 812 5170 Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street TsakaneBrakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Copies of original educational qualification certificates, ID document and Driver’s license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	20 May 2022
<u>POST 15/180</u>	:	<u>CASE MANAGER REF NO: PHOLO 2022/04/10</u> Directorate: Finance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum, (plus benefits) Pholosong Regional Hospital Degree/ Diploma in Nursing with a minimum of 5 years’ experience in clinical Nursing practice post registration with SANC as a Professional nurse. Current registration with SANC. Computer literacy, good communication skills

<u>DUTIES</u>	:	<p>'organizational skills; problem solving and record management skills. Coordination and liaison skills. Knowledge of National Health Act, Medical Schemes Act, Occupational Health and Safety Act. PFMA, RAF Act., COIDA Act., Patient's Right 107 Charter, Batho Pele Principles, UPFS, ICD 10 Coding and NHI, data management policy.</p> <p>Monitor and manage internal patients who are externally funded (i.e. ensure that ALOS is kept within the norm according to diagnosis and to obtain reasons from Clinical HOD for extended length of stay). Ensure that ICD 10 and UPFS coding are correct, specific and relevant. Ensure efficient and effective communication of updated clinical information for externally funded clients/ patients. Ensure efficient and effective interpretation and implementation of case management policies, protocols and procedures within the hospital. Coordination of the workflow processes between clinical and administration personnel. Supervision and development of staff and also auditing of externally funded billed files in order to monitor accuracy in coding. Liaison with all relevant role players in matters relating to Case Management. Authorizing of all medical aid patients. Monitoring and support on Medical Aid rejections. Provide training and support on UPFS and charge sheets. Work with monitoring and evaluation department for daily monitoring of health information system registration of patients. Part of nursing and other clinical audit committees to monitor hospital efficiency indicators. Daily monitoring of in-patients registration by doing ward rounds with operational managers, play a role in bed management of the hospital daily. Compilation of comprehensive reports for reporting i.e. weekly, monthly and quarterly reports. Coordination of work with finance department and clinical and nursing department.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Mr N.S. Phoko Tel No: (011) 812 5170</p> <p>Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.</p>
<u>NOTE</u>	:	<p>Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.</p>
<u>CLOSING DATE</u>	:	20 May 2022
<u>POST 15/181</u>	:	<p><u>AUDIOLOGIST/ SPEECH THERAPIST AND AUDIOLOGIST GRADE 1 REF NO: PHOLO 2022/04/11</u></p> <p>Directorate: Therapeutic Services</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R322 746 per annum, (plus benefits)</p> <p>Pholosong Regional Hospital</p> <p>Appropriate qualification (degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as an Audiologist/ Speech Therapist and Audiologist. Grade 1: No experience required after registration with the HPCSA as an Audiologist/ Speech Therapist and Audiologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Therapist and Audiologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Knowledge in community-based Rehabilitation (CBR) and Primary Health care services. Valid registration with HPCSA. Ability to be able to work</p>

- within a multidisciplinary team approach. Problem solving skills. Report writing skills.
- DUTIES** : Suitable candidate will be expected to render effective patient centred Audiology/ Speech Therapist and Audiology Services in a hospital and community setting in adherence to the scope of practice and health protocols. Provide community base services with focus on health promotion, prevention, curative and community intervention. Compilation of daily and monthly reports using the available departmental tool. Relieve as and when the need arises, and to work closely with multidisciplinary team members. Carry out delegated duties by supervisor or manager. Participating in student training and supervision. Implement and maintain quality assurance, National core standards, Ideal clinic and norms at facility level. Adhere to provincial, district and clinic policies, procedures and supervisor. Assist with budget control and asset management. Contribute and participate in continuous professional development activities, colleagues and the multidisciplinary team members. Participate in research projects of the district. Communicate effectively with effectively with all stakeholders with all consumables and equipment.
- ENQUIRIES** : Ms. C.K. Selepe Tel No: (011) 812 5232
- APPLICATIONS** : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. : No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 20 May 2022
- POST 15/182** : **OCCUPATIONAL THERAPIST: NGCT (GRADE 1) REF NO: SDHS2022/04/18 (X2 POSTS)**
Section: Mental Health
- SALARY** : R322 746 per annum, (plus benefits)
- CENTRE** : Sedibeng District Health Services
- REQUIREMENTS** : A degree in Occupational Therapy. Registration with the HPCSA as independent practitioner and proof of current registration must be attached. One-year relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa Independent registration with HPCSA. Experience in mental health OT services will be an advantage. Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public Service Act and Regulations, Good communication, interpersonal, IT, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Knowledge of various physical conditions and their impact on function, experience in running psychosocial groups, problem-solving skills and seating (intermediate and advance). Computer literacy is highly recommended. Must have a driver's license.
- DUTIES** : Provide an Occupational Therapy service to Mental Health Care Users (Acute and chronic). Execute optimal and evidence based Occupational Therapy intervention for individual and group treatment for mental health patients both child and adult. Assist the NGOs to develop programmes for patient

rehabilitation, in- service training on psychosocial issues and strengthening liaison with relevant stakeholders. Conduct assessment audits and support to NGOs and Substance Abuse Centre's. Participate in yearly adjudication of Mental Health NGOs. Participate in admissions, transfers and placements of users to relevant institutions for rehabilitation, treatment and care. Perform any other duties delegated by Supervisor. Participating in regular MDT case discussions, identifying and attending relevant courses, workshops, work groups etc. Execute all patients and departmental related administrative tasks including data compilation, stock management, various internal and external meetings and submission of monthly reports. Adhere to NCS and other quality assurance requirements. Participate and implement the departmental policy on training and continuous professional development to ensure departmental standards and effective patient service delivery, in line with National Standards.

- ENQUIRIES** : Mr. A. Mbele Tel No: (016) 950 6143
- APPLICATIONS** : 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 and 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** : 16 May 2022
- POST 15/183** : **OCCUPATIONAL THERAPIST CCPT: GRADE 1 REF NO: SDHS2022/04/19 (X4 POSTS)**
Section: Mental Health Programmes
- SALARY** : R322 746 per annum, (plus benefits)
- CENTRE** : Sedibeng District Health Services
- REQUIREMENTS** : A degree in Occupational Therapy. Registration with the HPCSA as independent practitioner and proof of current registration must be attached. One-year relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa Independent registration with HPCSA. Experience in mental health OT services will be an advantage. Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public Service Act and Regulations, Good communication, interpersonal, IT, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Knowledge of various physical conditions and their impact on function, experience in running psychosocial groups, problem-

- solving skills, and seating (intermediate and advance). Computer literacy is highly recommended. Must have a driver's license.
- DUTIES** : Provide an Occupational Therapy service to Mental Health Care Users (Acute and chronic). Execute optimal and evidence based Occupational Therapy intervention for individual and group treatment for in- and out- patients primarily for Psychiatric patients and in all other areas of OT if deemed necessary by the HOD. Administer standardised and clinical assessments to patients requiring FCEs and other clinical reports. Develop own skills and knowledge on continuing basis by participating in regular MDT case discussions, identifying and attending relevant courses, workshops, work groups etc. Plan and implement health awareness campaigns and staff in service trainings. Execute all patients and departmental related administrative tasks including data compilation, stock management, various internal and external meetings and submission of monthly reports. Administer PMDS and evaluation of support staff. Participate in the mentorship and training of community service therapists, OTT and students. Adhere to NCS and other quality assurance requirements. Participate and implement the departmental policy on training and continuous professional development to ensure departmental standards and effective patient service delivery, in line with National Standards.
- ENQUIRIES** : Mr. A. Mbele Tel No: (016) 950 6143
- APPLICATIONS** : 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 and 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** : 16 May 2022
- POST 15/184** : **DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: SDHS2022/04/20 (X8 POSTS)**
Section: X-Ray Department
- SALARY** : R322 746 per annum, (plus benefits)
- CENTRE** : Sedibeng District Health Services
- REQUIREMENTS** : National Diploma or Degree in Diagnostic Radiography Qualification. Proof of original registration & Current registration with HPCSA as an independent diagnostic radiographer. No experience required after registration with the HPCSA as an independent Diagnostic Radiographer. Must have completed community service as per requirements of the professional body (where applicable) Computer skills, excellent time management skills, written and verbal communication skills, and report writing. Honesty, integrity, and high work ethic. Good interpersonal skills. Knowledge of Public Services legislation,

		<p>Policies, and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiographer profession. Knowledge and relevant in radiographic procedures, quality control, and record keeping processes are essential. Be prepared to rotate as per district needs. Willing to be decanted to the Regional and District Hospital across the District while the construction project is ongoing. Must have driver's license.</p>
<u>DUTIES</u>	:	<p>Participate in providing 24-hour Radiographic services in the CHC and District. Be part of the stand- allocation or roster. Advise the management in Radiographic policy planning and implementation for service improvement. To adhere to Batho Pele Principles, Regulated Norms and Standards, and Ideal Clinic Realisation and Maintenance framework, Quality Assurance and other Public service policies and Act. Manage conflict and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental Management. Must be a team player within the Department and Institution/District. Perform and ensure that prescribed Quality /Assurance/Control protocol are adhered to. Perform any ad-hoc duties allocated by Management Be actively involved in-service training and CPD activities. Sign evaluation form (PMDS) every quarter of the year.</p>
<u>ENQUIRIES</u>	:	Mr. B.G. Filda Tel No: (016) 950 6047
<u>APPLICATIONS</u>	:	<p>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.</p>
<u>NOTE</u>	:	<p>The appointed employee will be subjected to Personnel Suitability Checks and 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 to 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.</p>
<u>CLOSING DATE</u>	:	16 May 2022
<u>POST 15/185</u>	:	<p><u>DIETICIAN GRADE 1 (NGO GOVERNANCE AND COMPLIANCE) REF NO: SDHS2022/04/21 (X1 POST)</u> Section: Mental Health This is a re-advertisement. People who applied previously are encouraged to reapply.</p>
<u>SALARY</u>	:	R322 746 per annum, (plus benefits)
<u>CENTRE</u>	:	Sedibeng District Health Services
<u>REQUIREMENTS</u>	:	<p>Four-year Degree in Dietetics. Registration with the Health Professional Council of Southern African as a Dietician (proof of current registration must be attached). Experience in community mental will be an advantage. Knowledge and experience in nutrition and implementation of INP. Good communication skills (verbal and written), computer skills Ability to work independently and in a team, in changing environment and under pressure. Good financial management skills and knowledge of PFMA. Knowledge of</p>

<u>DUTIES</u>	:	mental health legislation and related legal and ethical practices. Must have a valid driver's license.
	:	General nutritional management for mental health care users and other in the allocated facilities. Provide technical support and training for the successful implementation of INP. Implement and monitor nutrition and mental health policies, protocols and guideline Monitor nutrition and mental health indicators and produce quality reports for the allocated mental health NGOs and clinics. Draw/approve menu for NGO's. Order and maintain adequate supplies of nutritional stock control measures. Participate in planning, implementation, monitoring and evaluation of the programme according to prescribed policies, protocols and guidelines. Collaborate with relevant programmes, departments and stakeholders for mental health and nutrition activities. Provide support to District Mental Health and Nutrition Managers and other mental health and nutrition related activities. Perform any other duties delegate Supervisor.
<u>ENQUIRIES</u>	:	Ms. B. Makhafula Tel No: (016) 950 6236
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	The appointed employee will be subjected to Personnel Suitability Checks and 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 to 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.
<u>CLOSING DATE</u>	:	16 May 2022
<u>POST 15/186</u>	:	<u>SPEECH THERAPIST / AUDIOLOGIST REF NO: REFS/013869</u> Directorate: Speech Therapy and Audiology
<u>SALARY</u>	:	Grade 1: R322 746 per annum
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the Speech and Audiology profession. (RSA: No experience required after registration with the HPCSA in the Speech and Audiology profession in respect of RSA qualified employees who performed community service in Speech and Audiology profession as required in South Africa). Foreigner: 1-year relevant experience after registration with HPCSA in the Speech and Audiology profession in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Knowledge: Public Service Act and Regulations. Batho-Pele principles. PFMA. Quality Assurance. Labour relations: Disciplinary and Conflict Management Procedures. Skills: Communication (written and verbal). Ability to work under pressure in a challenging environment. Interpersonal and Listening skills. Computer Literacy. Research skills. The following will be an added advantage: Experience in VFS/MBS, Alternative Augmentative Communication (Low and

<u>DUTIES</u>	:	High Tech), Laryngectomy patients, Neurological disorders and TBI, Head and neck cancers, Tracheostomies and Voice disorders will be added advantage. To provide effective speech, language and dysphagia therapy to in and out patients. Assessing, diagnosing and managing patients within a multi-disciplinary team setting. Planning and problem solving appropriately. Providing education and counselling to patients, family and caregivers. Selecting issuing and training appropriate use of assistive devices. Monitoring and reviewing patient progress. Documenting patient information, statistics, attending ward rounds, discussions and meeting within a multidisciplinary team. Contributing to service development by monitoring, evaluating and co-ordinating existing and new services. Identifying departmental needs, managing waiting list, participating in implementing new services and developing management protocols for improved patients care. Providing public education regarding feeding and communication difficulties. To comply with all departmental procedures and protocols. To manage all resources appropriately. To complete monthly statistics and reports. To participate in all departmental, hospital and provincial activities. To work with in an MDT approach including attendance and participation in MDT meetings.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. T. Radebe Tel No: 011 488 4228/4296
<u>NOTE</u>	:	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>	:	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.
<u>CLOSING DATE</u>	:	16 May 2022
<u>POST 15/187</u>	:	<u>ULTRASOUND RADIOGRAPHER GRADE 1 REF NO: Refs/013741 (X2 POSTS)</u> Directorate: Radiology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R317 976 per annum, plus benefits Chris Hani Baragwanath Academic Hospital National Diploma/Degree in Ultrasound Radiography/B: Tech in Ultrasound Radiography. Certified copy of original registration with Health Professions Council of South African HPCSA in Ultrasound Radiography. Current registration with HPCSA for April 2022/March 2023 Card. as an Ultrasound Radiographer. Experience in performing Obstetrics, gynaecology, abdominal ultrasound, general and other ultrasound examinations as required. Ability to work independently and as part of multi-disciplinary team. Communication skills (written and verbal) in at least two or three languages. Be able to set up protocols and standard operating procedures in Ultrasound radiography. Basic knowledge of equipment uses and trouble shooting. Sound reporting writing and administrative skills and computer literacy. Knowledge of relevant Health and Safety Acts and Infection Control measures. Good communication, interpersonal relations and problem-solving skills.
<u>DUTIES</u>	:	Preparing the patients for the Ultrasound examination. Selecting the appropriate equipment for the ultrasound examination. Performing ultrasound examinations that yield important diagnostic information. Use ultrasound machines to view and interpret images with sound waves for the diagnosis and treatment of medical conditions. Co-ordinates and organize daily workload / running of the department. Must have knowledge of the department functions and equipment. Ensure that equipment is adequately maintained. Attend meetings /seminars/congresses to keep up to date with new advance in

technique and technology. Monitor stock in the stock room and examination rooms. Maintain adequately weekly, monthly, annual patient statistics. Promote teamwork, co-operative work relationship amongst staff members and other health Care workers. Liaise with specialist for more information or help in dept. about patients. Supervision and training of student sonographer and registrars.

ENQUIRIES : Ms M. Mavhungu Tel No: 011 933 0120
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Chris Hani Baragwanath Academic Hospital, Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on the new Z83 job application form that is fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applications may also be uploaded online at <http://professionaljobcentre.gpg.gov.za> or www.gautengonline.gov.za According to Department of Public Service and Administration (DPSA) 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 were necessary. 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. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and submit such evaluation with the application. It is also incumbent upon the applicant to provide evidence of the NQF level of qualifications not obtained from mainstream institutions. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity targets of the department. People with disability are encouraged to apply.

CLOSING DATE : 16 May 2022

POST 15/188 : **HEALTH INFORMATION OFFICER REF NO: PHOLO 2022/04/12**
 Directorate: Information Communication and Technology

SALARY : R261 372 per annum (Level 07), (plus benefits)
CENTRE : Pholosong Regional Hospital
REQUIREMENTS : Degree/ National Diploma in Health Information or equivalent qualification/ Grade 12. At least two years' experience in a health institution and knowledge of using Health Information System (Medicom, PAAB etc.) A valid driver's license will be and added advantage. Competencies: Good communication skills, computer literacy (M.s Word, Excel, PowerPoint and Access), report writing, analytic and numerical experience. Knowledge and experience in the District Health Information System (DHIS).

DUTIES : Data collection, capturing, analysis and reporting. Data management, quality monitoring. Analyse and interpret data trends. Perform administrative duties related to information management. Liaise and assist stakeholders with data management. Compile monthly and quarterly PIDS/NIDS reports for the

management and as required by other department of health stakeholders such as District / regional officials, Provincial Authorities (GDH) etc. Perform quality control to ensure data integrity. Participate in health information meetings, coordinating activities and audit preparation. Making sure that the quality of data collected is not compromised and statistics is submitted within time frames. Extract data from Medicom and other available for capturing, scheduling members in general. Co-ordinating training of data collectors on statistics issues. Maintain electronic records of all data collected. Administrative roles and filing of proper documents. Manage KPA of team members.

- ENQUIRIES** : Mr N.S. Phoko Tel No: (011) 812 5170
- APPLICATIONS** : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 20 May 2022
- POST 15/189** : **HUMAN RESOURCE OFFICER TRAINING REF NO: PHOLO 2022/03/13**
Directorate: Human Resource
- SALARY** : R261 372 per annum (Level 07), (plus benefits)
- CENTRE** : Pholosong Regional Hospital
- REQUIREMENTS** : Grade 12 with 5 years' experience in HRD or National Diploma/Degree in Human Resource/ Public Administration/ relevant degree/Diploma with 3 years' experience in HRD. Computer Literacy. Competencies: Skills: problem solving organizing, strategic planning computer utilization, change/diversity management, team building, conflict resolution, presentation, and facilitation. Communication verbal and written.
- DUTIES** : Monitor the co-ordination of training and development interventions, coordinate the identification of training and developmental needs, co-ordinate and oversee the development of and monitor the implementation of workplace skills plan for the hospital, ensure co-ordination of training and development programmes (including learner ships), manage co-ordination of hospital EEC & Training, and Moderating Committee , Be part of Provincial EEC co-ordinate and Implement Onboarding programme and In-service trainings on HR policies for all personnel in the hospital. Ensure compliance to PRAAD policy. Coordinate PMDS for the hospital. Do monthly reports and statistics Do macro orientation of all new staff members. Coordinate retirement workshop. Perform any other delegated duties
- ENQUIRIES** : Mr N.S. Phoko Tel No: (011) 812 5170
- APPLICATIONS** : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and

proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 20 May 2022
- POST 15/190** : **HEALTH INFORMATION OFICER REF NO: EHD2022/04/07**
Directorate: Primary Health Care
- SALARY** : R261 372 – R307 890 per annum, (plus benefits)
- CENTRE** : Ekurhuleni Health District (SSDR)
- REQUIREMENTS** : Grade 12 Certificate with Diploma in Public Administration or equivalent qualification with minimum of 3 years' experience in Public Sector. Evidence of data management certificate (DHMIS, TIER.NET and HPRS). Computer literacy is essential. Driver's license is essential. Recommendations: Advanced computer literacy. Analytical and research skills. Good communication skills (written and verbal). Extensive experience in Health Information Systems. Experience in the public-sector information and technology management will be an added advantage. Ability to work under pressure. Skills transfer and team orientated.
- DUTIES** : Support and maintenance of all data bases in the health information sub-district office such as WebDHIS, Tier.net and HPRS. Ensure that data processes at all levels are adhered to according to the DMHIS policy. Facilitate/coordinate development, implementation, integration and quality improvement of information system to monitor all data and Programme related policies. Produce and generate reports as requested. Manage sub-district data capturers. Support facility staff with Health information related issues. Do facility audits; Facilitate training pertaining to Health Information, Monitoring and Evaluation. Perform all other duties delegated by Supervisor/Manager
- ENQUIRIES** : Ms N. Ndou Tel No: (011) 878 8540
- 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** : 17 May 2022

<u>POST 15/191</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1-3 REF NO: PHOLO 2022/04/14</u> Directorate: Pharmacy
<u>SALARY</u>	:	Grade 1: R211 509 – R238 260 per annum, (plus benefits) Grade 2: R245 466 – R260 535 per annum, (plus benefits) Grade 3: R265 988 – R304 152 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Pholosong Regional Hospital Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC. Registration with SAPC as a Post Basic Pharmacist Assistant and proof of current registration. Experience in the public sector will be an added advantage. Comprehensive knowledge of Government regulations and policies. Computer literacy (MS Word, MS Excel, Power Point) including RX-solution. Basic knowledge of pharmaceutical processes, record keeping and basic knowledge of drug supply management. Good problem solving and interventional skills, interpersonal skills, and be able to work in a team. Must be highly motivated and enthusiastic to contribute to pharmaceutical services in the public sector.
<u>DUTIES</u>	:	The incumbent will work under direct/indirect supervision of the Pharmacist. Providing high quality pharmaceutical care. Reading, compounding and preparation of legal prescriptions according to legal requirements. Dispensing of medicine and providing instructions regarding the correct use of medicine supplied. Patient counselling and providing information to patients to promote health. Stock control management and distribution of medicine according to the standard operating procedures. Pre-packaging of medicine, compounding and preparation of non-sterile or sterile medicine according to standard operating procedures and legal requirements. Ordering and distribution of pharmaceuticals and non-pharmaceuticals. Distribution of stock to demanders and receiving of stock. Ward rounds and reporting. Administration and good housekeeping in the pharmacy. Performing of after-hours service when required. Participate in the Implementation of the National Core Standards and ensure compliance with the 6 health priority standards. Perform all other duties delegated by supervisor or manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M. Mcunu Tel No: (011) 812 5275 Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	20 May 2022
<u>POST 15/192</u>	:	<u>PHARMACIST ASSISTANT POST BASIC GRADE 1 REF NO: CHBAH 558 (X 1 POST)</u> Directorate: Pharmacy
<u>SALARY</u>	:	R211 509 per annum, plus benefits
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Accredited qualification as a Post-Basic Pharmacist Assistant. Proof of current Registration with the SAPC as a Qualified Post Basic Pharmacist Assistant. Sound verbal and written communication skills. Sound organisational and

<u>DUTIES</u>	:	<p>planning skills. High level of reliability and a good work ethic. Good interpersonal skills. Ability to work under pressure and to take initiative. Knowledge of public service policies and procedures. No experience required. Assist with control of stock both ordering, receiving and the distribution of medicines in accordance with the Standard Operating Procedures and legislation. Assist with the compounding, manipulation or preparation of non-sterile or sterile medicine or scheduled substances according to a formula and standard operating procedures approved by the responsible pharmacist; Assist with the manufacturing of non-sterile or sterile medicine or scheduled substances according to a formula and standard operating procedures approved by the responsible pharmacist; The re-packaging of medicine; The distribution and control of stock of Schedule 1 to Schedule 7 medicines or scheduled substances; the ordering of medicine and scheduled substances up to and including Schedule 7 according to an instruction of a person authorised in terms of the Medicines and Related Substances Act, 101 of 1965, To purchase or obtain such medicine or scheduled substances; The reading and preparation of a prescription, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by a pharmacist; the provision of instructions regarding the correct use of medicine supplied; and the provision of information to individuals in order to promote health. Adhere Good pharmacy practice guidelines as published in the rules of the SAPC. Adhere to time lines. Be willing to undergo continuous training and development programmes. Attend meeting and training as approved by supervisor.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Mr. S. Dikgang Tel No: (011) 933 8797/8843/9864</p> <p>Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.</p>
<u>NOTE</u>	:	<p>Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 were necessary. 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. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, 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. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.</p>
<u>CLOSING DATE</u>	:	16 May 2022
<u>POST 15/193</u>	:	<u>ENGINEERING TECHNICIAN LEVEL REF NO: PHOLO 2022/04/15</u> Directorate: Medical
<u>SALARY</u>	:	R176 310 – R207 681per annum, (plus benefits)

<u>CENTRE REQUIREMENTS</u>	:	Pholosong Regional Hospital
	:	Grade 12 with N6/ National N Diploma in Electrical Engineering (Light Current), National Diploma in Electrical Engineering (Light Current) will be an added advantage. Minimum 1-2 years of working experience in a technical environment, where clinical engineering experience will be an added advantage Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
<u>DUTIES</u>	:	Assisting with the general and preventive maintenance of the hospital medical equipment, including the servicing of equipment, testing equipment and fault finding of equipment adhering to OEM specifications/standards. Ensuring that all the relevant supporting documentation is in order. Coordinating the equipment storeroom, ensuring accurate levels of stock Coordinating the movement of equipment to and from the department Maintaining internal departmental history files on life-support equipment Maintaining the asset register Interacting with equipment suppliers with regard to equipment repairs progress Carrying out any lawful and reasonable instruction as instructed by the supervisors. Comply with the Occupational Health and Safety Act. Comply with the rotation roster. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).
<u>ENQUIRIES APPLICATIONS</u>	:	Dr H. Mlahleki Tel No: (011) 812 5163
	:	Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	20 May 2022
<u>POST 15/194</u>	:	<u>HUMAN RESOURCE CLERK REF NO: PWH/HRC/01/2022 (X1 POST)</u> Directorate: HR Department
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 – R207 881 per annum, (plus benefits)
	:	Pretoria West District Hospital
	:	Grade 12 with at least 1-year functional experience in hospital environment. Degree/National Diploma in Human Resource or Public Management will be an added advantage. Introduction to Persal certificates and working experience on the Persal System will be an added advantage. Must be Computer Literate. Must have Good written and verbal communication Skills. Knowledge of HR prescripts.
<u>DUTIES</u>	:	Perform a variety of HR administration functions, which covers appointments, Terminations, salary Administration, Recruitment and Selection, and other related duties. Facilitating training, compiling training statistics, Processing and Submission of Mandates to E-gov. Capturing of leave, Overtime and PMDS on Persal. Assist with PILIR Management and reports. Filling of documents and general office work typing of correspondence, documents and letters, Attend HR related meetings. Prepare monthly reports and when required. Work in Regis Office when required.
<u>ENQUIRIES</u>	:	Ms KH Mkwana Tel No: 012 380 1213

- APPLICATIONS** : Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, and Pretoria West. 0117.
- NOTE** : Applications must be submitted on a new Z83 form completed in full, CV, copies of Qualifications and ID need not to be certified. Only shortlisted candidates will be required to submit certified copies of documents Applicants who do not comply with the above-mentioned requirements will not be considered.
- CLOSING DATE** : 20 May 2022
- POST 15/195** : **PROFESSIONAL NURSE GRADE 1-GRADE 3 (SESSION) REF NO: EHD2022/04/08**
Directorate: Quality Assurance
- SALARY** : Grade 1: R170.00 per hour
Grade 2: R209.00 per hour
Grade 3: R253.00 per hour
- CENTRE REQUIREMENTS** : Ekurhuleni Health District
Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. **Grade 1:** Less than 10 years relevant experience after registration as a Professional Nurse. **Grade 2:** At least 10 years, but less than 20 years, relevant experience after registration as Professional Nurse. **Grade 3:** 20 years and more relevant experience after registration as Professional Nurse. Knowledge of customer service, Health Care statutes & health standards, National Core Standards and ideal clinics and hospitals. Driver's licence is essential.
- DUTIES** : Monitoring and evaluation of government hospitals and clinics on the National Core Standards and ideal clinics Realization model. Managing training and retraining of facility staff on new developments related to the National Core Standards. Preparing health care facilities for audits that will be conducted by the National Department of Health. Carry out inspections/audits and re-inspections. Assisting with the development of policies, standard operational procedures and protocols. Assisting hospitals and clinics with the development and implementation of quality improvement plans. Continuous monitoring and evaluation of the implementation of Quality Improvement plans. Complete inspection reports and recommendation. Monitoring and evaluation of government hospitals and clinics on the National Core Standards and ideal clinics Realization model. Managing training and retraining of facility staff on new developments related to the National Core Standards. Preparing health care facilities for audits that will be conducted by the National Department of Health. Carry out inspections/audits and re-inspections. Assisting with the development of policies, standard operational procedures and protocols. Assisting hospitals and clinics with the development and implementation of quality improvement plans. Continuous monitoring and evaluation of the implementation of Quality Improvement plans. Complete inspection reports and recommendation
- ENQUIRIES APPLICATIONS** : Ms B. Peloagae Tel No: 011 878 8550
- FOR ATTENTION NOTE** : 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.
Human Resource Manager
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 : 17 May 2022

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>
CLOSING DATE : 20 May 2022. No late applications will be considered.
NOTE : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote retrospectivity (race, gender, and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as copies of qualifications, Identity, and valid driver's license (where driving/traveling is an inherent requirement of the job). Such copies need not to be certified upon application. Certified documents will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

POST 15/196 : **LEGAL ADMINISTRATION OFFICER (MR3) REF NO: REFS/013874**
SALARY : R260 928 - R298 350 per annum, (Salary will depend on the experience of the successful candidate)
CENTRE : Johannesburg
REQUIREMENTS : LLB Degree qualification or equivalent, 2 years or more post qualification experience, Admission as an Advocate or Attorneys of the High Court of South Africa. Knowledge of the Public Finance Management Act, Promotion of Access to Information Act, Labour Relations Act, Housing Act and relevant Public Service legislation and regulations. Contract drafting skills, Knowledge of Court Rules and procedures, Verbal and written communication skills, leadership skills, analytical, performance management, problem solving, Batho Pele principles. Computer literacy, financial management, departmental policies, analytical, interpretation of Acts and Regulations. DUTIES: Attend to drafting of contracts and relevant documents, provide legal advice and opinions to the Department, attend to litigation on behalf of the Department, liaise with third parties, and represent the Department on all legal matters.
ENQUIRIES : Miyelani Tshabalala @ 063 691 4046

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS : posted or hand delivered to 35 Rissik Street, Surrey House, Johannesburg, 2000
FOR ATTENTION : Recruitment and Selection unit
CLOSING DATE : 17 May 2022
NOTE : Applications should be submitted manually or posted using new Z83 form accompanied by CV and copies of qualifications, Identity documents and any other relevant documents. Driver's license (where appreciate). Such copies need not be certified when applying for a post. Certified documents will be required from shortlisted candidates. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 01st January 2021, a new application form which

can be downloaded at www.dpsa.gov.za-vacancies. From 01 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered". Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation. The Department reserves the right to withdraw posts if by doing so, the interests of the Department will be best served.

OTHER POST

- POST 15/197** : **DEPUTY DIRECTOR: NORTH CORRIDOR (REGION A, E & F) REF NO: REFS/013822**
Directorate: Creative Arts
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all-inclusive package)
: Tshwane
: The successful candidate should have a Grade 12, plus National Diploma / Degree in Arts / Project management / Public Management or equivalent qualification. 3-5 years' relevant experience in assistant / middle management position; Knowledge: A good knowledge and understanding of the principles, policies and best practice applications for creative arts administration and management. An understanding of community arts management. Skills: Strategic planning; Policy analysis and development; Planning and organizing; Decision making; Project management; Communication; Computer literate; Interpersonal relations, budgeting and supply chain management.
- DUTIES** : Develop, review and implement policies; Manage planning, development, coordination of arts and culture programmes in the corridors; Monitor compliance with legislative requirements, policies and procedures and Grants-in-Aid; Monitor the promotion of creative arts in the Corridors; Create enabling environment for local and provincial programs. Nurture and develop talent; Manage the strategic objective of creative arts in communities; Host and retain major events cultural events in the province; Cultivate, facilitate and promote a conducive environment which allow Gauteng to excel in creative arts; Manage the promotion of social cohesion, nation building and national identity in the province.
- ENQUIRIES** : Ms. Vivien Khanye Tel No: (011) 355 - 2606

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

The Provincial Department of Education: KwaZulu-Natal is an equal opportunity affirmative action employer

- APPLICATIONS** : should be sent by post, The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 203A, 228 Pieter Maritz Street, Pietermaritzburg, 3200
- FOR ATTENTION** : Mr. P.B.V. Ngidi
- CLOSING DATE** : 16 May 2022
- NOTE** : Directive to Applicants: Applications must be submitted on Form Z83, obtainable from any Public Service Department. NB: Applicants must ensure that they fully complete and sign Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. Applications must in all cases be accompanied by a recently updated comprehensive CV, proof of registration (if applicable) and RSA ID document, as well as a valid driver's license. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Failure to comply with the above directives will result in the application not being considered. Faxed and e-mailed copies of applications will not be considered. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Note: The filling of the post will be done in terms of the Department's approved Employment Equity Plan • Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment. The communication from the HR of the Department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Preference will be given to persons from designated groups including persons with disabilities.

OTHER POSTS

- POST 15/198** : **EDUCATION PSYCHOLOGIST GRADE 1: LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES**
Branch: Institutional Development Support
Chief Directorate: Rural and Inclusive Education
Directorate: Inclusive Education
- SALARY CENTRE** : R724 062 per annum
Umgungundlovu District: Ref No: OBE/05/2022
Zululand District: Ref No: OBE/06/2022
Othukela District: Ref No: OBE/07/2022
- REQUIREMENTS** : An appropriate Master's degree in Educational Psychology. Registration with the Health Professionals Council of South Africa (HPCSA) as a Psychologist in the relevant registration category. Three years' experience is required after registration with Health Professionals Council of South Africa in respect of RSA qualified psychologists who performed Community Service, as required in South Africa. (One (1) year relevant experience after registration with the Health Professionals Council of South Africa in respect of foreign qualified psychologists, of whom it is not required to perform Community Service, as required in South Africa. Competencies: Knowledge and understanding of Education Legislation and Policies. The ability to promote inclusive education which includes promoting access to quality public funded education for learners with disability. Experience in working as part of a team and collaborating with stakeholders. The ability to take initiative, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage.
- DUTIES** : As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and special care centres on an itinerant basis. Support to be provided will include: Assessment

of LSPID enrolled in the schools/ special care centres; provision of therapeutic and psychosocial intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and special care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES NOTE : Mrs N.V.Hlongwane Tel No: 033 8465533
 : The incumbent will function as part of a Transversal Team with the specific responsibility of providing transversal outreach services to special care centers and special schools that include learners with severe to profound intellectual disability (LSPID).

POST 15/199 : **CHIEF EDUCATION THERAPIST (SPEECH AND LANGUAGE THERAPIST) GRADE 1: LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES REF NO: OBE/08/2021 (X1 POST)**
 Branch: Institutional Development Support
 Chief Directorate: Rural and Inclusive Education
 Directorate: Inclusive Education

SALARY CENTRE REQUIREMENTS : R473 112 per annum
 : Harry Gwala District
 : An appropriate four year qualification in Speech and Language Therapy. Registration with the Health Professionals Council of South Africa (HPCSA) as a Speech and Language Therapist. A minimum of 3 years appropriate experience gained after registration with the Health Professionals Council of South Africa. Competencies: Knowledge and understanding of Education Legislation and Policies. The ability to promote inclusive education which includes promoting access to quality public funded education for learners with disability. Experience in working as part of a team and collaborating with stakeholders. The ability to take initiative, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage.

DUTIES : As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and special care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ special care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and special care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES NOTE : Mrs N.V.Hlongwane Tel No: 033 8465533
 : The incumbent will function as part of a Transversal Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The recommended candidate will be subjected to a security clearance. The job involves travelling and therefore a valid driver's licence is a requirement. The applicant must have advanced computer skills. Note: The Districts have been clustered and the incumbent will be required to perform functions in a specific cluster.

POST 15/200 : **ADMINISTRATIVE OFFICER REF NO: DOE/09/2022 (X2 POSTS)**
 Directorate: Logistic, Assets and Disposal
 Please note that the following posts are being re-advertised as such candidates that applied before are encourage to re-apply.

SALARY : R261 372 per annum (Level 07)

- CENTRE REQUIREMENTS** :
- Pietermaritzburg, Head Office
- :
- A National Diploma or a Bachelor's Degree in public administration, or equivalent qualification with a minimum of 3 – 5 years' experience in public administration. Knowledge in promotion of access to information Act of 2000, promotion of administrative Justice Act of 2000, National Archives and Records Act of 1996. Departmental financial and human resources administrative procedures. Public finance management Act and regulations of 1999, Public service Act of 1994 and regulations of 2001. Relevant Labour bargaining chamber agreements. South African Schools Act of 1996 and Regulations, Intergovernmental fiscal relations Act of 1997, Intergovernmental framework Act of 2005. Computer literate. A valid driver's license.
- DUTIES** :
- Updating of the years acquisition disposal and losses for Assets, Inventory disposal etc. into the Fixed Assets Register, Clear current acquisition queries. Management of movement of Assets. Conducting of asset disposal and losses processes as well as auctioning. Assist with the physical verification of assets. Support District Offices with Asset management related compliance. Provide clerical support to the Directors office.
- ENQUIRIES** :
- Mrs N.V.Hlongwane Tel No: 033 8465533

**PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand deliver to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
- CLOSING DATE** : 20 May 2022 at 16h00.
- NOTE** : The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply. Applications must be accompanied by a Comprehensive Curriculum Vitae as well as a fully completed New Z83 form which is obtainable from all Government Departments or Government Websites. Only shortlisted candidates will be required to submit certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required). The successful candidates must be willing to sign an oath of secrecy with the organization and is also expected to sign a performance agreement. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting). The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered. Note: The contents of the advertised vacant posts will also be posted on the following website: www.limpopo.gov.za.

OTHER POST

- POST 15/201** : **MESSANGER REF NO: OTP: 06 /22 / 01 (X1 POST)**
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY** : R104 073 per annum (Level 02)
- CENTRE** : Polokwane (Head Office)
- REQUIREMENTS** : NQF level 3 (Grade 10). No experience. A valid driver's license with the exception of people with disability. Public permit driver's license.
- DUTIES** : The successful candidate will be required to: Collect and deliver documents and related items. Record documents in the mail register. Keep mail record. Copy and fax documents. Assist in the registry.
- ENQUIRIES** : should be directed to: Mesdames Kekana PL / Mgbo PM / Mokgalaka S / Moyaba ME at Tel No: 015 287 6293 / 6441 / 6665 / 6027 respectively.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

<u>CLOSING DATE</u>	:	16 May 2022
<u>NOTE</u>	:	Applicants are advised to apply as early as possible to avoid disappointments. Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) 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 the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za . Only Online Applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Please Note: Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

OTHER POSTS

<u>POST 15/202</u>	:	<u>CHIEF CONSTRUCTION PROJECT MANAGER GRADE A - B:</u> <u>INFRASTRUCTURE REF NO: MPDOH/APR/22/25</u> Programme Delivery
<u>SALARY</u>	:	Grade A: R1 106 814 - R1 210 251 per annum Grade B: R1 284 528 - R2 007 819 per annum (Depending of years of experience in terms of OSD)
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Mbombela National Higher Diploma (Built Environment field) with a minimum of six (6) years' experience as a registered Professional Construction Project Manager with the SACPCMP. B Tech (Built Environment field) with a minimum of six (6) years' experience as a registered Professional Construction Project Manager with the SACPCMP. Honours Degree in any Built Environment field with a minimum of six (6) years' experience as a registered Professional Construction Project Manager with the SACPCMP. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Valid drivers' licence. Computer literacy. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of

DUTIES

1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB. NB: Any previous experience must be covered by the attachment of certificate of services.

To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS. Infrastructure Programme and Project Planning in line with IDMS: Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Health. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring: Monitor the implementation of Programmes and Projects by the Implementing Agent [IA] and the adherence to the Service Delivery Agreement. Manage project implementation of projects that are not allocated to an Implementing Agent [IA]. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA]. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA] with inputs received from the Directorate Infrastructure Planning. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. Manage the updating of project / programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. Manage the interface between the end-user / community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Infrastructure Project Commissioning: Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budgets on completion of projects. Collect and update system information [if applicable] in terms of Technical Condition Assessments. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation: Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from an engineering perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research / literature studies to keep up with new technologies: Viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure policies of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. 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. Financial Management: Monitor that infrastructure projects are planned within available funds. Monitor application of costs norms. Monitor expenditure on infrastructure projects within budgets. Control cost and scope variances on infrastructure projects. Mentoring of Candidates: Act as mentor for Candidate Architect. Complete progress reports. Conduct regular performance meetings. Provide professional guidance.

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 15/203 : **CHIEF MECHANICAL ENGINEER GRADE A – B REF NO: MPDOH/APR/22/26**

SALARY : Grade A: R1 106 814 - R1 210 251 per annum
Grade B: R1 284 528 - R2 007 819 per annum
(Depending of years of experience in terms of OSD)

CENTRE : Provincial Office, Mbombela

REQUIREMENTS : Degree in Engineering (B Eng / BSC (Eng) or equivalent qualification. Compulsory registration with ECSA as a Professional Engineer (Mechanical Engineer). Six (6) years' post qualification experience required as a registered Professional Engineer. Valid drivers' licence. Computer literacy. Knowledge: PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. NB: Any previous experience must be covered by the attachment of certificate of services.

DUTIES : To provide mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, plans, systems, projects, functional / technical norms and standards aligned to the Provincial IDMS Framework and National Health norms and standards. Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective: Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Facilities Guidelines and National Health norms & standards. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. Maintain electrical or mechanical engineering norms & standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies: Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Compile briefing documentation and specifications from an engineering perspective: Prepare technical specifications. Apply mechanical design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Determine mechanical engineering performance based standards. Develop mechanical engineering standard data sheets and drawings. Provide mechanical engineering inputs to Project Execution Plans. Determine requirements for built environment document management system from a Mechanical Engineering perspective. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Prepare reports on mechanical engineering investigations. Determine mechanical engineering proposals and design work for solutions, where necessary. Prepare reports on

effectiveness of corrective measures. Oversee implementation (construction) and commissioning of mechanical engineering installations and maintenance: Provide mechanical engineering inputs to implement projects successfully. Provide mechanical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings. Provide inputs to infrastructure assessments from a mechanical engineering perspective. Provide inputs to life cycle costs from a mechanical engineering perspective. Develop maintenance programmes. Provide engineering inputs to maintenance projects from a mechanical engineering perspective. Research / literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards / councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the health sector legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. 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

- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 15/204** : **CHIEF CIVIL / STRUCTURAL ENGINEER GRADE A – B: INFRASTRUCTURE PLANNING REF NO: MPDOH/APR/22/27**
- SALARY** : Grade A: R1 106 814 - R1 210 251 per annum
Grade B: R1 284 528 - R2 007 819 per annum
(Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Provincial Office, Mbombela
Degree in Engineering (B Eng / BSC (Eng) or equivalent qualification. Compulsory registration with ECSA as a Professional Engineer (Civil / Structural Engineer). Six (6) years' post qualification experience required as a registered Professional Engineer. Valid drivers' licence. Computer literacy. Knowledge: PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000. NB: Any previous experience must be covered by the attachment of certificate of services.
- DUTIES** : To provide engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, plans and functional / technical norms and standards aligned to the Provincial Infrastructure Delivery Management System.[IDMS]. Functional and Technical norms and standards from an engineering perspective: Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines. Monitor that infrastructure projects and programmes implemented by the Implementing Agent comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice when required. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice when required. Update functional and technical norms and standards based on learning generated through Post Project and Post Occupancy

Evaluation [POE] exercises in terms of all engineering aspects. Maintain where applicable and manage engineering norms & standards. Innovative service delivery mechanisms and feasibility studies: Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Strategic Briefing Documentation: Provide engineering inputs to strategic briefing documentation when required. Contribute to the preparation of project business cases, from an engineering perspective. Prepare technical specifications from an engineering perspective. Apply engineering design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology into specifications from an engineering perspective. Undertake preliminary costing per installation. Determine engineering performance based standards. Develop engineering standard data sheets and drawings. Provide engineering inputs into procurement strategies. Determine requirements for built environment document management system from an Engineering perspective. Infrastructure Plans: Prepare and coordinate inputs to the drafting of the User Asset Management Plan, finalise the U-AMP and make recommendations for approval. Direct engineering inputs required for the preparation of all infrastructure planning documentation. Make inputs to the Technical Condition Assessments from an engineering perspective. Make inputs to the finalisation of infrastructure plans and updating/review on a continuous basis. Strategies, policies and procedures: Develop and review strategies and policies for health infrastructure planning, in collaboration with relevant components within the Department. Develop and review the Health Infrastructure Planning Cycle document. Development, review and implement of the Health Infrastructure Planning Model. Develop, review and implement the Project Prioritisation Mechanism for delivery of Capital and Scheduled Maintenance Projects. Coordinate Departmental contributions to the preparation of the Provincial Infrastructure Strategy and Plan. Contribute to the preparation of the Departmental Strategic Plan, Annual Performance Plan and Annual Report. Consult and liaise with the Directorate: Strategic Planning & Coordination and the Department of the Premier with respect to GIS developments. Prepare GIS-based drawings and maps for the purposes of Strategic Planning as well as for project planning and implementation. Coordinate inputs to and information from the Facilities List. Prepare due diligence reports in terms of land and property suitability. Develop a prioritisation model, ranking list and criteria aligned to the spatial plan for infrastructure delivery and in direct support of the Health Services Plan of the Department. Research / literature studies and interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. People Management: Maintain discipline. Manage performance and development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. 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.

- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 15/205** : **CHIEF CIVIL / STRUCTURAL ENGINEER GRADE A – B: INFRASTRUCTURE PROGRAMME DELIVERY REF NO: MPDOH/APR/22/28**
- SALARY** : Grade A: R1 106 814 - R1 210 251 per annum

Grade B: R1 284 528 - R2 007 819 per annum
(Depending of years of experience in terms of OSD).

**CENTRE
REQUIREMENTS**

: Provincial Office, Mbombela
: Degree in Engineering (B Eng / BSC (Eng) or equivalent qualification. Compulsory registration with ECSA as a Professional Engineer (Civil / Structural Engineer). Six (6) years' post qualification experience required as a registered Professional Engineer. Valid drivers' licence. Computer literacy. Knowledge: PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000. NB: Any previous experience must be covered by the attachment of certificate of services.

DUTIES

: To provide engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, plans and functional / technical norms and standards aligned to the Provincial Infrastructure Delivery Management System.[IDMS]. Functional and Technical norms and standards from an engineering perspective: Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines. Monitor that infrastructure projects and programmes implemented by the Implementing Agent comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice when required. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice when required. Update functional and technical norms and standards based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises in terms of all engineering aspects. Maintain where applicable and manage engineering norms & standards. Innovative service delivery mechanisms and feasibility studies: Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Strategic Briefing Documentation: Provide engineering inputs to strategic briefing documentation when required. Contribute to the preparation of project business cases, from an engineering perspective. Prepare technical specifications from an engineering perspective. Apply engineering design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology into specifications from an engineering perspective. Undertake preliminary costing per installation. Determine engineering performance based standards. Develop engineering standard data sheets and drawings. Provide engineering inputs into procurement strategies. Determine requirements for built environment document management system from an Engineering perspective. Infrastructure Plans: Prepare and coordinate inputs to the drafting of the User Asset Management Plan, finalise the U-AMP and make recommendations for approval. Direct engineering inputs required for the preparation of all infrastructure planning documentation. Make inputs to the Technical Condition Assessments from an engineering perspective. Make inputs to the finalisation of infrastructure plans and updating/review on a continuous basis. Strategies, policies and procedures: Develop and review strategies and policies for health infrastructure planning, in collaboration with relevant components within the Department. Develop and review the Health Infrastructure Planning Cycle document. Development, review and implement of the Health Infrastructure Planning Model. Develop, review and implement the Project Prioritisation Mechanism for delivery of Capital and Scheduled Maintenance Projects. Coordinate Departmental contributions to the preparation of the Provincial Infrastructure Strategy and Plan. Contribute to the preparation of the Departmental Strategic Plan, Annual Performance Plan and Annual Report. Consult and liaise with the Directorate: Strategic Planning & Coordination and the Department of the Premier with respect to GIS developments. Prepare GIS-based drawings and maps for the purposes of Strategic Planning as well as for project planning and implementation.

Coordinate inputs to and information from the Facilities List. Prepare due diligence reports in terms of land and property suitability. Develop a prioritisation model, ranking list and criteria aligned to the spatial plan for infrastructure delivery and in direct support of the Health Services Plan of the Department. Research / literature studies and interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. People Management: Maintain discipline. Manage performance and development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. 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.

- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 15/206** : **CHIEF CIVIL / STRUCTURAL ENGINEER GRADE A – B: ENGINEERING AND TECHNICAL SERVICES (MAINTENANCE) REF NO: MPDOH/APR/22/29**
- SALARY** : Grade A: R1 106 814 - R1 210 251 per annum
Grade B: R1 284 528 - R2 007 819 per annum
(Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Provincial Office, Mbombela
Degree in Engineering (B Eng / BSC (Eng) or equivalent qualification. Compulsory registration with ECSA as a Professional Engineer (Civil / Structural Engineer). Six (6) years' post qualification experience required as a registered Professional Engineer. Valid drivers' licence. Computer literacy. Knowledge: PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000. NB: Any previous experience must be covered by the attachment of certificate of services.
- DUTIES** : To provide engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, plans and functional / technical norms and standards aligned to the Provincial Infrastructure Delivery Management System.[IDMS]. Functional and Technical norms and standards from an engineering perspective: Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines. Monitor that infrastructure projects and programmes implemented by the Implementing Agent comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice when required. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice when required. Update functional and technical norms and standards based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises in terms of all engineering aspects. Maintain where applicable and manage engineering norms & standards. Innovative service delivery mechanisms and feasibility studies: Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions

according to standards. Strategic Briefing Documentation: Provide engineering inputs to strategic briefing documentation when required. Contribute to the preparation of project business cases, from an engineering perspective. Prepare technical specifications from an engineering perspective. Apply engineering design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology into specifications from an engineering perspective. Undertake preliminary costing per installation. Determine engineering performance based standards. Develop engineering standard data sheets and drawings. Provide engineering inputs into procurement strategies. Determine requirements for built environment document management system from an Engineering perspective. Infrastructure Plans: Prepare and coordinate inputs to the drafting of the User Asset Management Plan, finalise the U-AMP and make recommendations for approval. Direct engineering inputs required for the preparation of all infrastructure planning documentation. Make inputs to the Technical Condition Assessments from an engineering perspective. Make inputs to the finalisation of infrastructure plans and updating/review on a continuous basis. Strategies, policies and procedures: Develop and review strategies and policies for health infrastructure planning, in collaboration with relevant components within the Department. Develop and review the Health Infrastructure Planning Cycle document. Development, review and implement of the Health Infrastructure Planning Model. Develop, review and implement the Project Prioritisation Mechanism for delivery of Capital and Scheduled Maintenance Projects. Coordinate Departmental contributions to the preparation of the Provincial Infrastructure Strategy and Plan. Contribute to the preparation of the Departmental Strategic Plan, Annual Performance Plan and Annual Report. Consult and liaise with the Directorate: Strategic Planning & Coordination and the Department of the Premier with respect to GIS developments. Prepare GIS-based drawings and maps for the purposes of Strategic Planning as well as for project planning and implementation. Coordinate inputs to and information from the Facilities List. Prepare due diligence reports in terms of land and property suitability. Develop a prioritisation model, ranking list and criteria aligned to the spatial plan for infrastructure delivery and in direct support of the Health Services Plan of the Department. Research / literature studies and interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. People Management: Maintain discipline. Manage performance and development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. 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.

- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 15/207** : **CHIEF QUANTITY SURVEYOR GRADE A – B REF NO: MPDOH/APR/22/30 (X2 POSTS)**
- SALARY** : Grade A: R912 048 - R1 042 830 per annum
Grade B: R1 106 814 - R1 704 492 per annum
(Depending of years of experience in terms of OSD)
- CENTRE REQUIREMENTS** : Provincial Office, Mbombela
Degree in Quantity Survey or relevant qualification. Compulsory registration with SACQSP as a Professional Quantity Surveyor. Six (6) years' post qualification Quantity Surveyor experience required. Valid drivers' licence. Computer literacy. Knowledge: PFMA / Treasury Regulations / Practice Notes / Instructions / Circulars. Provincial / Departmental Supply Chain Management

DUTIES

Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000. Infrastructure Delivery Management System. Infrastructure Reporting Model. NB: Any previous experience must be covered by the attachment of certificate of services.

To provide engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, plans and functional / technical norms and standards aligned to the Provincial Infrastructure Delivery Management System.[IDMS]. Functional and Technical norms and standards from a Built Environment perspective: Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines. Monitor that infrastructure projects and programmes implemented by the Implementing Agent comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice when required. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice when required. Update functional and technical norms and standards based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises in terms of all engineering aspects. Maintain where applicable and manage engineering norms & standards. Innovative service delivery mechanisms and feasibility studies: Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Strategic Briefing Documentation: Provide engineering inputs to strategic briefing documentation when required. Contribute to the preparation of project business cases, from an engineering perspective. Prepare technical specifications from an engineering perspective. Apply engineering design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology into specifications from an engineering perspective. Undertake preliminary costing per installation. Determine engineering performance based standards. Develop engineering standard data sheets and drawings. Provide engineering inputs into procurement strategies. Determine requirements for built environment document management system from a Quantity surveyors. Infrastructure Plans: Prepare and coordinate inputs to the drafting of the User Asset Management Plan, finalise the U-AMP and make recommendations for approval. Direct engineering inputs required for the preparation of all infrastructure planning documentation. Make inputs to the Technical Condition Assessments from an engineering perspective. Make inputs to the finalisation of infrastructure plans and updating/review on a continuous basis. Strategies, policies and procedures: Develop and review strategies and policies for health infrastructure planning, in collaboration with relevant components within the Department. Develop and review the Health Infrastructure Planning Cycle document. Development, review and implement of the Health Infrastructure Planning Model. Develop, review and implement the Project Prioritisation Mechanism for delivery of Capital and Scheduled Maintenance Projects. Coordinate Departmental contributions to the preparation of the Provincial Infrastructure Strategy and Plan. Contribute to the preparation of the Departmental Strategic Plan, Annual Performance Plan and Annual Report. Consult and liaise with the Directorate: Strategic Planning & Coordination and the Department of the Premier with respect to GIS developments. Prepare GIS-based drawings and maps for the purposes of Strategic Planning as well as for project planning and implementation. Coordinate inputs to and information from the Facilities List. Prepare due diligence reports in terms of land and property suitability. Develop a prioritisation model, ranking list and criteria aligned to the spatial plan for infrastructure delivery and in direct support of the Health Services Plan of the Department. Research / literature studies and interaction with relevant professional development boards / councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous

professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. People Management: Maintain discipline. Manage performance and development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. 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.

- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 15/208** : **CHIEF ARCHITECT GRADE A – B REF NO: MPDOH/APR/22/31 (X2 POSTS)**
- SALARY** : Grade A: R912 048 - R1 042 830 per annum
Grade B: R1 106 814 - R1 704 492 per annum
(Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Provincial Office, Mbombela
Degree in Architecture or relevant qualification. Compulsory registration with SACAP as a Professional Architect. Six (6) years' post qualification Architectural experience required. Valid drivers' licence. Computer literacy. Knowledge: Health Act and Regulations, Act 61 of 2003. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Architectural Profession Act of 2000. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. NB: Any previous experience must be covered by the attachment of certificate of services.
- DUTIES** : To provide the architectural inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms and standards which includes form and space designs in line with the Infrastructure Delivery Management Framework [IDMS]. Architectural functional and technical norms and standards: Determine functional and technical norms and standards to be issued in terms of the Provincial Health Facilities Guidelines. Validate that infrastructure projects implemented by Implementing Agent[s] comply with approved functional and technical norms and standards including compliance to legal, safety and health requirements. Update functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations. Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects: Develop policies, procedures and criteria for infrastructure projects from an architectural perspective. Prepare commissioning plans from an architectural perspective. Undertake extensive analyses from an architectural perspective to inform strategies related to the architectural services to directly support and realise the health goals of the Department. Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives: Develop Master Plans. Develop Project Briefs. Develop Project Execution Plan Version 1 as part of the Infrastructure Programme Management Plan. Review Project Execution Plans Versions 2-7 in terms of architectural norms and standards. Develop Business Cases for projects. Develop Accommodation Schedules. Develop Operational Narratives. Determine document management system requirements from an architectural perspective. Preparation of architectural inputs to the development of the User Asset Management Plan and Project List: Provide inputs to the development of the User Asset Management Plan. Prepare the final project list. Assist with Technical Condition Assessment from an architectural perspective. Manage facility planning: Manage document requirements for Project Briefs. Manage the review of all business cases. Manage peer reviews in the province. Manage the development and training of staff at Health Facilities to develop adequate capacity to prepare business cases. Present project briefs, plans and business cases to relevant stakeholders. Research / literature studies to

keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards / councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. 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.

- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 15/209** : **MECHANICAL ENGINEERING GRADE A, B AND C (PRODUCTION) REF NO: MPDOH/APR/22/32 (X2 POSTS)**
- SALARY** : Grade A: R728 829 - R777 771 per annum
Grade B: R821 775 - R885 303 per annum
Grade C: R939 621 - R1 106 814 per annum
(Depending of years of experience in terms of OSD)
- CENTRE REQUIREMENTS** : Provincial Office, Mbombela.
Degree in Engineering (B Eng / BSC (Eng) or relevant qualification. Compulsory registration with ECSA as a Professional Engineer (Mechanical Engineer). Three (3) years' post qualification engineering experience required. Valid drivers' licence. Computer literacy. Knowledge: PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000. NB: Any previous experience must be covered by the attachment of certificate of services.
- DUTIES** : To provide mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects functional / technical norms and standards aligned to the Provincial Infrastructure Delivery Management System. [IDMS]. Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective: Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. Maintain mechanical engineering norms & standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies: Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Compile briefing documentation and specifications

from an engineering perspective: Prepare technical specifications. Apply mechanical design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Determine mechanical engineering performance based standards. Develop mechanical engineering standard data sheets and drawings. Provide mechanical engineering inputs to Project Execution Plan v 1. Provide mechanical engineering inputs to Project Execution Plans v 2 – 7. Determine requirements for built environment document management system from Mechanical Engineering perspective. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary: Prepare reports on mechanical engineering investigations. Determine mechanical engineering proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures. Oversee implementation [construction] and commissioning of mechanical engineering installations: Provide mechanical engineering inputs to implement projects successfully. Provide mechanical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings. Research / literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards / councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 15/210** : **ELECTRICAL ENGINEERING GRADE A, B AND C (PRODUCTION) REF NO: MPDOH/APR/22/33 (X2 POSTS)**
- SALARY** : Grade A: R728 829 - R777 771 per annum
Grade B: R821 775 - R885 303 per annum
Grade C: R939 621 - R1 106 814 per annum
(Depending of years of experience in terms of OSD)
- CENTRE REQUIREMENTS** : Provincial Office, Mbombela
Degree in Engineering (B Eng / BSC (Eng) or relevant qualification. Compulsory registration with ECSA as a Professional Engineer (Electrical Engineer). Three (3) years' post qualification engineering experience required. Valid drivers' licence. Computer literacy. Knowledge: PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000. NB: Any previous experience must be covered by the attachment of certificate of services.
- DUTIES** : To provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects functional / technical norms and standards aligned to the Provincial Infrastructure Delivery Management System. [IDMS]. Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective: Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Monitor that planning and design completed through insourced engineering

services is done according to sound engineering principles and according to norms and standards and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. Maintain electrical engineering norms & standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies: Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Compile briefing documentation and specifications from an engineering perspective: Prepare technical specifications. Apply electrical design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Determine electrical engineering performance based standards. Develop electrical engineering standard data sheets and drawings. Provide electrical engineering inputs to Project Execution Plan v 1. Provide electrical engineering inputs to Project Execution Plans v 2 – 7. Determine requirements for built environment document management system from Electrical Engineering perspective. Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures, where necessary: Prepare reports on electrical engineering investigations. Determine electrical engineering proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures. Oversee implementation [construction] and commissioning of electrical engineering installations: Provide electrical engineering inputs to implement projects successfully. Provide electrical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings. Research / literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards / councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 15/211** : **CIVIL / STRUCTURAL ENGINEERING GRADE A, B AND C (PRODUCTION) REF NO: MPDOH/APR/22/34 (X2 POSTS)**
- SALARY** : Grade A: R728 829 - R777 771 per annum
Grade B: R821 775 - R885 303 per annum
Grade C: R939 621 - R1 106 814 per annum
(Depending of years of experience in terms of OSD)
- CENTRE REQUIREMENTS** : Provincial Office, Mbombela
Degree in Engineering (B Eng / BSC (Eng) or relevant qualification. Compulsory registration with ECSA as a Professional Engineer (Civil / Structural Engineer). Three (3) years' post qualification engineering experience required. Valid drivers' licence. Computer literacy. Knowledge: PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000. NB: Any previous experience must be covered by the attachment of certificate of services.
- DUTIES** : To provide civil/structural engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the

development of infrastructure strategies, policies, systems, projects functional / technical norms and standards aligned to the Provincial Infrastructure Delivery Management System. [IDMS]. Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective: Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. Maintain mechanical engineering norms & standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies: Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Compile briefing documentation and specifications from an engineering perspective: Prepare technical specifications. Apply mechanical design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Determine mechanical engineering performance based standards. Develop mechanical engineering standard data sheets and drawings. Provide mechanical engineering inputs to Project Execution Plan v 1. Provide mechanical engineering inputs to Project Execution Plans v 2 – 7. Determine requirements for built environment document management system from Mechanical Engineering perspective. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary: Prepare reports on mechanical engineering investigations. Determine mechanical engineering proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures. Oversee implementation [construction] and commissioning of mechanical engineering installations: Provide mechanical engineering inputs to implement projects successfully. Provide mechanical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings. Research / literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards / councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 15/212** : **ARCHITECT GRADE A, B AND C (PRODUCTION) REF NO: MPDOH/APR/22/35**
- SALARY** : Grade A: R628 014 - R676 539 per annum
Grade B: R718 062 - R766 278 per annum
Grade C: R809 634 - R953 715 per annum
(Depending of years of experience in terms of OSD)
- CENTRE** : Provincial Office, Mbombela.
- REQUIREMENTS** : Degree in Architecture or relevant qualification. Compulsory registration with SACAP as a Professional Architect. Three (3) years' post qualification

		Architectural experience required. Valid drivers' licence. Computer literacy. Knowledge: Health Act and Regulations, Act 61 of 2003. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Architectural Profession Act of 2000. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	Architectural functional and technical norms and standards. Determine functional and technical norms and standards to be issued in terms of the Provincial Health Facilities Guidelines. Validate that infrastructure projects implemented by Implementing Agent[s] comply with approved functional and technical norms and standards including compliance to legal, safety and health requirements. Update functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations. Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects: Develop policies, procedures and criteria for infrastructure projects from an architectural perspective. Prepare commissioning plans from an architectural perspective. Undertake extensive analyses from an architectural perspective to inform strategies related to the architectural services to directly support and realise the health goals of the Department. Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives: Develop Master Plans. Develop Project Briefs. Develop Project Execution Plan Version 1 as part of the Infrastructure Programme Management Plan. Review Project Execution Plans Versions 2-7 in terms of architectural norms and standards. Develop Business Cases for projects. Develop Accommodation Schedules. Develop Operational Narratives. Determine document management system requirements from an architectural perspective. Preparation of architectural inputs to the development of the User Asset Management Plan and Project List: Provide inputs to the development of the User Asset Management Plan. Prepare the final project list. Assist with Technical Condition Assessment from an architectural perspective. Research / literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards / councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 15/213</u>	:	<u>PROFESSIONAL NURSE WITH MIDWIFERY GRADE 1 (PN-A2): (REPLACEMENT) REF NO: MPDOH/APR/22/42</u>
<u>SALARY</u>	:	R260 760 - R302 292 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Verena CHC (Nkangala District)
	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with the SANC as a Professional Nurse. A minimum of 0 – 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Ability to work under pressure and be a team worker. Knowledge of scope of practice for different categories in nursing. Ability to plan, organize and coordinate the nursing care regimen. Good communication and interpersonal skills. Implement Batho Pele Principles. NB: Any previous experience must be covered by the attachment of certificate of services.

- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal clinic Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele). Effectively manage resources allocated in your unit.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.

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

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

- APPLICATIONS** : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za
- CLOSING DATE** : 16 May 2022
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV, qualification(s), academic records including 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. 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 representivity in line with the numerical targets as contained in our Employment Equity Plan. The request for certified documents will be limited to shortlisted candidates. The Human Resource of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview.

OTHER POSTS

- POST 15/214** : **DEPUTY DIRECTOR LABORATORY SERVICES REF NO: NCDOH 04/2022**
- SALARY** : R870 423 per annum, (all inclusive package)
- CENTRE** : Provincial Office
- REQUIREMENTS** : Bachelors degree/diploma in Medical Technology. Registration as a Medical Technologist with HPCSA. Experienced Medical Technologist with management experience and familiar with policy development and analysis, monitoring and evaluation of laboratory and blood services. Experience and/or qualification in management. At least 8-10 years post registration experience at middle management level. Experience must include quality assurance, monitoring and evaluation and financial management. Extensive knowledge of laboratory and blood services policies and guidelines. Extensive knowledge of the District health system, Sound knowledge of the national health Act. National Health Laboratory Services Act, Public Finance Management Act and its regulations. Public Service Act, human Tissue Act and Labour Relations Act, Facilitation communication report writing and computer skills. Valid Driver's licence code 8 and will to travel.
- DUTIES** : Manage laboratory and blood services for the province. Ensuring standard compliance as part of Service Level Agreement (SLA) management for appropriate utilization of laboratory to quality Standards by service providers (NHLS and SANBS). Developing systems that responsive to the Laboratory and blood services needs of the province. Develop and implement guidelines in the Use of laboratory and blood services. Promoting integration amongst internal and external Stakeholders. Advise on systems to improve efficiency and Developing a monitoring and Evaluation system for laboratory and blood

services. Develop reporting system to ensure that Services are used efficiently. Ensure that laboratory services remains supportive of health priority diseases, e.g TB, HIV/AIDS, etc. Managing laboratory and blood services resources. Financial to ensure effective implementation of services by managing HIV/TB Conditional Grants and Equitable Shares budgets expenditure. Analyse Monthly Summary Reports on usage of Laboratory services in order to advise and implement a system to effectively monitor payments of accounts. Ensure that laboratory services remains supportive of health priority diseases, e.g. TB, HIV/AIDS, etc. Oversee the implementation of electronic Gate Keeping in the Province to ensure rational use of laboratory services and reduce expenditure. Conduct regular utilization reviews, including analysis of expenditure of laboratory and blood services. Monitor expenditure trends, service trends and tariff increases.

- ENQUIRIES** : Ms S Katz Tel No: (053) 8300 628/524
- POST 15/215** : **ASSISTANT DIRECTOR: DISTRICT MONITORING AND EVALUATION OFFICERS REF NO: NCDOH 05/2022 (X3 POSTS)**
- SALARY CENTRE** : R382 245 per annum
: ZF Mgcawu District
: Frances Baard District
: Namakwa District
- REQUIREMENTS** : Bachelor's degree/diploma in Statistics, Information Management, Monitoring and Evaluation with at least 3 years relevant experience or Grade 12 with at least 5-10 years' experience on monitoring and evaluation in Public Health, preferably in the HIV and AIDS environment. Driver's licence code 8 and willing to travel. Competencies: In-depth knowledge and experience in information management systems i.e., District Health Information Systems (DHIS), Tier.Net system, HPRS, EDRWeb, etc. Demonstrate computer skills in Excel, Microsoft Word, PowerPoint, etc. Good knowledge of and experience of public health monitoring and evaluation principles. Knowledge of data analysis and synthesis (convert into meaningful information). Report writing skills and preparation of performance reports. Ability to handle multiple tasks simultaneously, set priorities, work independently and as part of a team. Good communication skills (written and verbal). Organizational and project management skills. Ability to lead project teams and workgroups and to develop effective working relationships with, national and provincial partners. Conflict resolution management.
- DUTIES** : Implement and monitor data recording, collecting, and reporting systems at facility and district level i.e., WebDHIS; Tier.Net; HPRS, DATCOV, etc. Put mechanisms in place in accordance with the DHIMS Policy & Data Management SOPS for ensuring high quality data i.e., regular facility data verification, validation, availability of recording & reporting tools, adherence to reporting timelines of reporting of routine data between different levels within the district, etc. Strategic planning and performance reviews: (Development and monitoring of the District Health Plans, including alignment with other plans e.g., 90 90 90 TB/HIV Strategy. Participate in Quarterly district and province performance review). Compilation of performance reports e.g., DORA, reports on DHP progress, 90 90 90 Targets progress report, etc. Promote capacity building on data management for facility level and district programme coordinators through formal trainings and informal training platforms e.g., facility data quality assessments, on-site trainings, etc. Conduct regular facility data audits through RIPDA and participate in internal and external audit activities e.g., Province, National, Office of Auditor General, etc. Perform basic administrative duties as required and supportive supervision to district information officers and data capturers.
- ENQUIRIES** : Frances Baard: Mr. M.Joka Tel No: (053) 861 3914
: ZF Mgcawu District: Mr. M Beketsana Tel No: (054) 337 0600
: Namakwa District: Mr D. Grootboom Tel No: (027) 7121601
- POST 15/216** : **SUB- DISTRICT INFORMATION AND COMPLIANCE OFFICERS REF NO: NCDOH 06/2022 (X16 POSTS)**
- SALARY CENTRE** : R261 372 per annum (Level 07)
: **Sol Plaatjie Sub-District:** Dikgatlong, Magareng/Phokwane
: **John Taolo Gaetsewe District:** Gamagara, Ga-Segonyana, Joe Morolong

Namakwa District: Hantam/Karoo Hoogland, Richtersveld and Khai Ma, Nama Khoi

Pixley Ka Seme District: Emthanjeni/Thembelihle, Siyathemba/Siyancuma, Thembalihe, Renosterberg/ Umsobomvu, Kareeberg/Ubuntu

ZF Mgcawu District: Kheis, Dawid Kruiper, Kai Garib, Kgatelopele/Tsantsabane

REQUIREMENTS : Tertiary qualification in Statistics/Information Management/Monitoring & Evaluation/ or any other relevant qualification with 0-2 years' relevant experience or Grade 12 with more than 10 years' experience in information management. Computer literate: Demonstrate computer skills, through proficiency with Windows operating systems, Microsoft Word, spreadsheet software and/or other commonly used personal computer software (such as PowerPoint, MS Excel and MS Word as well as a working knowledge of email). Experience in Information Management. e.g. DHIS, ETR, Tier.net and other patient and data management systems. A valid Code 8 (Code B) driver's license and be willing to travel.

DUTIES : Ensure all data is collected using a standard data element definition and data collection tools (According to National Indicator Data Sets). Implement national data management systems: DHIS, Tier.Net, etc. Regular capturing, collation of facility data into DHIS, Tier.net, GoData (disease outbreak database), EDRweb and other systems. Ensure all data is correct complete and consistent - processing source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents for resolution. Update graphs on key indicators for sub district reports and presentations. Provide facilities with feedback information/Timely availability of data and information. Ensure availability of standard registers, clinical stationeries or other standard recording tools. Conduct technical support visits and data quality audits at least on a weekly basis to health facilities within the sub-district. Conduct trainings of data elements, reporting and recording tools. Capture and submit weekly progress data to district and province. Do administration duties (memos, reports, logistics, etc) in line with sub-districts requirements through collaboration with the Health Area Manager. Ensure adherence to data flow policy (DHIMS policy 2011)

ENQUIRIES : Ms SM Katz Tel No: (053) 8300 521/524

POST 15/217 : **CLINICAL ASSOCIATE REF NO: NCDOH 07/2022**

SALARY CENTRE REQUIREMENTS : R261 372 per annum
De Aar Hospital, Pixley ka-Seme District
Three (3) year Bachelor of Clinical Medical Practice (BCMP) University Degree. Current Registration with the Medical and Dental Board of the Health Professional Council of South Africa as a Clinical Associate. A valid driver's licence will serve as an added advantage. Good organizing skills, ability to perform routine tasks, ability to operate a computer, team player, supportive and compassionate, Psychomotor skills to be able to perform clinical/medical/skilled procedures. Change and knowledge management, coordination skills and facilitation skills.

DUTIES : Perform patient – centred consultation across all ages in a District Hospital, Apply clinical reasoning in the assessment and management of patient, Provide emergency care, Perform investigations and therapeutic procedures appropriate for a District Hospital, Prescribe appropriate medication within scope of practice, Facilitate communication and provide basic counselling, Intergrade understanding of family, community and health systems practice.

ENQUIRES : Ms S Mc Cloen Tel No: (053) 632 4000

POST 15/218 : **ASSISTANT NUTRITIONIST (NUTRITION ADVISOR) REF NO: NCDOH 08/2022 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R213 726 per annum
Provincial Office
Appropriate qualification or prescribed in-service training (with duration of less than two years) that allows for the required registration with the Health Professional Council of South Africa (HPCSA), where applicable in the relevant profession. Matric Certificate, a valid Driver's Licence. A valid driver's license. Some knowledge of the Integrated Nutrition Programme will be

DUTIES

beneficial. Sound verbal, written, interpersonal and communication skills. Active participation in community activities.

: Provide nutrition promotion, advocacy and education to patients and communities to ensure appropriate nutrition awareness. Community, facility based and ECD growth monitoring and promotion and vitamin A supplementation of children <5 years. To monitor the food supplementation programme at facility level. Participate in research issues. Participate in and support the development and implementation of household food security programmes. Do community health talks to convey nutrition messages for healthy eating, breastfeeding, growth monitoring and other nutrition related conditions. This duties are not limited to those mentioned and can change as the priorities of the Integrated Nutrition programme and the Department of Health changes.

ENQUIRIES

: Ms SM Katz Tel No: (053) 8300 521/524

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.
- FOR ATTENTION** : Kegomoditswe Makaota
- CLOSING DATE** : 20 May 2022 at 15H30
- NOTE** : Applications must be submitted on the improved Z83 (Employment application form) which must be fully completed and compulsory to be signed and dated. Note that it is compulsory to complete all fields on the prescribed Z83 form for the Applicant to be considered. Should the applicant/s use incorrect application form for employment (Z83) approved to be utilized with effect 01 January 2021, the application/s will not be considered for selection purposes (disqualified). Applications should be accompanied by a recent updated comprehensive CV with at least three (3) names of referees with current contact details, copies of your educational qualifications. Such copies need not be certified when applying for the post. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za. Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/ transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. 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 reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be verified. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Certificate for PRE - entry into Senior Management Services (SMS) is a mandatory requirement. The appointee to SMS post must be in possession of such, prior to taking up the post. Further details are obtainable at the link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

OTHER POSTS

- POST 15/219** : **DEPUTY DIRECTOR: REVENUE MANAGEMENT REF NO: 02/2022/23**
Directorate: Financial Management
- SALARY** : R744 255 per annum. The inclusive remuneration package consists of a basic salary, Contribution to the Government Employee Pension Fund, medical aid

fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

CENTRE REQUIREMENTS

: Head Office – Mahikeng
: Grade 12 or equivalent plus an appropriate three (3) year's National Diploma or Bachelor's Degree in Commerce with Accounting and Auditing as majors and/or an equivalent qualification, coupled with five (5) to ten (10) years' relevant work experience in a Revenue management environment of which 3 years must be at junior management level (Assistant Director). Certificate in BAS should be attached. A driver's license will be an added advantage. Knowledge: Extensive knowledge of Revenue Management, debtors, suspense and Government prescripts, Division of Revenue Act, Public Finance Management Act (PFMA), Treasury Regulations and revenue processes, Public Service Act, Basic Accounting System, Performance Management Development System, Labour Relations, Good knowledge of accounting principles, Computer literacy (MS Excel, Word and PowerPoint). Skills: Good communication and interpersonal relations, Analytical and problem-solving, Negotiation and conflict resolution, The ability to work independently and under pressure, The ability to interact with stakeholders at various levels, Sound report writing and Presentation.

DUTIES

: Be accountable for the Revenue Management process and system implementation by formulating strategies and advising on the integration of the revenue management process with other value chains, i.e. supply chain and others. Provide support to Senior Management and other managers within the department by advising them on debt management. Ensure that appropriate training programmes are developed and implemented in line with Revenue Management. Monitor adherence to and compliance with the provincial revenue policy, PFMA and Treasury Regulations. Manage and oversee the collection of revenue and reporting in accordance with the requirements of the PFMA and departmental revenue policy. Monitor performance against collection targets of revenue. Co-ordinate the effectiveness of the monthly reporting process by analysing and interpreting trends. Ensure timeous and accurate reporting on Revenue Management Key Performance Indicators. Liaise with relevant stakeholders and evaluate inputs to the monthly report. Ensure that unallocated revenue with respect to revenue received from external clients and other revenue streams through the bank are properly and timeously allocated. Establish and maintain stakeholder forums to improve business relations. Drive and guide the Medium Term Expenditure Framework reporting, revenue and debt management processes. Manage and utilize human resources in accordance with relevant directives and legislation.

ENQUIRIES

: Ms Mokopi Mogale Tel No: 018 200 8069

POST 15/220

: **CHIEF FIRE OFFICER REF NO: 03/2022/23**
Directorate: Transport Terminal
This post is a re-advertisement; candidates who previously applied are encouraged to re-apply

SALARY CENTRE REQUIREMENTS

: R470 040 per annum (Level 10)
: GD Montshioa Airport- Mahikeng
: Grade twelve (12) certificate or equivalent plus an appropriate recognized three-year Bachelor's Degree/National Diploma in Fire Technology or related as minimum requirement. At least Three (3) to Five (5) years relevant experience in the field of Fire Fighting of which Two (2) years should be at Supervisory level. Valid Driver's license. Knowledge: Knowledge of Public service Act, PFMA and Public Finance Regulations. Knowledge of Fire Fighting. Knowledge of Aircraft Rescue. Knowledge of Stabilization and Rescue. Knowledge of Ventilation and First Aid- Resuscitation. Sound Knowledge of relevant legislation and framework governing Aviation. Sound knowledge of using Rescue Equipment. Skills: Driving Skills. Airport Standard and requirements skill. Fire Fighting Skills. Planning and organising skills. Analytical skills. Report writing and Presentation skills. Communication and liaison skills. Ability to work on tight deadlines and under pressure. Ability to work as Individual and as Team.

DUTIES

: Coordinate rescue operations. Facilitate training of personnel. Manage fire scene investigation. Keep Airport safe at all times. Maintain safety Awareness for Airport Users. Maintain compliance of Airport with Civil Aviation Regulation.

ENQUIRIES

: Ensure protection of property against fire damages and injuries to customers and staff management. Manage key performance areas of the managed.
Mr. O.A. Baikgaki Tel No: Tel No: 018 200 8075

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 16 May 2022
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 15/221** : **CHIEF DIRECTOR: RESEARCH AND TECHNOLOGY DEVELOPMENT SERVICES REF NO: AGR 28/2022**
- SALARY CENTRE REQUIREMENTS** : R1 269 951 per annum (Level 14), all-inclusive salary package
: Department of Agriculture, Western Cape Government
: Masters in Agricultural Sciences (NQF 9); 5 years appropriate experience at senior management level; A valid unendorsed driver's license, or alternative mode of transport for people with disabilities; Recommendation: Ph.D in Agricultural Sciences; Extensive experience in strategic management at a senior management level, and in particular in the agricultural research environment; Extensive knowledge of the line function management at a senior management level; Extensive knowledge of administrative management at a senior management level; Extensive knowledge of financial management, prescripts and legislation, inclusive of PFMA and Treasury guidelines; Extensive knowledge of Personnel Management; Extensive knowledge of Supply Chain Management; and Good knowledge of agricultural research systems and important role players. Competencies: Exceptional communication and leadership skills; Computer skills; Good knowledge of project management and coordination; Strategic and management skills; Presentation skills; Financial management skills; and Advanced negotiation skills.
- DUTIES** : Strategic Management; Line function management; and administrative management (financial, personnel and supply chain).
- ENQUIRIES** : Dr I Trautmann Tel No: (021) 808 5012

OTHER POSTS

POST 15/222 : **VETERINARY TECHNOLOGIST: SEROLOGY/VIROLOGY AND EPIDEMIOLOGY (STELLENBOSCH) REF NO: AGR 25/2022**

SALARY : R321 543 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma (or equivalent qualification) in Veterinary Technology; Registration as a Veterinary Technologist with South Africa Veterinary Council (upload a copy of your SAVC registration certificate to the application as well as proof of payment of the latest registration fees); A valid (code B or higher) driving licence. Recommendation: Working knowledge of the Laboratory Information Management system (LIMS). Competencies: Knowledge of the following: Basic serological techniques; Reagent preparation; Quality control ISO 17025 accreditation; Government provisioning system; Relevant legislation and policies; Skills needed: Proven computer literacy (MS Word, MS Excel, MS PowerPoint and LIMS); Written and verbal communication; Ability to: Work independently and in a team; Accurately and precisely; Good professional conduct.

DUTIES : Ensure diagnostic serology, registration, preparation and processing of samples for analysis and performing analyses, as well as media preparation and quality control; Relief duty in other laboratory sections as required; Maintaining a laboratory management system in the section according to ISO 17025; Capturing of results in the Laboratory Information Management system (LIMS); Administration: Maintenance of laboratory registers and statistics; Procurement of laboratory requirements; Stock control; Liaison with other veterinary technologists, veterinarians and the clients of the laboratory.

ENQUIRIES : Dr K Harris at Tel No: (021) 808 7538

POST 15/223 : **VETERINARY PUBLIC HEALTH OFFICER (WORCESTER) REF NO: AGR 26/2022**

SALARY : R321 543 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B Degree) in Environmental Health/Animal Health or Veterinary Public Health; A minimum of 1 year relevant experience; A valid code B (or higher) driving licence. Recommendation: A valid registration with Health Professions Council of South Africa; Experience in the following: Abattoir, monitoring and control of meat safety in abattoirs; Abattoir auditing and responsible for multiple abattoirs on a regional level. Competencies: In depth knowledge of the following: Animal disease and their control; Epidemiological principles and methods; Farming practices in the Western Cape Province; Meat Safety Act, 200 (Act 40 of 200) and the regulations and policy pertaining to this act; Animal Health Act, 1984 (Act 35 of 1984); Auditing of food establishment; Pathology; Administrative procedures; Skills in the following: Proven Communication (written and verbal); Computer literacy in MS Office packages; Planning and organisation; Analytical; Interpersonal; Relating and networking; Complex writing and reporting; Analysing; applying expertise and technology; Learning and researching; Ability to work independently.

DUTIES : Ensure meat hygiene and food safety by: Monitoring and inspecting export products/animals and accompanying documentation to ensure adherence to international standards; Execute law enforcement in accordance with Meat Safety act at abattoirs and sterilization plants. Ensure legislative compliance through awareness campaigns, extension practices and law enforcement; Advising public regarding informal slaughtering and exemptions; Determine slaughtering needs of communities and make recommendations; Ensure compliance with legislation, national and international export requirements by auditing of exports facilities for compliance; Monitoring of harvesting procedures; Collection of samples for surveillance of identified projects of disease in animal and animal products.

ENQUIRIES : Dr M.J. Wolhuter at Tel No: (021) 808 7606

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 16 May 2022
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 15/224** : **ADMINISTRATIVE OFFICER: WEST COAST REF NO: CAS 05/2022**
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 2 years library work experience; A valid (Code B or higher) driving licence. NB. People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Basic finance and human resource management; Training facilitation; The following skills: Administrative, report writing and proven computer literacy; Presentation, written and verbal communication.
- DUTIES** : Responsible for co-ordinating and distribution of information in the control area; Controlling and accumulating the monthly, quarterly and annual statistics of all regions in West Coast Control Area; Liaise with regional staff, public libraries and local authorities; Assist the assistant director in organising training courses and other meetings; Perform administrative functions; Responsible for correspondence of assistant director; Open correspondence files and keeping filing system up to date.
- ENQUIRIES** : Ms R Mouton at Tel No: (044) 814 1481

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 16 May 2022
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 15/225** : **ADMINISTRATION CLERK: OFFICE OF THE HEAD OF DEPARTMENT REF NO: DEDAT 04/2022**
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: A valid (Code B or higher) driving licence. Competencies: A good understanding of the following: Administrative working environment; Clerical practices as well

as the ability to capture data, operate a computer and collecting statistics; Administrative working environment; Basic Accounting systems (BAS); Departmental Financial Management and Human Resource Delegations and Supplier Data Bases; Provincial procurement processes; Business and organisational structure of the department; Basic departmental/provincial financial systems and procedures; Skills needed: Ability to work independently and as part of a team; Communication (written and verbal); Interpersonal; Ability to work under pressure and problem solve issues; Understanding of meeting protocol; Ability to coordinate high level inquiries and responses; High level of professionalism and comprehension of confidentiality.

- DUTIES** : Liaise with internal and external stakeholders in relation to enquiries received; Provide general procurement coordination; Responsible for maintaining an electronic (MyContent) system; Coordinate and render support pertaining to administrative matters; Support the planning and coordinating of strategic engagements, forums and workshops (both internal and external); Keep record of all incoming and outgoing documents on a database; Facilitation of traveling arrangements and relevant basic accounting system and subsistence and travel claims.
- ENQUIRIES** : Ms C Titus at Tel No: (021) 483 4842

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 15/226** : **HEAD CLINICAL UNIT: GRADE 1 (MEDICAL: DERMATOLOGY)**
- SALARY** : R1 754 739 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Dermatology. Registration with a professional body: Registration with the HPCSA as Medical Specialist in Dermatology. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Dermatology. Competencies (knowledge/skills): Sound knowledge of Dermatology theory and practice. Relevant statutory frameworks, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines. Clinical service delivery in dermatology clinics and medical wards. Administrative, clinical, research and financial management relevant for an academic division. Experience as a Dermatologist in an academic unit will be an advantage.
- DUTIES** : Provide leadership to the Division of Dermatology and manage its staff, resources and performance, inspiring innovation and manage an effective and efficient service to patients. Participate as an active clinician, participating within the Department of Medicine and working closely with hospital management. Deliver effective and efficient administration of the Division of Dermatology. Ensure the rational use of resources (including laboratory investigations, medication, consumables, and equipment). Plan and partake in the training of staff including registrars, medical officers, community service MO's, interns and UCT medical students. Conduct and supervise research.
- ENQUIRIES** : Prof N Ntusi Tel No: (021) 406-6200; Email address: ntobeko.ntusi@uct.ac.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.
- CLOSING DATE** : 16 May 2022
- POST 15/227** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (NEUROLOGY)**
- SALARY** : Grade 1: R1 122 630 per annum

		Grade 2: R1 283 592 per annum Grade 3: R1 489 665 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Neurology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Neurology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Neurology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Neurology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Neurology. Competencies (knowledge/skills): Excellent knowledge and skills in clinical neurology. Excellent knowledge and skills in clinical neurophysiology (EEG, long-term video EEG, NCS and EMG, etc.) Excellent interpersonal, communication, teaching and mentoring skills, Skills in crisis management and conflict resolution. Clinical and/or basic neuroscience research.
<u>DUTIES</u>	:	Render an effective and cost-efficient clinical neurology and neurophysiological service. Render an effective and cost-effective neurophysiological service to patients, particularly with respect to EEG and long-term video-EEG monitoring. Provide effective clinical and neurophysiological teaching to career neurology registrars. Supervise and mentor career neurology registrars and clinical neurology fellows. Undertake neuroscience research including the setting up neurology-related registries and databases. Supervise and mentor MMed and/or MSc graduate students. Teach and examine undergraduate medical students.
<u>ENQUIRIES</u>	:	Mr LM Tucker Tel No: (021) 4043-209/3197/3198, Email: lawrence.tucker@uct.ac.za
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 'Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).'
<u>CLOSING DATE</u>	:	16 May 2022
<u>POST 15/228</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGER (INFORMATION MANAGEMENT, PATIENT FEES AND ADMINISTRATION)</u>
<u>SALARY</u>	:	R744 255 per annum, (A portion of the package can structure according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Information Management and Finance related field (NQF level 6/7). Experience: Extensive experience in Information Management, Patient Fees and Admin with extensive experience in a supervisory capacity. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Problem solving, lateral thinking and data analytic skills. Good communication, training, presentation, interpersonal relationships, exceptional leadership and conflict resolution skills. Advanced computer proficiency with extensive knowledge of cost centre management and source systems such as AR BILLING, CLINICOM, BAS, SYSPRO, JAC, HECTIS etc. Extensive knowledge and understanding of the healthcare environment and the relevant legislation and regulations within Information Management, Patient Fees and Admin.
<u>DUTIES</u>	:	Provide effective and efficient leadership and support to Information Management, Patient Fees and Administration sections in the Finance

Directorate, to enable the achievement of specific goals, objectives and targets and to ensure compliance to all policies, regulations, prescripts and instructions by providing guidance with interpretation and application. Utilize available technology to meet the requirement of an ever-changing healthcare environment. Ensure that the patient administration and billing systems are utilized correctly to ensure compliance and to implement appropriate strategies to reach collections targets. Liaise with auditors (external and internal) and respond to audit queries. Must adhere to the requirements of the different levels of reporting i.e. Provincial and National levels. Manage the performance, training and development of staff in the information management, Patient Fees and admin department. Manage the production of relevant, timeous and accurate operational reports.

ENQUIRIES : Ms A Bezuidenhout Tel No: (021) 404-3248
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 May 2022

POST 15/229 : **OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)**

SALARY : R571 242 (PN-B3) per annum
CENTRE : Groote Schuur Hospital, Observatory
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 Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in in Medical and Surgical Nursing Science: Critical Care Nursing Science: Trauma/Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the speciality after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing Science: Trauma/Emergency. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Leadership and the principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Extensive knowledge in Trauma and Emergency Nursing Science. And knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including communication and computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).

DUTIES : Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Participate and encourage nursing research and collate, interpret, provide and use relevant information for the enhancement of quality service delivery.

ENQUIRIES : Mr A Mohamed Tel No: (021) 404-2074
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 May 2022

POST 15/230 : **CHIEF DIAGNOSTIC RADIOGRAPHER: GRADE 1**

SALARY : Grade 1: R473 112 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a

Radiographer (Nuclear Medicine). Registration with a professional council: Registration with the HPCSA as a Radiographer (Independent Practice) Nuclear Medicine. Experience: A minimum of 3 years' appropriate experience as a Radiographer (Nuclear Medicine) after registration with the HPCSA. Inherent requirement of the job: Must be able to manage and supervise a subsection of the department with knowledge, experience, and skills in general imaging, positron emission tomography, in vitro techniques, theranostics and PACS. Must be able to do on call duty as required. Competencies (knowledge/skills): Sound knowledge of radiation protection, quality assurance and equipment safety pertaining to Nuclear Medicine. Computer literate and communicate in at least two of the three official languages of the Western Cape (written and verbal). Knowledge of Patient Archiving and Communication Systems with good administrative, supervisory, and managerial skills.

DUTIES : Be responsible for the control, supervision, delegation, and co-ordination of activities in the department and the delivery of a professional service to patients. Produce diagnostic images of high quality and be responsible for staff and student training in your area. Participate in the management of the cost centre (ordering of radiopharmaceuticals, radioisotopes, and general consumables). Manage radiography, nursing, and support personnel, including performance appraisals. Ensure quality assurance, maintenance of equipment and the purchase, use and care of suitable radiation protection equipment. Participate in middle management and delegated management tasks, including statistic collation and provide support to the Head of department.

ENQUIRIES : Mr G Malan Tel No: (021) 404-4103/4389/6247
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 May 2022

POST 15/231 : **ASSISTANT DIRECTOR: RADIOGRAPHY (NUCLEAR MEDICINE)**

SALARY : R525 087 per annum
CENTRE : Tygerberg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Nuclear Medicine Radiographer. Registration with a professional council: Registration with the HPCSA as a Nuclear Medicine Radiographer. Experience: Minimum of 3 years appropriate experience after registration with the HPCSA as Radiographer in Nuclear Medicine. Inherent requirement of the job: Must be able to work as member of a multidisciplinary team. Must be able to plan and organize HR, technical and budgetary matters. Competencies (knowledge/skills): The candidate must have thorough knowledge of radiographic techniques, radiation protection, quality assurance and equipment safety. The ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills. Good written and verbal communication skills. Strategic planning and organizational skills.

DUTIES : Support HOD to meet objectives of the division. Supervise radiographers re performance and other HR matters. Assist the HOD in managing operational activities in the Division of nursing, administrative, porter, and domestic staff. Work closely with the PET/CT Centre manager to ensure optimal utilisation of radiography personnel across both parts of the Division. Ensure efficient and effective use of departmental budget. Ensure efficient and effective patient care, diagnostic and therapeutic procedures, and safe use of equipment. Actively participate and assist in the implementation and utilisation of an electronic Nuclear Medicine Information System (NMIS). Ensure radiation safety and control for public and staff, in support of the Medical Physicist. Facilitate teaching and training of staff and students. Attend departmental meetings and represent the department at external meetings as required.

ENQUIRIES : Prof J. Warwick (Tel No: 021- 938 4352) / email: jw@sun.ac.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.
CLOSING DATE : 16 May 2022

<u>POST 15/232</u>	:	<u>CHIEF CLINICAL TECHNOLOGIST GRADE 1 (CARDIOLOGY)</u>
<u>SALARY</u>	:	Grade 1: R473 112 per annum
<u>CENTRE</u>	:	Tygerberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Cardiology. Registration with a professional council: Registration with the HPCSA as a Clinical Technologist: Cardiology. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as a Clinical Technologist: Cardiology. Inherent requirement of the job: After-hour's service is compulsory. Competencies (knowledge/skills): Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work within a group at all levels of authority. Ability to work under pressure. Capable of maintaining confidentiality. Good computer skills in MS Word and MS Excel. Accreditation from the British Society of Echocardiography. Knowledge in Procedures of electrophysiology will be advantageous.
<u>DUTIES</u>	:	Quality control. Management of databases. Stock control. Optimal patient care. Equipment management, evaluation, troubleshooting and maintenance. Human resource management. Supervise and perform all diagnostic procedures in Cardiology. Supervise and perform haemodynamic monitoring in Cath lab. Participation in academic programmes and research. Training of staff according to BSE guidelines.
<u>ENQUIRIES</u>	:	Mr J Steyn Tel No: (021) 938 4347
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	16 May 2022
<u>POST 15/233</u>	:	<u>OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R450 939 per annum
<u>CENTRE</u>	:	Eerste River Hospital
<u>REQUIREMENTS</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 a Professional Nurse. Registration with a professional council: Current registration with SANC as a Professional Nurse (Proof of 2022 registration with SANC). Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work overtime, weekends, public holidays and night duty as required. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of three official languages of the Western Cape and a strong sense of confidentiality and trustworthiness. Good managerial, supervisory, negotiation, interpersonal, problem solving, change management, decision making skills, disciplinary and conflict management skills. Good leadership and organizational skills and ability to function under pressure. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Computer literacy (MS Word, Outlook, Excel and PowerPoint).
<u>DUTIES</u>	:	Provide management support, guidance, and direction to personnel under her or his supervision towards the realisation of strategic goals and objectives of the Nursing Division. Effectively manage the utilisation and supervision of physical, human, and financial resources in accordance with legislation and policies. Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Maintain constructive working relationships with nursing personnel and other stakeholders (multidisciplinary teamwork) and coordinate the provision of effective training and research.
<u>ENQUIRIES</u>	:	Ms MM Lumphondo Tel No: (021) 902-8010/57
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	16 May 2022

<u>POST 15/234</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR: GRADE 1 (COMMUNITY BASED SERVICES)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R450 939 (PN-A2) per annum, (plus a non-pensionable rural allowance of 8% of the basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Witzenberg Sub-district Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is inherent requirement of the job, incumbent to maintain registration with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Inherent requirements of the job: Valid Code (B/EB) drivers' licence. Willingness to work overtime if and when required. Must be willing to travel in the district. Competencies (knowledge/skills): 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. Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight related to Infection Prevention and Control. Knowledge of relevant legislation and policy related to IPC within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.
<u>DUTIES</u>	:	Co-ordination, facilitation, and effective management of CBS Expanded Program for CHW and Chronic disease management. Monitor and Evaluation of Services in line with the Service Level Agreement and the District Health Plan. Financial Management of all funding allocated to the CBS program. Human Resource Management of staff allocated to the CBS program and training. Networking/partnerships with other relevant departments, programmes, and external stakeholders.
<u>ENQUIRIES</u>	:	Mr L Wawini Tel No: (023) 316-9600, email: Lulamile.wawini@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	16 May 2022
<u>POST 15/235</u>	:	<u>MEDICAL PHYSICIST: GRADE 1 TO 3 (5/8TH POST)</u>
<u>SALARY</u>	:	Grade 1: R420 078 (5/8th) per annum Grade 2: R475 797 (5/8th) per annum Grade 3: R544 014 (5/8th) per annum
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Registration with the HPCSA as a Medical Physicist. Experience: Grade 1: None after registration with the HPCSA as a Medical Physicist. Grade 2: 8 Years appropriate experience after registration with the HPCSA as a Medical Physicist. Grade 3: 16 Years appropriate after registration with the HPCSA as a Medical Physicist. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic X-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of diagnostic radiology physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation, particularly concerning diagnostic radiology. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Ability to work under pressure and meet deadlines. Potential to develop management skills.
<u>DUTIES</u>	:	Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Divisions of Diagnostic

Radiology and Radiation Oncology. Active participation in the routine execution of clinically related medical physics tasks. Ensure compliance with regulatory compliance. Assistance with equipment tender preparation, evaluation and commissioning. Assistance with the lecturing in the teaching and training programme of the Medical Physics Department. Active participation and assistance with the management of the research and development programme of the Medical Physics Department.

ENQUIRIES : Mr C Trauernicht Tel No: (021) 938-6027, E-mail: cjt@sun.ac.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.
CLOSING DATE : 16 May 2022

POST 15/236 : **SOCIAL WORK SUPERVISOR: GRADE 1**

SALARY : Grade 1: R389 991 per annum
CENTRE : Tygerberg Hospital
REQUIREMENTS : Minimum educational qualification: Degree or Diploma in Social Work. Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker and proof of payment of registration for 2022. Experience: A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Inherent requirement of the job: Valid Code (B/EB) drivers licence. Provide a 24-hour consultation and stand by service on rotational. Relief services. Competencies (knowledge/skills): Supervisory and managerial skills in social work, Ability to communicate effectively on all levels in at least two of the three official languages of the Western Cape. Good administrative, presentation, crisis management, risk management, training multi-disciplinary teamwork. Willingness to develop self and supervisees and the ability to mentor staff. Experience in supervision and consultation of social workers and / or, social work graduate interns/ students.

DUTIES : Provide efficient effective and accountable Social Work supervision consultation and management services Participate in the management of Social Work services and support institutional management structures/ persons Participate in training and development. Mentor and supervise social workers and students. Participate in research. Community outreach and public appearance. Maintain and participate in multi-disciplinary teamwork.

ENQUIRIES : Dr N Frans Tel No: 021 938 4164
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 May 2022

POST 15/237 : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: CLINICAL FACILITATOR): OBSTETRICS AND GYNAECOLOGY**

SALARY : Grade 1: R388 974 (PN B1) per annum
 Grade 2: R478 404 (PN B2) per annum
CENTRE : Tygerberg Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification with duration of at least one year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Ability to function independently as well as part of a multi-disciplinary team. Must be prepared to work shifts, weekends, and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight related to the speciality area. Knowledge of

- relevant legislation and policy related to the Speciality area. 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. Good organisational skills and the ability to function under pressure.
- DUTIES** : Identify and co-ordinate learning opportunities for all nursing and related staff as well as students in the Speciality area. Effective management and utilisation of human and financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development, and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.
- ENQUIRIES** : Ms F Marthinus Tel No: (021) 938-4055
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"
- CLOSING DATE** : 16 May 2022
- POST 15/238** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ONCOLOGY, ORTHOPAEDICS OR OPHTHALMOLOGY) CLINICAL FACILITATOR**
- SALARY** : Grade 1: R388 974 (PN-B1) per annum
Grade 2: R478 404 (PN-B2) per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: A Basic R425 qualification (i.e. diploma/degree in nursing) or an 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 Medical and Surgical Nursing Science: Oncology or Medical and Surgical Nursing Science: Orthopaedics or Medical and Surgical Nursing Science: Ophthalmology. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirement of the job: Perform after-hour and weekend duties for the departments and the hospital. Competencies (knowledge/skills): Extensive knowledge of Acts, policies, protocols, procedures of nursing practices or regimes within the relevant disciplines/ field of specialty units/wards with regards to quality practices. Knowledge of basic and post-basic training programs, computer literacy (Ms Word, Excel, PowerPoint and internet) and presentation skills. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape as well as sound interpersonal skills. Understanding of the control of financial resources and ability to work effectively in a multi-disciplinary team. Ability to promote quality patient centred care through the setting, implementation and monitoring of Standards.
- DUTIES** : Co-ordinate and facilitate learning opportunities for all nursing personnel within the area of responsibility. Provide professional, technical, and educational support for the provision of quality patient care through proper. Manage nursing care programs in the relevant specialty and other clinical environment. Provide and monitor the implementation of policies and programs, regulations, practices, procedures and standards pertaining to nursing care. Ability to identify skills, knowledge and behavioural deficits and formulate and implement appropriate programs. Effective management and utilization of all human, financial and material resources. Promote and participate in research.

<u>ENQUIRIES</u>	:	Mr A Mohamed/ Ms G Jeftha Tel No: (021) 404 2071/2074
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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.
<u>CLOSING DATE</u>	:	16 May 2022
<u>POST 15/239</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: INTENSIVE CARE (ICU) / RENAL UNIT)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R388 974 (PN B1) per annum Grade 2: R478 404 (PN B2) per annum
<u>CENTRE</u>	:	George Hospital
<u>REQUIREMENTS</u>	:	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. A post-basic nursing qualification with a duration of at least 1 year in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of current annual registration with SANC Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Intensive/Critical Care after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health, Western Cape. Leadership towards the realisation of strategic goals and objectives of the Intensive and High Care unit.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Intensive/High Care unit. Render and supervise specialized clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.
<u>ENQUIRIES</u>	:	Ms LK De Goede Tel No: (044) 802-4352
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the 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 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)"
<u>CLOSING DATE</u>	:	16 May 2022

<u>POST 15/240</u>	:	<u>ASSISTANT DIRECTOR: HEALTH SUPPORT (INSPECTORATE)</u> Directorate: Assurance
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	(Head Office, Cape Town)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate health-related qualification (degree/diploma) or equivalent that is registrable with the South African Nursing Council (SANC) and or Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience in Health Science practice, and Health Service Management and appropriate experience in a mental healthcare environment. Inherent requirement of the job: A valid unendorsed (Code B/EB) driver's licence. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Knowledge of and insight into Private Health Establishment Regulations, Ambulance Service Regulations, Mental Health Care legislation, as amended and applicable legislation. An understanding of clinical activities, needs, norms and standards across all types of health services. Leadership qualities with excellent people, technical, conceptual, and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental institutions. Working knowledge of legislation and guidelines relevant to health care, infrastructure and infrastructure design i.e., PN 187, PN 180, NCS, IUSS, OHSC. Demonstrable computer literacy (Microsoft Word, Excel, PowerPoint, Outlook etc.), excellent report writing and presentation skills. Ability to think critically and analytically, function independently and within a team context, possess strong leadership qualities as well as being confident, self-motivated and shows initiative. Sound interpersonal, supervisory, communication and conflict management skills.
<u>DUTIES</u>	:	Conduct health facility inspections and formulate resultant decisions in line with Western Cape (Municipal, Provincial – PN187as amended, PN 180) and National legislation. Effective and efficient communication with all stakeholders and advise health facility management on technical, clinical, and operational aspects relating to corrective steps where facilities do not conform to governing legislation. Review building plans (facility layouts and design in terms of current clinical best practice and legislation). Offer support to the licensing process of Health Establishments in the Province, under the direction of the Deputy Director: Licensing & Inspectorate. Supervise support staff and assist with the management duties of the division. Knowledge of budgeting processes, financial management, the levying, and collection of fees in terms of applicable legislation. Ability to communicate in at least two of the three official languages of the Western Cape.
<u>ENQUIRIES</u>	:	Ms K Jacobs Tel No: (021) 483-3303
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	16 May 2022
<u>POST 15/241</u>	:	<u>COMMUNICATION OFFICER</u> Directorate: Communications
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree or equivalent in Communication, Journalism, Public Relations or Media Studies. Experience: Appropriate experience in a corporate communication environment, public relations or marketing environment. Appropriate internal communication in corporate communications. Inherent requirement of the job: Valid Code (B/EB) driver's licence. Competencies (knowledge/skills): Client management experience. Excellent verbal and written communication skills. Content management for both web and internal communications. Excellent writing and editing skills in English, Afrikaans and or Xhosa. Strong interpersonal skills.
<u>DUTIES</u>	:	Provide Corporate support to Business Units. Responsible for the production of corporate communication. Provide copy writing service to business units and strategic corporate and campaign communication. Align strategic messaging with corporate, campaign and web communication channels.
<u>ENQUIRIES</u>	:	Mr M van der Heever Tel No: (021) 483- 3716

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 May 2022

POST 15/242 : **CLINICAL CODING ASSESSOR**
Directorate: Specialised Services Support (DRGs)

SALARY : R321 543 per annum
CENTRE : (Head Office, Cape Town based at Tygerberg Hospital Office)
REQUIREMENTS : Minimum educational qualification: A health-related three-year National Diploma or Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC) with appropriate experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. ICD-10 Basic and Intermediate level coding certification would be an advantage. Experience: Inherent organisational knowledge and appropriate experience of clinical coding. Appropriate experience in auditing of Diagnostic and Procedural coding in South Africa. Appropriate experience in clinical costing would be an advantage. Inherent requirements of the job: A valid unendorsed (Code B/EB) driver's licence. Willingness to travel on a regular basis away from the workplace to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to interpret and apply financial policies, procedures, and prescripts. Ability to work independently and within a team and able to liaise at a high level. Excellent people, technical and conceptual skills, and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Intermediate computer literacy in Microsoft Office applications (MS Word, Excel, PowerPoint, Outlook).

DUTIES : Perform a compliance and improvement service to ensure Clinical Coding Conventions and SA Coding Standards compliance. Establish, plan, and conduct assessments of institutions. Implement validity checking of all outputs, compilation of reports and provision of feedback to management of the institutions. Support sub-projects linked to eCCR and DRG implementation. Cross training and cross functioning of staff to perform overall DRG unit functions for which in-house training will be provided. Assist in developing and maintaining all coding and capturing tools and coding browsers. Assist Health Department with all new coding systems and tools (ICD-11, ICHI, SNOMED) and various costing exercises. Accessing, preparing, cleaning, DRG allocations and analysing of large datasets from various electronic sources. Administrative activities required for efficient functioning of the DRG unit.

ENQUIRIES : Ms TJ Augustyn Tel No: 021 826 5743, or email: Tamaryn-Jade.Augustyn@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.
CLOSING DATE : 16 May 2022

POST 15/243 : **DRG COSTING SPECIALIST**

SALARY : R321 543 per annum
CENTRE : Sub-Directorate: Diagnosis Related Groups (DRGs)
REQUIREMENTS : Minimum educational qualification: A health-related three-year National Diploma or Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate experience in case management and/or Activity Based Costing in South Africa. Appropriate organizational knowledge and experience of ICD-10 coding. Appropriate experience with using Uniform Patient Fee Schedule or equivalent. Inherent requirements of the job: Valid unendorsed (Code B/EB) driver's licence. Willingness to travel on a regular basis away from workplace to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to interpret and apply financial policies, procedures and prescripts. Ability to work independently and within a team

and able to liaise at a high level. Excellent people, technical and conceptual skills, and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook).

- DUTIES** : Perform costing of admissions and activity-based costing of high volume and high resource services across the Western Cape Province. Perform assessment and costing of audited data through utilization of clinical records, accounts and invoices and capture data utilizing a data capturing tool. Cross function and train across Clinical Coding and Training components to Support sub-projects within Diagnostic Coding, and overall DRG Implementation. Assess service utilization by care coordination to meet the comprehensive health needs of the individual client and to ensure quality and cost-effective outcomes. Professional communication both telephonically and in writing with all role-players. Accurate record keeping and general office and ad-hoc duties.
- ENQUIRIES** : Ms P Fourie Tel No: (021) 826-5745 or E-mail: Priscilla.fourie@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.
- CLOSING DATE** : 16 May 2022

POST 15/244 : **CLINICAL CODING TRAINER (X2 POSTS)**

- SALARY** : R321 543 per annum
- CENTRE** : Head Office, Cape Town based at Tygerberg Hospital Office
- REQUIREMENTS** : Minimum educational qualification: A health-related three-year National Diploma or Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate experience in Training and Development of Training materials. Appropriate knowledge and experience with an e-Learning platform (e.g.Moodle) with roles as Administrator, or Teacher, or Student. Appropriate experience in Clinical Coding Auditing and DRG Costing, would be an advantage. ICD-10 Basic and Intermediate level coding certification an advantage. Inherent requirements of the job: Valid unendorsed (Code B/EB) driver's licence. Willingness to travel on a regular basis away from the workplace to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Written and verbal communication skills in at least two of the three official languages of the Western Cape. Excellent presentation, facilitation and training skills. Ability to interpret and apply financial policies, procedures and prescriptions. Ability to work independently and within a team and able to liaise at a high level. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, PowerPoint, Outlook and Teams).

- DUTIES** : Develop training material, maintain and revise training manuals, presentations, user guides, LMS. Deliver formal training to Clinical and Administrative staff to improve Clinical Coding accuracy and comprehensiveness. Assist Assistant Manager as administrator for clinical coding training on Moodle. Establish the training needs of institutions and plan training sessions. Evaluate training and feedback of training to management of the relevant institution. Support sub-projects linked to eCCR and DRG implementation through cross training and cross functioning to perform overall DRG unit functions including in-house training and induction of new staff. Assist in developing, maintaining all coding, and capturing tools and coding browsers. Accessing, preparing, cleaning, DRG allocation and analysing datasets from various electronic sources. Administrative activities required for efficient functioning of the DRG unit.

- ENQUIRIES** : Ms TJ Augustyn Tel No: (021) 826-5743 or E-mail: Tamaryn-Jade.Augustyn@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.
- CLOSING DATE** : 16 May 2022

POST 15/245 : **SYSTEM CONTROLLER**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R321 543 per annum
CENTRE : Directorate: Forensic Pathology Services, Observatory Forensic Pathology Institute

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National diploma/degree in Information Management/Systems or related qualification. Experience: Appropriate experience in System Administration. Appropriate comprehensive training, working experience and knowledge of Information Management System(s). Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel within Forensic Pathology Facilities and to work overtime. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Good meeting and presentation skills and the ability to liaise between different parties at senior management level. Competency in desktop support. High level computer competency in Microsoft Office Suite.

DUTIES : Manage the Laboratory Information Management System. Support Information and operational management with regard to statistical and/or reporting from the systems. Provide technical support for ICT processes within the Directorate. Train, develop and provide end-user support.

ENQUIRIES : Mr M Vismar Tel No: 061 546 0319
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 May 2022

POST 15/246 : **ARTISAN FOREMAN GRADE A: BUILDING**

SALARY : R308 826 per annum
CENTRE : Based at Bellville Mobile workshop

REQUIREMENTS : Minimum educational qualification: A Trade Test Certificate in a building related trade. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Experience: Five years post qualification experience as an Artisan in the relevant field. Competencies (knowledge/skills): Good communication skills. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Broad knowledge and practical skills in common building trades. General knowledge regarding the requirements of SANS10400.

DUTIES : Produce objects with material and equipment according to job specifications and standards. Repair and servicing of infrastructure and equipment at facilities according to standards and the relevant regulations. Do quality assurance on all maintenance and repair work performed and keep register of all work done and keep control of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Supervise the workshop staff and perform related administrative duties. Assist the Chief Artisan in ordering, procurement and control of maintenance material and equipment.

ENQUIRIES : Mr. JP Louw Tel No: (021) 830-3771
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 May 2022

POST 15/247 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (ROCHESTER HOUSE)**

SALARY : R261 372 per annum
CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Manage a Hostel/Dormitory Residence/Hotel Appropriate experience in Personnel Management. Appropriate experience in Office and Financial administration. Inherent requirements of the job: Willingness to perform standby. Relieve and other related duties. Valid Code B/EB driver's licence. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of Occupational Health

and Safety Act. Knowledge of the Labour Relations Act. Computer literacy (MS Office) and typing proficiency.

DUTIES : Manage the Operations of the Grootte Schuur Hospital staff Residence. Personnel Management, including submission of monthly reports, submission of monthly stats and the maintenance of a hygienic environment at the Residence. Financial administration and follow up on cash payments including reminders on expiry of lease agreements. Respond and resolve all queries and complaints, including repairs and maintenance of the residence. Relieve the duties of Supervisors and Managers within the Facility Management Department and assist with adhoc duties in the department.

ENQUIRIES : Mr F Olivier Tel No: (021) 404-3163

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 16 May 2022

POST 15/248 : **ARTISAN PRODUCTION: GRADE A TO C (PLUMBING)**

SALARY : Grade A: R193 512 per annum
Grade B: R227 943 per annum
Grade C: R266 109 per annum

CENTRE : Grootte Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: An appropriate Trade Test Certificate. 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: A valid vehicle driver's license. Perform standby duties and work overtime when required. Competencies (knowledge/skills) Conversance with the Machinery and Occupational Health and Safety Act. Computer literacy. Proficiency in at least two of the three official languages of the Western Cape. Learn and comply with in-house systems and procedures.

DUTIES : Repair and install systems in the plumbing field. Supervise work schedule for the division and assist in supervising and training of staff. Responsible for the necessary administrative functions of the workshop. Render assistance to Artisan Foreman with regard to all functions (including administrative work) of the division and give feedback to supervisor on service and maintenance issues. Exercise control over tools and materials. Learn and comply with in-house systems and procedures. Attend to emergency breakdowns after hours and stand in when Artisan foreman is off duty.

ENQUIRIES : Mr K Mgcodo Tel No: (021) 404-6251

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 16 May 2022

POST 15/249 : **ARTISAN PRODUCTION GRADE A TO C (FITTER)**

SALARY : Grade A: R193 512 per annum
Grade B: R227 943 per annum
Grade C: R266 109 per annum

CENTRE : Grootte Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate in the Mechanical Fitter field. 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 requirement of the job: A valid vehicle driver's license. Competencies (knowledge/skills): Good communication skills in two of the three official languages of the Western Cape. Conversant with the requirement of the Machinery and Occupational Health and Safety Act. Ability to manage the Mechanical workshop independently and without supervisor. Construction and welding of metal fabricated work. Manufacture metal parts on machine shop lathe as required. Knowledge on Boilers and Heat exchangers.

DUTIES : Perform routine maintenance and repairs to all GSH autoclaves, calorifiers, pumps, Plant rooms, all Mechanical and steam related repairs, and Repairs to Boiler and associated equipment of Boiler house. Complete and return repair requisitions and assist in ordering and controlling the workshop, materials and tools. Liaise with all relevant personnel in ensuring Groote Schuur Hospital is within regulations regarding fitters/mechanical and welders department. It would be required for the officer to learn and comply with in-house systems and procedures. Training of staff and perform standby duties when required.

ENQUIRIES : Mr AK Mgcodo Tel No: (021) 404-6251, Mr E Sithole Tel No: (021) 404-6212

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 16 May 2022

POST 15/250 : **BUILDING MANAGEMENT SYSTEM OPERATOR**

SALARY : R176 310 per annum

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in operation of Building Management Systems (BMS) software. Inherent requirements of the job: A valid vehicle driver's licence. Willingness to work shifts, weekends, public holidays and night duty. Competencies (knowledge/skills): Electrical or Electronic background will be an added advantage. Ability to monitor and acknowledge faults through the BMS software. Ability to carry out general electrical and/or electronic tasks. Ability to perform minor general BMS repairs and maintenance. Ability to communicate in at least two of the three official languages of the Western Cape. Computer Literacy (MS Word, MS Excel, MS Outlook).

DUTIES : Provide effective technical support to the supervisor. Control over service contractors in the division. Keep an up-to-date record of systems and administration functions regarding the BMS functioning, equipment maintenance and evaluation. Manage, monitor and assist with general BMS related tasks. Undertake the input of information in computer applications. Handle BMS machinery and equipment as well as telephonic queries. Assist other departments within the department set-up when it is required.

ENQUIRIES : Mr AK Mgcodo / Mr N Sauls Tel No: (021) 404-6251 / 5055

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 16 May 2022

POST 15/251 : **ADMINISTRATION CLERK: ADMISSIONS**

SALARY : R176 310 per annum (Level 05)

CENTRE : Calitzdorp Clinic / Kannaland Sub-district

REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate administration and data experience. Appropriate experience in capturing and managing of data on PHCIS; Sinjani; tier.net. Competencies (knowledge/skills): Basic knowledge and experience in Office Administration, Financial and Procurement Administration. Good interpersonal, verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MS Office, Word, Excel and PowerPoint).

DUTIES : Effective management of communication, and administration support. Maintenance of effective registry functions. Effective registration of clients. Effective management of appointments and defaulters. Effective data management, capturing and administration. Validation of data and support to end-user.

ENQUIRIES : Ms S Labuschagne Tel No: (028) 551-1010

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 16 May 2022

POST 15/252 : **HANDYMAN**
Cape Winelands Health District

SALARY : R147 459 per annum
CENTRE : Montagu Hospital, Langeberg Sub-district
REQUIREMENTS : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in building, air-conditioning, refrigeration, plumbing, painting, electrical, carpentry, maintenance and repairs. Appropriate experience in workshop related tasks. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to do stand-by duties. Willingness to assist in all facilities in the sub district within the workshop set-up. Willingness to be on standby, work overtime and to work on weekends and public holidays. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to operate industrial machinery and welding tasks. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to handle heavy equipment, heights and narrow spaces.

DUTIES : Assist with the execution of engineering/projects/repairs and internal maintenance in regard of plumbing, carpentry, electrical, glazing and building works. Maintain, repair and cleaning of drains on a regular basis Maintain and repair general kitchen and laundry equipment. Strict adherence to the Occupational health and Safety Act. Assist Artisans in the performance of their duties. Control over tools, equipment and material.

ENQUIRIES : Ms E Volschenk Tel No: (023) 626-8567, Email: Emma.Volschenk@westerncape.gov.za
The Medical Manager: Robertson Hospital, Private Bag X617 Robertson 6705.
Ms T Padiachy

APPLICATIONS FOR ATTENTION :
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 May 2022

POST 15/253 : **HANDYMAN (CARPENTRY)**

SALARY : R147 459 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience and knowledge of carpentry. Inherent requirement of the job: Ability to lift, move and handle heavy power-tools. Competencies (knowledge/skills): Good communication in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active) and work independently as well as in a team. Strict adherence to the Occupational Health and Safety Act.

DUTIES : Assist with the execution of carpentry projects/repairs and maintenance at hospital. Maintain and repair hospital furniture and equipment. Assist Artisans in the performance of their duties. Complete and return repair requisitions and keep record of all repairs and perform the necessary administrative functions. Assist in ordering and controlling the workshop, materials and tools.

ENQUIRIES : Mr K Mgcodo Tel No: (021) 404-6251
APPLICATIONS FOR ATTENTION : Mr MS Benjamin
The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 May 2022

POST 15/254 : **HANDYMAN (ELECTRICAL)**

SALARY : R147 459 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in general electrical work. Inherent requirement of the job: Willingness to perform standby duties and work overtime when required. Competencies (knowledge/skills): Ability to work under pressure. Basic knowledge of electrical/mechanical engineering. Good communication and interpersonal skills. Strict adherence to the Occupational Health and Safety Act.

DUTIES : Electrical repairs and general maintenance of plant, equipment and buildings of the hospital. Maintain plantrooms, plant, equipment and work area in a clean and safe condition. Assist Artisans with maintenance, repairs and installation

projects. Complete and return repair requisitions and further keep record of all repairs. Assist in ordering and controlling the workshop, materials and tools. Train and develop staff. Clean areas where work has been carried out.

ENQUIRIES : Mr AK Mgcodo / Mr CT Blood Tel No: (021) 404-6314 / 6210
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 May 2022

POST 15/255 : **HOUSEKEEPING SUPERVISOR**

SALARY : R147 459 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaning/housekeeping and Catering experience in a creche/childcare centre environment. Inherent requirements of the job: Willingness to perform duties at irregular hours. Willingness to perform overtime duty. Competencies (knowledge/skills): Must have knowledge of how to operate cleaning and catering equipment. Good work ethics, interpersonal, organising and decision-making skills. Must be able to work in a childcare environment and must have the ability to work in a team and independently. Writing and reading skills in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for overall control, organising, performing and co-ordinating of tasks related to linen, waste management, hygiene services, record-keeping, and stock control. To provide a Catering Service to the children at the Childcare Centre. Ensure a safe environment for both staff and the children. Relief according to the needs of the service within the Childcare Centre Coordination of the provision of effective training appropriate to service delivery. Effectively manage the utilization and supervision of resources and contract/agency staff as well related HR matters.

ENQUIRIES : Ms J Stevens Tel No: (021) 404-6194
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 May 2022

POST 15/256 : **TRADESMAN AID**
Cape Winelands Health District

SALARY : R124 434 per annum
CENTRE : Drakenstein Sub-district
REQUIREMENTS : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate tradesman experience in (wood, metal and other materials, plumbing, electrical. Inherent requirements of the job: Ability to do hard physical work. Willingness to travel and work overtime. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and the application of the requirements of the Machinery and Occupational Health and Safety Act. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to use a variety of equipment, tools and machinery.

DUTIES : Assist Artisans perform minor repair and maintenance of buildings, machinery, equipment and apparatus. Perform various basic maintenance duties in the workshop, facilities in Drakenstein Sub District area, plant rooms and on the grounds and clear areas where work has been carried out. Assist with the Maintenance and repair of electrical-, mechanical- and plumbing installations. Maintenance and repairs of all equipment and plant and assist with repairs Maintenance and installation of woodwork and paintwork. Control manages and safekeeping of tools, stock and equipment in the workshop and carrying, loading and off-loading of tools as well as material. Clean workshop and assist with repairs and maintenance functions effectively and provide support to supervisor Identify maintenance and repair needs and ensure that tools and material are available when needed and taken care of.

ENQUIRIES : Ms A Cupido-Jacobs Tel No: (021) 877-6400

APPLICATIONS : The Primary Health Care Manager: Drakenstein Sub-district, Private Bag X3043, Paarl, 7646.
FOR ATTENTION : Ms J Cecils
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 May 2022

POST 15/257 : **GENERAL WORKER STORES (SUPPLY CHAIN MANAGEMENT)**

SALARY : R104 073 per annum
CENTRE : Nelspoort Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate stores experience. Inherent requirements of the job: A valid (Code B/EB) drivers' licence Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Good Interpersonal and communication skills.

DUTIES : Deliver goods to various sections. Deliver store stock to end -users. Assist safe keeping of stock. Stock control/update stock on shelves. General cleaning and sanitize the warehouse. Assist Clerk in the store area. Transport store items from Beaufort West Bulk store. Assist in extra services in the Kitchen and Laundry as needed.

ENQUIRIES : Ms SC James Tel No: (023) 416-1600
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 : 16 May 2022

POST 15/258 : **CLEANER**

SALARY : R104 073 per annum (Level 02)
CENTRE : Riversdale Hospital (Hessequa Sub-district)
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: General housekeeping and cleaning experience. Inherent requirements of the job: Willingness to work shifts, night duty, weekends and working specific shifts as may be required. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to adhere to hygiene standards. Understanding of segregation of household and medical waste. Ability to work in team context. Good interpersonal relationships.

DUTIES : Perform routine cleaning services for the maintenance of high-quality hygiene and tidiness in and around the working environment. Effective utilisation of cleaning materials, equipment and stock to provide a safe environment to prevent safety hazards. Support supervisors and unit functions. Provide general housekeeping and cleaning services. Handling and segregation of household and medical waste.

ENQUIRIES : Mr P. Moolman Tel No: (028) 713-8640/43
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 16 May 2022

DEPARTMENT OF THE PREMIER

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 16 May 2022

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 15/259** : **STATE LAW ADVISOR: LEGAL GOVERNANCE REF NO: DOTP 65/2021 R1**
- SALARY** : LP 7: R774 660 per annum; all-inclusive salary package
LP 8: R912 501 per annum, all-inclusive salary package (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of the Premier, Western Cape Government
LLB-Degree with admission as an Advocate or Attorney; LP 7: A minimum of 5 years' appropriate practical post qualification legal experience; LP 8: A minimum of 9 years' appropriate practical post qualification legal experience. Recommendation: Proven experience in a legal advisory capacity; Proven experience in research methods and computer literacy. Competencies: Good working knowledge of legislation and case law relating to administrative law, procurement law, the law of contract and delict, labour law, interpretation of statutes and other areas of the law applicable to the public sector. Skills needed: Exceptional communication (written and verbal); Well-developed legal research and legal writing; Innovative problem solving; Analytic; Presentation; Ability to work under pressure, meet strict deadlines and be customer and service delivery orientated.
- DUTIES** : Present functional training: Peruse transversal and departmental specific legislation applicable to the Provincial Executive and provincial departments; Identify legal obligations and requirements in terms of the legislation; Furnish pro-active advice, inform departments of the risks involved in non-compliance with same and make recommendations to ensure good governance; Ensure that all Provincial Executive and provincial departments delegations are legally sound; Monitor and evaluate the implementation of legislation and court decisions to ensure that the practical implementation complies with the regulatory framework in an attempt to minimise successful legal action against the Western Cape Government; Assist with compliance in respect of new legislation by analysing same and communicating requirements with departments via workshops, reports and memoranda; Assist with implementation of various pieces of legislation, i.e. Protection of Personal Information Act, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Finance Management Act, and Constitution of the Republic of South Africa.
- ENQUIRIES** : Ms S. Van Aarde at Tel No: (021) 483 8433

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>.
- CLOSING DATE** : 16 May 2022
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and

procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 15/260 : **CHIEF DIRECTOR: POLICY AND STRATEGY INTEGRATION REF NO: TPW 29/2022**

SALARY CENTRE : R1 269 951 per annum (Level 14), all-inclusive salary package
 : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant senior managerial level experience; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Competencies: Knowledge of the following: Applicable policies and procedures; Management principles; Community facilitation; Empowerment (SMME, Broad based BEE, Woman and disability); Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Interpret and apply relevant policies and procedures; problem solving skills; sound budgeting skills; facilitation and presentation skills.

DUTIES : Strategic capability and leadership including Change Management; Translate the vision of the organisation into chief directorate goals; develop and implement strategies; Align programmes and operational support; Participate in the departments strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the directorate against predetermined objectives; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments; Project and Programme Management; Ensure efficient and effective oversight and management for all financial resources and all performance requirements as related to the PFMA and corporate governance; Shape transport in the province through the development of high level policies, strategies and programmes; Shape infrastructure in the province through the development of high level policies, strategies and programmes; Management of human resources and sound labour practices.

ENQUIRIES : Ms. J Gooch at Tel No: (021) 483 2826

POST 15/261 : **DIRECTOR: EDUCATION INFRASTRUCTURE POLICIES STRATEGIES AND SYSTEMS REF NO: TPW 47/2022**

SALARY CENTRE REQUIREMENTS : R1 073 187 per annum (Level 13), all-inclusive salary package
 : Department of Transport and Public Works, Western Cape Government
 : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment; A valid driving licence. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level; Recommendation: Infrastructure Policies Strategies and Systems experience; Professional registration with the applicable council within the built environment. Competencies: Maintain extensive knowledge and sound interpretation of applicable policies and procedures; Knowledge of the following: Management principles; Financial Management and sound budgeting; Employee relations; Empowerment (SMME, Broad-based BEE, Women and Disability); Public Service procedures; Programme and Project Management; Strategic Capability and leadership; People Management, planning and empowerment; Change Management; Programme and Project Management; Skills: Human

Resource planning; Facilitation and presentation skills; Sound Budgeting skills.

DUTIES : Strategic capability and leadership; Change Management; Translate the vision of the department into Directorate goals; Develop and implement strategies; Participate in the strategic planning process; Ensure compliance is monitored with relevant legislation; Evaluate the performance of the directorate; Successfully implement new initiatives and deliver on service delivery; Project and Programme Management; Ensure the efficient and effective oversight and management for all financial resources and all performance requirements as related to the PFMA and good corporate governance; Management of human resources and ensure sound labour practices.

ENQUIRIES : Adv. C Smith at Tel No: (021) 483 0025

OTHER POSTS

POST 15/262 : **CHIEF ENGINEER: STRUCTURE DESIGN REF NO: TPW 40/2022**

SALARY : Grade A: R1 058 469 per annum, all-inclusive salary package, (OSD as prescribed).

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
Engineering Degree (B Eng/ BSc (Eng) or relevant qualification in Civil Engineering; A minimum of six years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving license (Code B or higher). Recommendation: Further studies in the field of engineering focusing on road structures as described in TMH19. Experience in: Policy/Guideline development and implementation, identifying and understanding governance and strategy processes and documentation thereof; Road infrastructure management in the public sector; Research and development of new/existing technologies related to design/construction/implementation of road structures; Proven team management experience (direct or indirect) focusing on dynamic/technical structural design; Mentoring and coaching in the field of Engineering. Competencies: Knowledge of the following: Programme and Project Management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) skills; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership. Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.

DUTIES : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements.

ENQUIRIES : Ms M Hofmeyr at Tel No: (021) 483 3999

POST 15/263 : **QUANTITY SURVEYOR (PRODUCTION LEVEL): METRO EAST/WEST REF NO: TPW 48/2022**

SALARY : Grade A: R628 014 - R676 539 per annum
Grade B: R718 062 - R766 278 per annum
Grade C: R809 634 - R953 715 per annum
(Salary will be determined based on post registration experience as per the OSD prescript)

CENTRE : Department of Transport and Public Works, Western Cape Government

<u>REQUIREMENTS</u>	:	An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a Professional Quantity Surveyor; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Programme and Project Management; Quantity Survey principles and methodologies; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Technical consulting; Networking; Professional judgment; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self management; Financial management; Customer focus and responsiveness; Communication; Proven computer literacy; Planning and organising; Conflict Management; Problem-solving and analysis; People Management; Change management; Innovation.
<u>DUTIES</u>	:	Perform quantity surveying activities on buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding quantity surveying services; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Human capital development: Mentor, train and develop Candidate Quantity Surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development according to council guidelines; Research/literature studies on quantity surveying to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.
<u>ENQUIRIES</u>	:	Mr M Albertyn Tel No: (021) 483 5440
<u>POST 15/264</u>	:	<u>ADMINISTRATOR BRANCH COORDINATOR: ADMINISTRATION AND REPORTING REF NO: TPW 41/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07)
	:	Department of Transport and Public Works, Western Cape Government
	:	Grade 12 (Senior certificate or equivalent qualification); A minimum of 6 years relevant experience. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Modern systems of governance and administration; Latest advances in public management theory and practice; Supply chain duties; Understanding of the legislative framework governing the public service; Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Ability to work independently and as part of a team; Ability to capture data, operate computer and collecting statistics.
<u>DUTIES</u>	:	Coordinate all Human Resource related matters for the branch and liaise with relevant HO component: Facilitate the management of the talent plan; Act as liaison between Transport Control Officer (departmental) and components in branch; Coordinate and facilitate all financial matters between Road Branch and Branch Finance (budget, finance, SCM, losses); Coordinate and facilitate generic admin processes by liaising with relevant stakeholders.
<u>ENQUIRIES</u>	:	Ms L Buys at 082 7307792
<u>POST 15/265</u>	:	<u>ADMINISTRATIVE OFFICER: EPWP COMPLIANCE MONITORING REF NO: TPW 42/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07)
	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 1-year relevant experience; A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies:

		Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices regarding EPWP; Programme/project management, research and planning procedures; Supply Chain and Financial Management; Public Service reporting procedures; Skills in the following: Computer literacy; Written and verbal communication; Data Analysis; Report writing & formulation; Planning and organising; Problem solving; Ability to interpret and apply policy; Financial Management.
<u>DUTIES</u>	:	Provide admin support to Assistant Director and Deputy Director; Compliance with Supply Chain Management prescripts and participate on EPWP SCM Committees; Compliance with PFMA to ensure effective financial management; Ensure that records and documents are appropriately stored; Provide system related support to Provincial Department and municipalities; Liaise with participants through Participant Inductions; Liaise with implementing bodies (organisations, Provincial Departments and Municipalities); Conduct On-Site Verifications and Pre-Audit Assessments with relevant stakeholders; Obtain inputs, collate information and compile complex document reports and presentations; Conduct research on behalf of the Deputy Director; Compile monthly reports to Deputy Director with regard to all programmes and beneficiaries progress in a regional context.
<u>ENQUIRIES</u>	:	Mr J Smit Tel No: (021) 483 8533
<u>POST 15/266</u>	:	<u>CHIEF ACCOUNTING CLERK: EXPENDITURE MANAGEMENT (GMT) REF NO: TPW 44/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07) Department of Transport and Public Works, Western Cape Government Senior Certificate (Grade 12 or equivalent qualification) with Accounting as a passed subject; A minimum of 6 years experience in an expenditure management or similar environment; A valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in Generally Recognised Accounting Practice (GRAP). Competencies: Knowledge of the following: GRAP Directives; PFMA Act; National Treasury Regulations; Provincial Treasury Instructions; Budget Process; Trading Entity; Financial Procedures; Financial Delegations; Financial Instructions; Personnel Management, Disciplinary and Grievance Procedures; Proven computer literacy (MS Office, including Outlook); Oracle Financials; Skills needed: Strong communication (written and verbal) and knowledge sharing; Self-motivated; Must have leadership and supervisory; Must have good problem solving abilities; Ability to work under pressure and to meet stringent/prescribed deadlines.
<u>DUTIES</u>	:	Human Resource Management for the component; Ensure the following: All payment activities are carried out; Petty cash function is properly executed; Document control function is completed; Responsible for the general ledger and budget activities relating to expenditure management; Responsible for the administration of the asset register related activities within expenditure management; Oversee the internal control activities for expenditure management; Responsible for the expenditure activities relating to the strategic plan, annual report, audit and financial reports.
<u>ENQUIRIES</u>	:	Mrs K Proctor-Fourie at Tel No: (021) 467 4792
<u>POST 15/267</u>	:	<u>ADMINISTRATION CLERK: HEALTH INFRASTRUCTURE REF NO: TPW 46/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05) Department of Transport and Public Works, Western Cape Government Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Computer literate. Competencies: A good understanding of the following: Clerical duties and practices; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Meet deadlines; Record keeping; Written and verbal communication; Ability to: Work under pressure; Work independently and in a team; Capture data, computer literacy (MS Word and Excel) and collecting statistics.
<u>DUTIES</u>	:	Render administrative and reception assistance to professional staff regarding filing, GG transport, telephone accounts and invoices; Assist with the ordering and issuing of stationery; Processing of payments; Compiling of claims; Assist with the copying, filing, faxing and scanning of documentation within the

component; Draft and type submissions, default letters, arrange meetings and agendas and taking of minutes and general correspondence; Data capturing; Relieve as secretary; Coordination of training requirements; Making travel arrangements.

ENQUIRIES

: Mr P Williams at Tel No: (021) 483 4573