



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 05 OF 2023

DATE ISSUED 10 FEBRUARY 2023

### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

### AMENDMENTS

: **DEPARTMENT OF DEFENCE:** Post 04/46: Registry Clerk: Production Ref No: SIGFMN/02/04/23/10 was advertised in the Public Service Vacancy Circular. Circular number 04 of 2023 with a closing date of 17 February 2023. Kindly be advised that the salary level must be corrected to (Level 5) with the same closing date of 17 February 2023. **DEPARTMENT OF TOURISM:** Kindly note that the closing date for the following 2 posts Director: Government Information and Technology Management (DT01/2023) and Director: HR Utilisation and Employee Health and Wellness (DT02/2023) which were advertised in Public Service Vacancy Circular 04 dated 03 February 2023 has been amended to 24 February 2023.

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## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

**CLOSING DATE**

: 24 February 2023 at 16:00

**NOTE**

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

**ERRATUM:** The position of Assistant Registrar of Deeds: Mechanisation Office of the Registrar of Deeds: Limpopo with Ref3/2/1/2023/051 and Senior Examiner 3 Posts Office of the Registrar of Deeds: Gauteng (Pretoria Ref

3/2/1/2023/055 and Senior State Accountant Office of the Chief Registrar of Deeds: Gauteng (Pretoria) Ref 3/2/1/2023/058 that was advertised in Public Service Vacancy Circular no 4 of 2023 dated 03 February 2023 Has reference. The Employment Equity is amended for the post of Assistant Registrar of Deeds: Mechanisation Office of the Registrar of Deeds: Limpopo with Ref3/2/1/2023/051 to African, Coloured, Indian, White Males, and African, Coloured, Indian, White Females and Persons with disabilities are encouraged to apply and for the post of Senior Examiner 3 Posts Office of the Registrar of Deeds: Gauteng (Pretoria) Ref 3/2/1/2023/055 African, Coloured, Indian, White Males and Coloured, and Indian Females and Persons with disabilities are encouraged to apply. The post of Senior State Accountant Ref 3/2/1/2023/058 has been withdrawn. The Department apologies for any inconvenience caused.

#### **MANAGEMENT ECHELON**

- POST 05/01** : **DIRECTOR: PROVINCIAL OPERATIONS SUPPORT REF NO: 3/2/1/2023/077**  
Directorate: Provincial Operations Support
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
- CENTRE REQUIREMENTS** : Western Cape (Cape Town)  
Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Public Administration / Business Administration / Public Management (NQF Level 7). Minimum of 5 years' experience at middle / senior managerial level. Job related knowledge: Understanding of corporate governance principle. Ability to implement performance management and monitoring systems. Knowledge of government systems. Job related skills: Ability to communicate effectively across a wide spectrum. A thorough understanding and practical experience of project management. Analytical and problem-solving skills. Facilitation and coordination skills and experience. Experience in implementation of goals / plans including monitoring, tracking and reporting status toward goal completion. Excellent analytical and problem-solving skills. Ability to think conceptually when analysing data and designing concept to modify corporate policies, procedures and processes. Presentation skills: comfortable creating and communicating compelling arguments for modifying a course of action. Computer literacy. A valid driver's licence. Willingness to travel. Ability to work under pressure and long hours.
- DUTIES** : Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Office through the Corporate Governance Framework. Facilitate the issuing of Planning Framework by the Directorate Strategic Planning for all Provincial Offices planning process. Analyse the District Integrated Operational Plans and ensure alignment with the DALRRD Annual Performance Plan (APP). Analyse Provincial Integrated Operational Plans and ensure alignment to the District Operational Plans. Ensure approval (signing off) of all Districts and Provincial Integrated Operational Plans. Lead the development and implementation of consistent corporate performance monitoring and evaluation to focus on the delivery of Provincial Office Annual Performance Plan outcomes. Manage and implement evaluation and research frameworks. Monitor the initiating and conducting research and evaluation. Coordinate the integration of all monitoring and evaluation systems within the Province. Manage reporting instruments and tools on monitoring and evaluation. Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. Monitor monthly and provide written reports on the functionality of Provincial Governance Structures. Randomly attend the Provincial Governance Structures as part of monitoring functionality. Provide professional advice and support to the Chief Director: Provincial Office in community participation, community planning, corporate and operational planning, program performance reporting, corporate project, policy, strategy and infrastructure development and implementation, and corporate governance development and implementation. Provide quarterly

reports identifying performance risks and recommending intervention plans and improvement for operational efficiency and performance improvements. Prepare bi-annual integrated operational plan performance reports clearly identifying trends, areas requiring policy and systems improvements. Provide professional advice as when the need arise and especially when risks are identified. Provide assistance with the initiation, management, coordination and the implementation of strategic corporate projects. Integrate strategic, operational and performance management functions, frameworks and systems, including recommendations for strategic resource allocation at Provincial level. Provide assistance to Chief Director: Provincial Coordination to initiate and coordinate the implementation of strategic corporate (cross-provincial service centres) projects to improve the Provincial Office ability to meet strategic outcomes and service delivery objectives exercising appropriate discretion to achieve required outcomes. Monitor the performance of the identified DALRRD key programmes and facilitate sharing of best practices and lessons learnt by Provinces through the existing Departmental governance structures. Monitor implementation of Standard Operating Procedures in implementation of the Department key programmes (obtain reports from Directors, analyse and produce bi-monthly reports). Establish and maintain internal and external networks to monitor trends and best practice in corporate governance. Identify institutions that will be part of the networks for the DALRRD and have a report approved by the Chief Director and facilitate development of relationships and networks with those institutions. Ensure the maintenance of these networks and ongoing relationships. Benchmark with the identified institutions so as to get best practices and learn lessons from these institutions once a year. Develop a report on proposed continuous improvement. Develop integrated operational plans performance reporting system. Monitor all Provincial performance against the approved integrated operational plans monthly. Request and get monthly reports from Director's. Analyse the reports (performance reported against plans, reasons for variance and proposed intervention plans). Consolidate monthly the Provincial Performance to one (1) Integrated Operational Plan performance plan.

**ENQUIRIES**  
**APPLICATIONS**

: Mr L Mbekeni Tel No: (021) 409 0500  
: Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.

**OTHER POSTS**

**POST 05/02**

: **CHIEF ENGINEER (GRADE A – B) (OSD) REF NO: 3/2/1/2023/078 (X2 POSTS)**  
: Directorate: Infrastructure Support  
: (12 Month Contract)

**SALARY**

: R1 090 224 – R2 068 053 per annum, (Salary will be in accordance with Occupation Specific Dispensation (OSD) requirements)

**CENTRE**  
**REQUIREMENTS**

: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate and Engineering degree (B Eng / BSC (Eng) or relevant qualification. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. Minimum of 6 year's post qualification experience required as a registered Professional Engineer. Job related knowledge: Agricultural Infrastructure design and construction. Project management systems. Engineering operational communication (teams and service providers). Computer-aided engineering applications (Auto-CAD). Knowledge of legal compliance. Technical report writing. Creating high performance culture (project planning). Programme and project management (Agriculture Infrastructure projects). Engineering, legal and operational experience (Agricultural Infrastructure). Process knowledge and skills (Agricultural Infrastructure). Maintenance skills and knowledge (Agricultural Infrastructure projects). Mobile equipment operating skills (surveying and data gathering). Engineering design and analysis knowledge (Agricultural Infrastructure). Research and development (Agricultural Infrastructure). Technical Consulting (Service providers and provinces). Engineering professional judgement. Job related skills: Literacy skills. Computer skills. Planning and organising skills. Communication skills (verbal and written). Willingness to work extended hours and to travel. A valid driver's licence.

- DUTIES** : Development of national agricultural infrastructure engineering norms, standards, guidelines and best practices. Draft norms and standards with provinces. Peer review norms and standards with provinces. Norms and standards approved. Monitor and evaluate application of norms and standards. Manage engineering design and analyse effectiveness thereof. Perform final review and approval on engineering and design. Coordinate design efforts and coordination across disciplines. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Monitor maintenance efficiencies for attainment of organisational goals, i.e. construction of Foot-and-mouth disease (FMD) border fence, drilling of boreholes and maintenance of Conservation areas. Coordinate and manage engineering projects and programmes. Oversee and / execute project planning and liaison with role players. Oversee budget planning and control. Oversee the establishment and management of project teams. Oversee construction and on-going monitoring and evaluation. Responsible for final sign off. Ensure adherence for professional engineering regulations and procedures. Provide area wide project planning support to provinces on engineering matters. Prioritise requests received for services. Identify other disciplines involved. Develop appropriate solution with other disciplines. Provide detailed solution to client. Monitor implementation of solution. Ensure good governance. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practises and organisational requirements. Provide technical consulting services for the operation on engineering related matters. Manage and implement knowledge sharing initiatives and monitor the exchange and protection of information between operations and individuals. Manage financial resources. Ensure the availability and management of funds. Manage the operational capital project portfolio for operations. Manage the commercial value-add of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure adherence organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage Human Resources. Manage the development, motivation and utilization of human resources. Performance management and development.
- ENQUIRIES** : Mr K Motebejane Tel No: (012) 846 8501 / 02
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 05/03** : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: 3/2/1/2023/075**  
Directorate: Logistics and Asset Management
- SALARY** : R766 584 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Logistics / Financial Management / Accounting / Commerce. Minimum of 3 years' experience at a junior management level in Asset Management. Job related knowledge: Public Finance Management Act (PFMA), Supply Chain Management Framework, Treasury Regulations, Broad Based Black Economic Empowerment (BBBEE), Logistics Information Systems (LOGIS), Basic Accounting System (BAS), Asset Register System (BAUD). Job related skills: Leadership skills, Communication skills (verbal and written), Report writing skills, Financial management skills, Interpersonal skills, Management skills, Computer Literacy, Project management skills. A valid driver's licence.
- DUTIES** : Manage asset verification / spot checks. Develop action and asset verification plans and logistics for the process. Ensure stakeholder buy-in with all relevant offices regarding the visits to monitor compliance. Analyse variance reports and effect relevant changes. Conduct follow ups with regard to unverified assets and escalate issues to senior management. Ensure that assets procured are barcoded and captured in the departmental asset register. Provide support to client's offices. Provide assistance with regards to asset

management matters. Handle queries. Communicate all asset related matters to Asset Controllers. Manage the disposal process. Manage and coordinate the transfer and movement of departmental assets. Ensure the appointment of an auctioneer service in the Department. Ensure the disposed / lost / theft and damaged assets are retired in the Asset Register (BAUD). Report and manage financial information. Request BAS reports and BAUD registers and perform reconciliation. Monitor and check the correctness and accuracy of the departmental asset register reports. Collate and consolidate financial information from relevant stakeholders. Ensure that journals are processed to amend misclassifications. Compile and report on asset information in the Financial Statements. Communicate with National Treasury and the Office of the Auditor General on departmental transfers in terms of Section 42 of the PFMA. Handle audit queries and findings.

- ENQUIRIES** :
- APPLICATIONS** :
- Ms FN Masanabo Tel No: (012) 312 8769
- Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
- NOTE** :
- African, Coloured, Indian Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 05/04** :
- DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: 3/2/1/2023/076**  
Directorate: Financial Accounting
- SALARY** :
- R766 584 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** :
- Gauteng (Pretoria)
- REQUIREMENTS** :
- Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Accounting / Cost and Management Accounting / Financial Management / Financial Accounting / Commerce. Minimum of 3 years' junior management experience in the financial accounting environment. Job related knowledge: Public Finance Management Act (PFMA), Treasury Regulations and its prescripts. Departmental policies and procedure. Financial systems. Computer accounting software. Knowledge of Financial Accounting Systems. Generally Accepted Accounting Principles (GAAP). Job related skills: Financial systems and procedures, financial principles and regulations of government. Project Management skills. Team management skills. Interpersonal skills. Budget forecasting skills. Computer literacy. Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication Skills (verbal and written). Conflict management and resolution. People management and empowerment. Client orientation and customer focus. Leadership and supervisory skills. A valid driver's licence.
- DUTIES** :
- Manage, oversee, plan and develop financial reports and statements. Prepare and manage training plan for Annual Financial Statements (AFS) / Interim Financial Statements (IFS) and train line function and other finance officials for financial reporting inputs. Liaising with line function and the finance officials to obtain accurate, complete and reliable inputs for financial reporting purposes within set timeframes. Liaise with National Treasury regarding any information required for financial reporting purposes. Verify compliance as prescribed by National Treasury and capture inputs on working papers and agree with the template. Preparation, compilation and interpretation of Interim and Annual Financial Statements. Submit AFS / IFS to National Treasury and Auditor General of South Africa in strict compliance with the PFMA and other prescripts. Manage the administration banking services and cash flow functions. Manage the Standard Bank and ABSA accounts and the administrative duties. Manage the Paymaster General (PMG) accounts and the administrative duties. Manage the reconciliation of the various accounts. Manage the forecast of cash flow requirements based on commitment and previous expenditure patterns and the monthly requests for funds. Manage the submission of the compliance certificates and bank reconciliation to National Treasury. Manage the revenue collection functions and compilation of departmental tariffs. Manage the administrative functions of the revenue section. Manage and oversee revenue collection. Reconcile revenue collected. Approve refunding of incorrect payments received. Oversee training and appointment of cashiers. Oversee the clearing of ledger accounts. Oversee the compilation of the monthly reports: Revenue 42, In-Year Monitoring (IYM),

Consolidated revenue reports and inputs provided for the revenue budget. Approve timeous payments to the National Revenue Fund (NRF). Manage the compilation of the Tariff Book. Obtain inputs from line directorates on the formulae and calculation of tariffs. Advise and assist line Directorate on the compilation of tariff structures and use of formulas. Compile and obtain approval for annual submission to National Treasury and the Minister. Oversee the compilation, print and distribution of Tariff Book. Oversee the correction of expenditure allocations and the timeous closing on BAS of month-and year-ends. Scrutinize Trial Balance and monitor clearing of expense account on a weekly basis. Communicate with relevant officials on a weekly basis regarding uncleared expense accounts. Ensure the monthly progress meetings are held and monthly compliance file is submitted to the supervisor. Manage consolidated repots on suspense accounts, compile and submit compliance certificate to National Treasury. Manage the resources of sub directorate (Physical and Human). Ensure capacity and development of employees. Manage discipline. Monitor and ensure proper utilization of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees.

**ENQUIRIES  
APPLICATIONS**

: Ms SH Sambo Tel No: (012) 319 6780  
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

**NOTE**

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

**POST 05/05**

: **DEPUTY DIRECTOR: DEBT MANAGEMENT REF NO: 3/2/1/2023/086**  
 Directorate: Financial Accounting

**SALARY**

: R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)

**CENTRE  
REQUIREMENTS**

: Gauteng (Pretoria)  
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Accounting / Cost and Management Accounting / Financial Management / Financial Accounting / Accounting Sciences / Auditing / Commerce. Minimum of 3 years' junior management experience in the financial accounting environment. Job related knowledge: Policies, procedures and prescripts. Financial systems including Basic Accounting System (BAS) and Logistical Information System (LOGIS). Public Finance Management Act (PFMA), Treasury Regulations. Procurement procedures. Job related skills: Supervision skills. Communication skills (verbal and written). Interpersonal relations skills. Planning and Organising skills. A valid driver's licence.

**DUTIES**

: Manage the debts of the Department. Plan, manage, co-ordinate, control, monitor and evaluate recovery plan on Staff Debtors, Trade Debtors and State Land Lease Debtors. Verify, check and compile reports (inclusive of monthly, interim and annual financial statements inputs, operational plan, In-Year Monitoring (IYM) inputs), and memorandums. Maintaining policies, procedures and frameworks Trade Debtors and State Land Lease Debtors Staff Debtors, Trade Debtors and State Land Lease Debtors. Draft and maintain circulars and procedures. Provide status of all debtors Staff Debtors, Trade Debtors and State Land Lease Debtors. Ensure the proper maintenance of all Staff Debtors, Trade Debtors and State Land Lease Debtors records. Manage execution of decisions and make recommendations. Ensure that all Staff Debtors, Trade Debtors and State Land Lease Debtors of the Department are accounted for in the financial account of the Department. Oversee the verification of daily bank reconciliation. Manage repayment agreements. Manage the credit payments. Attend to audit and other queries. Manage losses and claims. Manage recovery process of all debt due to Department. Manage claims in insolvent and deceased estates. Manage, analyse and make decision on the right offs and closing of files. Ensure the proper compilation of deeds documentations. Manage the administrative processes and compliance on revenue. Plan, manage, co-ordinate, control and monitor and evaluate and report on revenue collection activities. Evaluate and advise on findings and submission in respect of revenue collection for debt processes. Attend to audit and other queries. Ensure the spot checking of files for correctness and completeness. Manage the resources of sub directorate (Physical, Human and Financial). Monitor and



ensure proper utilization of equipment and reporting thereof. Ensure that all staff sign performance agreements. Review, evaluate and monitor performance and appraisal of employees. Develop and implement personal development plans. Ensure capacity and development of staff. Manage discipline.

**ENQUIRIES  
APPLICATIONS**

: Ms SH Sambo Tel No: (012) 319 6780  
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

**NOTE**

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

**POST 05/06**

: **SENIOR AGRICULTURAL ECONOMIST REF NO: 3/2/1/2023/073**  
Directorate: Marketing

**SALARY  
CENTRE  
REQUIREMENTS**

: R491 403 per annum (Level 10)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate and a 4-year Bachelor's Degree in Agricultural Economics or 3 year Bachelor's Degree plus Honours in Agricultural Economics. Minimum of 3 years' supervisory experience in Agricultural Economics Environment. Job related knowledge: Practical knowledge and understanding of the Agricultural Marketing Strategy for the Republic of South Africa. Knowledge of agricultural marketing related legislation. Knowledge of agricultural marketing, agricultural marketing capacity building and marketing information systems. Job related skills: Planning and Organising. Communication skills (verbal and written). Presentation skills. Innovative skills. Ability to work independently, with minimum supervision and under pressure. Willingness to travel extensively. A valid driver's licence.

**DUTIES**

: Manage Projects related to development, implementation and evaluation of Agricultural Marketing Capacity Programme. Conduct research on the agricultural marketing capacity building needs for smallholder producers. Contribute to the implementation of relevant pillars of the Agricultural Markets Strategy for the Republic of South Africa. Conduct surveys for the collection of data from producers, collaboration with various stakeholders such as commodity associations and farmer support officials at the Provincial and local level. Develop agricultural marketing needs assessment reports and provide advice to the Department regarding the status of agricultural marketing capacity development in the country. Conduct agricultural marketing needs assessments and develop agricultural marketing capacity building manuals. Undertake capacity needs assessment among smallholder producers in collaboration with Commodity Associations, Provincial departments, Provincial Shared Service Centres (PSSC's) and other stakeholders. Identify suitable capacity development programme in the sector to address the needs and / or facilitate development of demand-driven agricultural marketing capacity development programme. Development of marketing capacity building manuals in the line with the agreed standards. Facilitate editing, design, layout and production of the manuals. Implement agricultural marketing capacity building programme among smallholder producers and other interested stakeholders. Organise and facilitate Agricultural Marketing Capacity Building workshops based on the identified needs. Identify beneficiaries of the Marketing Capacity Building Programme in collaboration with provincial departments, commodity associations and other role-players. Develop training schedule in collaboration with provincial departments, commodity associations and other role-players. Create and update database of producers who completed the agricultural marketing capacity building programme. Make contributions to the agricultural marketing webinars, information sessions and other relevant events. Management of stakeholders to ensure successful and collaborative implementation of the capacity building programme. Evaluate agricultural marketing capacity building programme and develop progress reports on the implementation of Capacity Building Program. Conduct post workshop evaluations. Conduct qualitative and quantitative analysis of the workshop undertaken. Develop regular reports on agricultural marketing capacity building and resent the findings to management and other forums. Management of records related to the capacity building programme.

- ENQUIRIES APPLICATIONS** : Mr D. Mosese.Tel No: (012) 319 8080  
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 05/07** : **ASSISTANT DIRECTOR: (GRIEVANCE AND DISPUTES) REF NO: 3/2/1/2023/071**  
 Directorate: Employees Relations
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
 : Gauteng (Pretoria)  
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Labour Relations / Labour Law / Human Resource Management. Minimum of 3 years supervisory experience in labour relations environment. Job related knowledge: Experience and knowledge of the following legislations: Labour and Employment Legislation. Public Service Regulations. Job related skills: Communication skills (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation skills. Negotiation and conflict resolution skills. Customer focus. Computer literacy. A valid driver's licence. Willingness to work irregular hours and to travel.
- DUTIES** : Facilitate the prompt finalisation and resolution of grievances and disputes. Monitor implementation and adherence of prescripts governing grievances. Facilitate grievance cases and ensure that they are dealt within 30 / 45 working days / agreed upon time frames. Ensure effective advice towards the resolution of grievances. Ensure prompt referral of grievances to the Executive Authority (EA) and Public Service Commission (PSC) when necessary. Ensure and monitor the implementation of grievances. Identify cases that need to be dealt with by legal services or external service providers / counsel. Proper preparation and presentation of cases. Obtain mandate and / or negotiate settlement agreements to resolve disputes where applicable. Represent the Department at conciliation and arbitration. Manage prompt finalisation and resolution of misconduct cases. Opening and filling of misconduct files. Facilitate finalisation of disciplinary cases and ensure that they are finalised within 90 calendar days. Investigate and produce quality reports. Ensure the implementation of the outcome of formal and informal disciplinary process. Supervise, monitor and ensure the implementation of the outcome of formal and informal disciplinary processes. Provide efficient and effective advice on disciplinary matters. Capture cases on Personnel and Salary Administration (PERSAL). Draft quarterly reports and memorandums to the Department of Public Service and Administration (DPSA), PSC and internally monthly reports. Manage an effective labour relations reporting system for allocated cases. Timely submission of monthly statistics. Assist in compilation of quarterly, annual and ad hoc reports. Monitor and capture all grievance cases in PERSAL. Facilitate capacity building programs. Provide and facilitate training to business unit on request. Advise employees daily. Assist in collective bargaining process and labour relations reporting systems. Provide assistance with the preparations for the Departmental Bargaining Council (DBC) meetings as requested. Attend policy consultation meetings as requested. Attend to any industrial unrest that occurs in areas of responsibility. Promote and enforce cordial relationship with shop stewards in area of responsibility.
- ENQUIRIES APPLICATIONS** : Ms M Sebela Tel No: (012) 319 6891  
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White Males and Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 05/08** : **ASSISTANT DIRECTOR: (TRANSFORMATION STRATEGIES REF NO: 3/2/1/2023/084)**  
Directorate: Diversity Management and Transformation Strategies

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resource Management / Public Management / Public Administration. Minimum of 3 years of experience at supervisory level in Transformation Management environment. Job related knowledge: Practical knowledge of transformation initiatives of government. Practical research skills. Practical implementation knowledge of relevant acts and policies. Ability to generate a statistical report. Job related skills: Computer literacy. Interpersonal skills. Communication skills (verbal and written). Organisational skills. Project management skills. Conflict management skills. Financial management skills. A valid driver's licence.

**DUTIES** : Monitor the implementation of the Employment Equity Plan. Monitor Employment Equity Plan quarterly and render advice to stakeholders. Compile and submit employment equity reports to stakeholders. Compile and submit quarterly and annual Employment Equity reports to all stakeholders (e.g. Management, Department of Labour etc.) Provide advice and administrative support to the Departmental Employment Equity Forums. Provide advice and render administrative support to all Employment Equity Consultative Forums and to ensure proper consultation on transformation issues. Advise senior managers on implementation of Cabinet decision to improve representation of people with disabilities and females at Senior Management Services level. Support the implementation of Transformation Strategy. Support the implementation of Transformation Strategy and to achieve transformation goals, eg. Diversity Management Programme. Facilitate the alignment of employment policies and programmes to support the implementation of transformation imperatives. Facilitate and analyse the alignment of employment policies, practices, procedures, and programmes quarterly to support the implementation of transformation imperatives, e.g. conduct employment and working environment analysis.

**ENQUIRIES** : Ms A Ferreira Tel No: (012) 312 8707  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

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

**POST 05/09** : **ASSISTANT DIRECTOR: FINANCIAL STATEMENT REF NO: 3/2/1/2023/085)**  
Directorate: Financial Accounting

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Commerce / Auditing / Financial Management / Accounting / Cost and Management Accounting. Minimum of 3 year's supervisory experience in the financial reporting environment. Job related knowledge: Financial system: Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL) and Logistical information System (LOGIS). Computer accounting software: (Microsoft Word and Excel). Generally Accepted Accounting Principles (GAAP). Knowledge of Financial Accounting Systems. Modified Cash Standards. Accounting Manual for Departments. Treasury Regulations. Public Finance Management Act, Act 1 of 1999. Job related skills: Computer literacy skills. Communications skills (verbal and written). Organisation skills. Interpersonal skills. Budget forecasting. Team management skills. Presentation skills. Report writing skills and financial management skills.

**DUTIES** : Compile Annual Financial Statements (AFS) and the quarterly Interim Financial Statements (IFS). Compile and prepare statements for Financial Performance. Compile and prepare statements for Financial Position. Compile cash flow statement. Compile and prepare statements of changes in net Equity. Compile and preparation of notes. Compile and preparation of annexures. Compile

working papers. Verify and validate of inputs against supporting documents. Maintain records for inputs to the Annual Financial Statements (AFS) and the quarterly Interim Financial Statements (IFS). Compile spreadsheet of gifts and donations received and paid. Record documents. Request PERSAL report (current and terminations). Compile a spreadsheet. Identify cases to be followed up with Directorate: Human Resource Management. Request BAS reports. Verify the supporting documents with BAS reports. Classified according to National Treasury Regulations. Co-ordinate application from Recapitalisation and Development Program (RDP) and payment to agent. Maintain proper record keeping. Manage payments, investments and withdrawals. Reconcile BAS accounts with bank accounts. Update working paper with input from relevant Directorate / section. Follow-up inconsistencies between records and inputs. Verify and compare submissions / legal documents. Verify movements (payments) on BAS. Verify inputs with current records. Verify supporting documents with schedules. Ensure complete record of all supporting documents. Record month-end closure on BAS. Request reports of all suspense items. Verify and monitor the suspense items that should be or preferably be zero before closure of a month. Communicate information to the different divisions to clear the amounts before the month-end closure. Ensure that all requirements have been met to close at month end on BAS. Compile the certificate to the Chief Financial Officer. (Attached a trial balance and Bank reconciliation report). Process and oversee the month end closure on BAS. Compile the closing certificate to the Chief Financial Officer. Co-ordinate the monthly inputs from the various sections. Verify the reports on amounts outstanding for more than one month. Follow-up items were insufficient / inadequate information is provided. Manage, monitor and correct suspense (ledger) accounts and expenditure allocations suspense account. Request reports of all suspense accounts. Identification of amounts outstanding for more than two months. Conduct research. Verify the reports on amounts outstanding for more than two months. Follow-up items were insufficient / inadequate progress is made. Co-ordinate corrections with the Budget section. Request relevant BAS reports / batches. Conduct research. Oversee the compilation of journals for the corrections.

**ENQUIRIES  
APPLICATIONS**

: Ms SH Sambo Tel No: (012) 319 6780  
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001,

**NOTE**

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

**POST 05/10**

: **ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 3/2/1/2023/098 (X2 POSTS)**  
 Directorate: Forensic Investigatons  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY  
CENTRE  
REQUIREMENTS**

: R393 711 per annum (Level 09)  
 : Gauteng (Pretoria)  
 : Applicants must be in 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, Staff and Interpersonal skills, Project management skills, Computer skills and 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 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 during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian, White Males and African and Indian Females and Persons with disabilities are encouraged to apply.
- POST 05/11** : **ASSISTANT DIRECTOR: INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) REF NO: 3/2/1/2023/088**  
Directorate: Corporate Services
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : North West (Mmabatho)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Technology / Computer Science. Minimum of 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.
- DUTIES** : 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.

- ENQUIRIES APPLICATIONS** : Mr KE Sebitiele Tel No: (018) 388 7115  
 : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735
- NOTE** : Coloured, Indian and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 05/12** : **ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: 3/2/1/2022/102**  
 Directorate: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
 : KwaZulu Natal (Pietermaritzburg)  
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Management / Business Administration. Minimum of 3 years' experience in the relevant working environment. Job related knowledge: Knowledge of Human Resource prescripts. Knowledge of government systems and structure. Public Financial Management Act (PFMA). Archives Act. Minimum Information Security Standard (MISS). Knowledge of Departmental transversal systems (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS). Job related skills: Computer literacy, Planning and organising skills, Document management skills, Office management skills, Financial management skills, Interpersonal skills, Communication skills (verbal and written), Project management skills and Resource planning skills. A valid driver's license.
- DUTIES** : Manage resources of the Directorate: Support Services. Compile demand management plan for the Directorate. Manage capturing of requests on LOGIS. Compile requisition in line with the demand management plan. Manage procurement of goods and services for Directorate. Provide administration support services. Coordinate the submission of monthly reports from business units. Compile monthly, quarterly and annual reports. Coordinate quarterly submission of risk register progress reports. Compile and coordinate training requests submissions. Manage and maintain leave requests for all staff in the Directorate. Monitor compliance of attendance register. Receive and record leave plans for all officials in Support services. Circulate leave credits and manage applications for leave utilisation. Utilisation of PERSAL to generate leave reports to conduct leave audits. Facilitate and monitor compliance with legislative requirements. Keep abreast with changes in policy changes across Support Services. Draft and publicise policies in conjunction with Communication Services. Ensure all business units are familiar with changes. Provide general office administration services. Manage Logs of activities and completed work. Ensure that completed documents are kept in appropriate location. Ensure that all correspondence is referenced in accordance with file plan of the Department. Monitor the inflow of work and compile database to track workflow across all business units. Manage travel and accommodation requests across the Directorate. Compile submissions and response on behalf of the Directorate. Provide secretariat to meetings of the Chief Directorate.
- ENQUIRIES APPLICATIONS** : Mr S Manqele Tel No: (033) 264 9500  
 : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200
- NOTE** : Coloured, Indian and White Males and Coloured and White Females and Persons with disabilities are encouraged to apply.
- POST 05/13** : **SENIOR POLICY PRACTITIONER: SECTOR EDUCATION AND TRAINING REF NO: 3/2/1/2023/074**  
 Directorate: Sector Education and Training
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
 : Gauteng (Pretoria)  
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Degree in Education / Agriculture Management / Public Administration. Minimum of 2 years' experience in Agricultural Education and Training Field or Education. Job related knowledge: Knowledge of Public Service and Departmental prescripts / Policies. Understand and follow / practice the Departmental policies, practices, and prescripts. Telephone etiquette. Computer training. Job related skills: Report writing skills.

		Presentation skills. Interpersonal skills. Project management skills. Negotiation skills. Communication skills (verbal and written). Co-ordination skills. Computer literacy. A valid driver's licence. Willingness to work extended hours.
<b><u>DUTIES</u></b>	:	Collection of data, execution of surveys on Agriculture as well as Agriculture enrolments, graduate outputs, and throughput rates. Generate a list of all institutions offering Agriculture Education and Training programmes. Send questionnaires for data collection and all institutions offering Agriculture Training programmes to collect information on graduates, enrolments, and curriculum. Analyse and generate annual reports and enrolment, graduates' output and agriculture programmes. Facilitate the tabling of reports at various departmental committees for approval. Facilitate the presentation of annual reports findings to Principals of colleges of agriculture, Deans of faculties of agriculture and other relevant stakeholders. Facilitate the design and layout and printing of the reports. Publicizing the reports. Administration of database of agriculture and education training information. Generate education and training database. Generate database of sector education and training database. Update education and training database. Coordinate the implementation of transversal national policies and strategies relevant to Agriculture Tertiary Education. Collect data on all agriculture related vacancies advertised by public sector, private sector, and public entities in the print media and electronic media. Execute surveys on Agriculture enrolment and graduates. Generate an annual report on skills demand and supply by the agriculture sector. Generate the Agriculture education and training reports. Compile monthly, quarterly and annual reports on key deliverables.
<b><u>ENQUIRIES</u></b>	:	Mr G Mathye Tel No: (012) 312 7902
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Batrix) Street, Arcadia, Pretoria, 0001.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males and, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 05/14</u></b>	:	<b><u>SENIOR EVALUATION ANALYST REF NO: 3/2/1/2023/070</u></b> Directorate: Evaluation
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Social Sciences, Agricultural Sciences, Development Studies or Public Administration / Management. Minimum of 3 years of experience in Evaluation. Job related knowledge: Knowledge of Monitoring and Evaluation Systems, tools, indicator development, research methodology, legislation and policies administered by the Department. Experience in conducting social research from both public and or private. Knowledge and understanding of government wide monitoring and evaluation framework. Project and programme management. Demonstrated knowledge of and experience in applying monitoring and evaluation principles in social research. Job related skills: Good interpersonal relations. Good stakeholder liaison, coordination and problem-solving skills. Good report-writing skills. Good communication and presentation skills. Good computer skills. Statistical analysis skills. Data warehouse management skills. Research skills. Ability to customize and target information to user requirements. Ability to work under pressure and long hours, as well as willingness to travel long distance for extended periods(s). A valid driver's licence.
<b><u>DUTIES</u></b>	:	Contribute to the development and review of evaluation frameworks. Develop and maintain evaluation frameworks and guidelines. Present draft frameworks. Implement evaluation frameworks and guidelines. Contribute to the development of the DALRRD 5-year evaluation plan. Determine areas for evaluation. Research and source inputs for the departmental evaluation plan. Evaluate strategic projects and programmes of the Department. Contribute to the design and implementation of evaluations. Develop evaluation terms of reference. Develop implementation plans for evaluations. Coordinate data collection for evaluations. Analyse collected data. Generate / produce evaluation reports. Produce comprehensive evaluation reports. Distribute reports to relevant stakeholders. Monitor the implementation of evaluation recommendations. Develop monitoring tools for the implementation of

evaluation recommendations. Track the implementation of evaluation recommendations. Build collaborative partnerships for continuous improvement and data use.

**ENQUIRIES  
APPLICATIONS**

: Mr K Themba Tel No: (012)312 9637  
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

**NOTE**

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

**POST 05/15**

: **INFORMATION TECHNOLOGIST REF NO: 3/2/1/2023/092 (X2 POSTS)**  
Directorate: Grootfontein Agricultural Development Institute

**SALARY  
CENTRE  
REQUIREMENTS**

: R331 188 per annum (Level 08)  
: Eastern Cape (Middelburg)  
: Applicants must be in possession of a Grade 12 Certificate and Diploma / Degree (NQF Level 6) in Information Technology / Computer Science. Minimum of 2 years' experience in the Information Technology environment. Job related knowledge: Window Server and AD Administration. Linux Administration (Apache, MySQL). Microsoft office suites (Word, Excel, Access, Publisher, Outlook) Installation and support. Programming languages (Delphi, Hypertext Processor (PHP), JavaScript library (jQuery), Structured Query Language (SQL). Network topology (Cisco routers / switches, Wifi access points). Hardware installation and support. Latest trend in IT. Job related skills: Planning and organising skills. Computer programming skills. Interpersonal skills. Computer user skills. Resources planning skills. Problem solving and decision-making skills. Time management skills. Communication skills (verbal and written). Ability to work under pressure.

**DUTIES**

: Develop and maintain network infrastructure (servers, security, connectivity). Install, test, upgrade and relocate network components to increase network capacity. Manage and maintain Windows and Linux servers. Efficient management of user and group storage on the network. Provide specialist support to network / Local Area Network (LAN) users. Manage and maintain the surveillance camera and biometric access control systems liaising with vendors as required. Carry out complex trouble shooting, determination and resolution liaising with vendors as required. Ensuring that backups are done according to schedule and verified regularly. Monitor network, coordinate installations, upgrades or enhancements to networks and participates in evaluations of new products and networks. Design complex network solutions from various network diagrams / proposals. Attend to all ad-hoc tasks / requests relating to network infrastructure. Develop and implement systems and procedures related to information technology and training required by the institute. Systems analysis. Develop functional and technical specifications to meet the business needs of clients. Systems analysis for new and existing systems. Systems analysis for new and existing systems. Construct programs including coding, testing and debugging. Research. Software development. Construct and implement application programs. Design programs from programs specifications. Construct programs including coding, testing and debugging. Research. Quality control. Ensure technical and functional standards are observed. Responsible for quality control as well as code walk through. Prepare system documentation including training manuals. To provide formal and informal IT training to students and other clients. Provide formal and practical training and courses to students and other clients. Develop and revise academic material. Provide Further Education and Training (FET), informal training and short courses in Windows, Microsoft Word, Excel, PowerPoint, Internet and Email. Examines learners according to Intelligent Sector Expertise in Technology Transaction (ISETT) Sector Education and Training Authorities (SETAs) standards. Advice and assist students with assignments according to the Guidelines for assignments. Provide Technical support and advice to staff of the institute. Supply help-desk function for user enquires on both mainframe and systems as well as problems / advice on data communication. Follow up on problems logged to see if the customer is satisfied with resolution of the problem. Log enquires, carry out first level defaulting and provide advice to users.

**ENQUIRIES**

: Mr. W Olivier Tel No: (049) 802 6620



- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001 or Grootfontein College of Agriculture, Middelburg, Eastern Cape.
- NOTE** : African, Coloured and Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 05/16** : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 3/2/1/2023/087**  
Directorate: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resource Management / Public Administration / Public Management / Labour Relations. Minimum of 2 years' experience working in Human Resource Management environment. Job related knowledge: Knowledge of Human Resource. Labour and employment legislation. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Job related skills: Computer literacy (Microsoft Office package). Communication skills (verbal and written). Negotiation skills. Conflict resolution skills. Planning and organising skills. Presentation skills. A valid driver's licence. PERSAL Personnel Certificate, PERSAL Leave Administration Certificate. Knowledge and experience in pension administration.
- DUTIES** : Administer recruitment and selection. Coordinate the advertisement of vacant positions. Update Employment Equity targets and ensure compliance during the recruitment and selection process. Obtain approval for the selection committees to fill vacant positions. Ensure the capturing of the submitted applications. Conduct screening of job applications. Arrange shortlisting and take minutes of the proceedings. Schedule and invite shortlisted candidates for interviews. Provide secretariat support during the shortlisting and interview process. Conduct reference checks. Ensure that background checks and qualification verification are conducted. Submit the recommendation of the selection committee to the delegated authority for approval. Provide feedback to successful and unsuccessful candidates. Facilitate the implementation of appointments, transfers and translations on Personal and Salary Administration System (PERSAL). Facilitate employee benefits and conditions of service. Quality assure documents received for termination of services. Approve service terminations on PERSAL timeously. Conduct exit interview and ensure that all related forms / documents are completed. Complete and ensure correct submission of pension forms including nominations forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advise deceased employee's family to claim funeral benefit from GEPF. Implement / Approve PERSAL transactions such as but not limited to housing, appointments, probations, payment of allowance etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts before approving on PERSAL. Ensure proper administration of incapacity leave in the province. Conduct leave audit. Conduct calculation of leave pay-out and ensure proper implementation. Coordinate the implementation and monitoring of Performance Management, Training and Development Processes. Coordinate the submission of performance agreements. Coordinate the submission of mid-term and annual reviews. Quality assure Employee Performance Management and Development System (EPMDS) documents before authority on PERSAL. Ensure that EPMDS status is updated. Arrange assessment committee meetings and provide secretariat support. Compile minutes and draft letters for the signatures of the Moderating Committee Chairperson. Inform employees (in writing) about outcomes of assessment committees. Arrange meetings to discuss dissatisfaction cases. Implement performance incentives on PERSAL. Ensure correctness of service records of employees after payment of pay progressions. Compile database of Performance and Development Plan (PDP). Check and advise on submissions of employee regarding training. Coordinate provincial training and development activities. Provide and facilitate training to business units on request. Compile and submit training memos to the Director: Human Resource Utilisation and Development for approval. Provide administration support on employee relations matters. Submit reported

misconduct cases to National Office. Make follow-ups on submitted misconduct cases. Implement progressive disciplinary outcomes on PERSAL. Communicate the Outcome on the resolution of grievances. Compile statistics on disciplinary cases submitted.

**ENQUIRIES  
APPLICATIONS**

: Ms V Nemalili Tel No: (012) 337 3656  
: Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered during office hours to: Suncardia building, 6<sup>th</sup> floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083

**FOR ATTENTION  
NOTE**

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

**POST 05/17**

: **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 3/2/1/2023/082**  
Directorate: Corporate Services:

**SALARY  
CENTRE  
REQUIREMENTS**

: R331 188 per annum (Level 08)  
: Mpumalanga (Mbombela)  
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resource Management / Public Administration / Public Management / Labour Relations / Social Science Degree in Human Resource Management and Psychology. Minimum of 2 years' experience working in a Human Resource Management Environment. Job related knowledge: Knowledge of Human Resource. Labour and Employment Legislation. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Job related skills: Computer literacy (Microsoft Office package), Communication skills (verbal and written), Negotiation skills, Conflict resolution skills, Interpersonal skills, Planning and Organising skills and Presentation skills. A valid driver's licence. Personnel and Salary Administration (PERSAL) Personnel Certificate, PERSAL Leave Administration Certificate. Knowledge and experience in pension administration.

**DUTIES**

: Administer recruitment and selection. Coordinate the advertisement of vacant positions. Update Employment Equity targets and ensure compliance during the recruitment and selection process. Obtain approval for the selection committees to fill vacant positions. Ensure the capturing of the submitted applications. Conduct screening of job applications. Arrange shortlisting and take minutes of the proceedings. Schedule interviews and invite shortlisted candidates for interviews. Provide secretariat support during the shortlisting and interview process. Conduct reference checks. Ensure that background checks and qualification verification are conducted. Submit the recommendation of the selection committee to delegated authority for approval. Provide feedback to successful and unsuccessful candidates. Facilitate the implementation of appointments, transfer and translation on PERSAL. Facilitate employee benefits and conditions of service. Quality assure documents received for termination of service. Approve service terminations on PERSAL timeously. Conduct exit interview and ensure that all related forms / documents are completed. Complete and ensure correct submissions of pensions forms including nominations forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advise deceased employee's family to claim funeral benefit from GEPF. Implement / approve PERSAL transactions such as but not limited to housing, appointments, probations, payment of allowance etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts before approving on PERSAL. Ensure proper administration of incapacity leave in the Province. Conduct leave audit. Conduct calculation of leave pay-out and ensure proper implementation. Coordinate the implementation and monitoring of Performance Management, Training and Development Processes. Coordinate the submission of performance agreements. Coordinate the submission of mid-term and annual reviews. Quality assure Employee Performance Management and Development System (EPMDS) reports. Arrange assessment committee meetings and provide secretariat support. Compile minutes and draft letter for the signatures of moderating committee chairperson. Inform employee (in writing) about outcomes of assessment committees. Arrange meetings to discuss dissatisfaction cases. Implement performance incentives on PERSAL. Ensure correctness of service records of employees after payment of pay progression. Compile database of Performance Development Plans (PDP).

Check and advise on submissions of employees requiring training. Coordinate provincial training and development activities. Provide and facilitate training to business units on request. Compile and submit training memos to the Director: Human Resource Utilisation and Development for approval. Provide administration support on Employee Relations matters. Submit reported misconduct cases to National Office. Make follow-ups on submitted misconduct cases. Implement progressive disciplinary outcomes on PERSAL. Communicate the outcome on the resolution of grievance. Compile statistics on disciplinary cases submitted.

**ENQUIRIES** : Ms ZP Hadebe Tel No: (013) 754 8020  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200  
**NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 05/18** : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2023/083 (X2 POSTS)**  
 Directorate: Financial and Supply Chain Management Services

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Western Cape (Cape Town)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Logistics Management / Public Management / Purchasing Management / Supply Chain Management / Management (Logistics / Supply Chain Management). Minimum of 2 years of experience in Procurement Administration / Acquisition Management / Provisioning Administration. Job related knowledge: Knowledge of supply chain management with emphasis on procurement administration and Government and Construction Industry Development Board (CIDB) procurement policies. Knowledge of Transversal contracts and the Public Finance Management Act (PFMA), Treasury Regulations and Relevant prescripts. Knowledge of the Logistical Information System (LOGIS), Accounting Packages (ACCPAC) and Basic Accounting System (BAS) transversal systems. Job related skills: Computer literacy skills. Communications skills (verbal and written). Interpersonal relations. Analytical skills. Teamwork. Working under pressure. Meeting deadlines.

**DUTIES** : Facilitate demand management services. Conduct and analyse market per commodity. Coordinate and review procurement and demand management plan. Receive and check compliance of all procurement requests from clients. Provide support in drafting of specifications. Compile and update procurement and demand plan progress reports. Implement the quotation process. Manage sourcing of quotations amounting up to R1 000 000.00, using the electronic departmental database Central Supplier Database (CSD). Check compliance of all procurement documents and processes. Ensure the sourcing of goods and services from updated and registered service providers on the National Treasury supplier database. Arrange and facilitate BID specification where and when applicable. Conduct and facilitate briefing sessions where and when applicable. Coordinate compilation minutes of the briefing session outcome. Arrange and facilitate Bid Evaluation Committee procedures where and when applicable. Coordinate and check minutes. Coordinate comparative schedules for request above R30 000. Coordinate documentation for approval. Coordinate appointment letter and update registers. Implement the Bidding process. Compile Bid documentation for approval to advertise. Publish the Bids. Conduct and facilitate briefing sessions. Compile and check minutes. Opening bids and recording on relevant systems / websites. Prepare comparatives schedules in terms of the Preferential Procurement Policy Framework Act and Regulations. Facilitate evaluation committee meetings. Compile and where necessary check minutes of all the meetings. Draft and package the submission to the Bid Adjudication Committee for consideration. Provide secretarial duties to the Provincial Bid Adjudication Committee (PBAC). Prepare appointment letters and update the register and procurements plan. Publish award to the relevant media. Facilitate contract management services. Maintain and update contract register. Prepare Standard Bid Document (SBD 7.1 and 7.2) and sign off. Facilitate service level agreement.

**ENQUIRIES** : Mr S Zwane Tel No: (021) 409 0300

- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray or hand delivered during office hours to: 14 Long Street, 5<sup>th</sup> Floor, Cape Town, 8001, for the attention of Human Resource Management.
- NOTE** : African, Indian and White Males and Coloured, and Indian Females and Persons with disabilities are encouraged to apply.
- POST 05/19** : **SCIENTIFIC TECHNICIAN (GRADE A – C) REF NO: 3/2/1/2023/090**  
 Directorate: Grootfontein Agricultural Development Institute  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R326 031 – R495 099 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Eastern Cape (Middelburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Science or relevant qualification. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Certified Natural Scientist. Minimum of 3 years post qualification technical (scientific) experience. Job related knowledge: Knowledge in livestock production practices, research techniques, data recording and capturing. Legal compliance knowledge. Job related skills: Programme and project management skills, Scientific methodologies skills, Communication skills, Research and development skills, Computer-aided skills, Scientific applications skills. Legal compliance skills, Technical report writing skills, Creating high performance culture, Professional judgment, Data analysis skills and Mentoring skills. A valid driver's licence. Willingness to travel and / or work irregular hours. Ability to work under pressure.
- DUTIES** : Develop and implement methodologies, policies, systems and procedures. Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Preparation for and participation in research activities. Data collection through field surveys. Provide administrative support services. Maintenance, calibration and operation of scientific equipment. Provide technical support and advice. Develop working relations with client base. Promote public awareness of scientific activities. Provide technical / scientific data, information and advice. Ensure compliance with internal and external financial and supply chain policies. Perform technical scientific analysis and regulatory functions. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures / skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customise operational procedures. Research and development. Continuous professional development to keep up with new technologies and procedures. Conceptualise and develop scientific equipment. Equipment review. Research / literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies / councils on technology-related matters. Human capital development. Mentor, train and develop candidate research technicians and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance management and development of staff.
- ENQUIRIES** : Dr W Olivier Tel No: (049) 802 6620
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001 or Grootfontein College of Agriculture, Middelburg, Eastern Cape.
- NOTE** : African, Coloured and Indian males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.

**POST 05/20** : **LIBRARIAN REF NO: 3/2/1/2023/091**  
Directorate: Grootfontein Agricultural Development Institute  
Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Eastern Cape (Middelburg)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a NQF Level 6 qualification in the field of Library Services and / or Library Management. Minimum of 1-year relevant experience. Job related knowledge: Knowledge of registry, archives processes and policies applicable to government systems. Knowledge of the Dewey system and document tracking, Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA) and Preferential Procurement Policy Framework Act. Job related skills: Planning and organising skills, Analytical skills, Document management skills, Office management skills, Financial management skills, Interpersonal skills, Computer skills, Resource planning skills, Problem solving and decision-making skills, Time management skills and Communication skills. A valid driver's licence. Willingness to travel and / or work irregular hours. Ability to work under pressure.

**DUTIES** : Operational processes in the Library. Registration of library clients and users. Issuing of library material. Avail and unlock Dewey classification, CAB, modem and catalogue practices. Assist with and conduct internet searches for articles and information. Update systems of LIPWIN and contemporary library software systems. Coordinate the paid services with relevant units e.g photocopies. Ensure daily orderliness, hygiene of the library. Manage the library space for research usage and learning assist in provision of reasonable space. Follow-up on outstanding material and books. Coordinate processes towards electronic supply and access of library information. Order new material through approved systems and processes. Establish operating systems, maintenance of the project, article database and archive in library for use by clients and students. Establish, operate and maintain research documents data list for the library. Operate and manage the library archive. Develop, implement and maintain sound record systems to manage library information. Training and orientation to students, new officials in the use of the library. Advice and orientate students on writing of tutorials. Orientate and advise staff, students and lecturers on the updated processes and version on the services. Orientation of students and staff on procedure for library material loan basis. Provide effective support services to users and clients of the library. Operate the library within client base hours. Ensure access to library during scheduled times. Create a learning friendly environment to students and clients. Liaison and marketing services. Link with other libraries, government Departments, new development sites and information relating to library systems, products and services. Market new and updated material, books and information to students, staff and clients. Financial and supply chain functions. Manage budget as user. Ensure development of specifications, gathering of quotes and placement of requisition orders for library requirements and material. Ensure assets are controlled and reported.

**ENQUIRIES** : Mr. T Cebani Tel No: (049) 802 6725  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001 or Grootfontein College of Agriculture, Middelburg, Eastern Cape.

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

**POST 05/21** : **ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/100**  
Directorate: Water Use and Irrigation Development

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 1 year experience in administration environment. Job related knowledge: Public Service Regulation,

Financial procedures, Treasury Regulations, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy, interpersonal skills, organising and planning skills, communication skills (written and verbal), analytical skills, problem solving skills and financial management skills.

**DUTIES** : Render financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Administer Subsistence and Travel claims and other related expenditure. Administer the procurement of goods and services. Compile and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture goods and services on the system (LOGIS, etc). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the development and / or review of the operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Provide records keeping. Checking draft minutes for accuracy against recording or notes. Administer assets. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

**ENQUIRIES** : Ms MJ Gabriel Tel No: (012) 846 8567  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

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

**POST 05/22** : **HUMAN RESOURCES PRACTITIONER (MISCONDUCT) REF NO: 3/2/1/2023/072**  
 Directorate: Employees Relations

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Labour Relations / Labour Law / Human Resource Management / Public Management / Public Administration. Minimum of 1 year experience and a valid driver's licence. Job related knowledge: Knowledge of human resource strategy, planning and systems. Knowledge of human resource transformation, monitoring and evaluation. Knowledge of Personnel and Salary Administration (PERSAL) control. Job related skills: Communication skills (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation skills. Negotiation and conflict resolution skills. Customer focus. Computer literacy.

**DUTIES** : Facilitate the prompt finalisation of grievance. Facilitate the finalisation of grievance cases and ensure that they are finalised within 30 / 45 working days / agreed upon timeframe from the date of receipt. Advice towards the resolution of grievances. Investigate and produce quality reports. Facilitate the implementation of outcomes. Facilitate prompt referral of grievances to the Executing Authority and Public Service Commission (PSC) when necessary. Implement PSC recommendations. Receive and capture grievances on the database. Capture cases on PERSAL. Draft quarterly reports and memorandums to the Department of Public Service and Administration (DPSA), PSC and internally monthly report. Facilitate the prompt finalisation of

misconduct cases. Opening and filing of misconduct files. Facilitate finalisation of disciplinary cases and ensure that they are finalised within 90 calendar days. Investigate and produce quality reports. Ensure the implementation of the outcome of formal and informal disciplinary process. Supervise, monitor and ensure the implementation of the outcome of formal and informal disciplinary processes. Provide efficient and effective advice on disciplinary matters. Capture cases on PERSAL. Draft quarterly reports and memorandums to DPSA, PSC and internally monthly report. Facilitate the resolution of disputes. Represent the Department at conciliation and arbitrations. Obtain mandate to negotiate settlement agreement to resolve disputes, where applicable. Ensure proper preparation and presentation of cases. Implement outcomes of disputes. Assist in arranging consultations with Counsel. Assist in collective bargaining processes and labour relations reporting system. Provide assistance with the preparation for Departmental Bargaining Council (DBC) meetings, as requested. Attend policy consultation meetings as requested. Attend to any industrial unrest that occurs in areas of responsibility. Promote and enforce cordial relationship with shop stewards in area of responsibility.

- ENQUIRIES** : Ms M Sebela Tel No: (012) 319 6891
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.
- POST 05/23** : **SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2023/080**  
Directorate: Restitution Finance and Supply Chain Management
- SALARY** : R269 214 per annum (Level 07)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Logistics Management / Public Management / Purchasing Management / Supply Chain Management / Management. Minimum of 1-year' experience in Procurement Administration / Acquisition Management / Provisioning Administration Job related knowledge: Knowledge of Supply Chain Management Policies, Public Finance Management Act (PFMA), Treasury regulations, Preferential Procurement Policy Framework Act (PPPFA)., Legislations governing public sector procurement, Sound understanding of procurement and financial management systems, Sound understanding of risks management and governance strategies, policy development and implementation. Job related skills: Computer literacy. Interpersonal skills. Communication skills (written and verbal). Report writing skills. Analytical skills. Problem solving skills. A valid driver's licence.
- DUTIES** : Compile and consolidate Demand Management Plan (DMP) and procurement plan. Coordinate and collate business / line functions and regional inputs for procurement plan. Conduct needs assessments by collecting and analysing relevant data, categorizing commodities, and ensuring availability of funds. Conduct variance, market and industry analysis. Review demand management and procurement plan. Assist in drafting specifications / terms of reference. Draft specifications / terms of reference for goods and services. Track all movements of specifications and terms of reference submissions. Standardisations and benchmarking of TORs. Render acquisition services for all goods and services procured through quotation / bid process. Verify requests for quotations for correctness and completeness. Conduct research and source service providers from the Central Supplier Database (CSD) and other relevant sources. Compile comparative schedule for all quotations including due diligence to ensure value for money and transparency. Apply Preferential Procurement Policy Framework Act for quotations-preferences points and price. Evaluate / review quotations and submit for approval. Ensure that the bid / quotation processes are compliant and fully executed within the requisite legislative and regulatory framework and stipulations. Facilitate advertising, evaluating and adjudicating. Provide secretarial support to the Bid Committee. Quality check all submissions to Bid Committees. Conduct checklist and compliance of received proposals. Coordinate the evaluation of received bids through various Bid Committees. Prepare documentation and calculate the scores of the potential bidders. Write up the recommendations of

Bid Committee for decision making. Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the Department. Ensure compliance and implement Supply Chain Management policies, Delegation of Authority, Treasury Regulations and standard operating procedures. Provide demand and acquisition monthly and quarterly reports. Collate data, prepare reports and presentations for management use. Monitor and report on Broad-Based Black Economic Empowerment (B-BBEE) / preferential procurement spending in terms of the Department targets and report on a weekly / monthly basis on performance against the procurement plan. Ensure timeous reporting to Treasury. Supervision of staff.

**ENQUIRIES  
APPLICATIONS**

: Ms JN Duma Tel No: (012) 407 4493  
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

**NOTE**

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

**POST 05/24**

: **SENIOR DATA CAPTURER REF NO: 3/2/1/2023/099**  
 Directorate: Quality Assurance and Administration

**SALARY  
CENTRE  
REQUIREMENTS**

: R218 064 per annum (Level 06)  
 : Limpopo (Polokwane)  
 : Applicants must be in possession of a Grade 12 Certificate. Minimum of 1 year experience in data capturing or administration experience within Restitution. Job related knowledge: Public Service sector requirements and typing policy. Job related skills: Computer literacy in Word, Excel, PowerPoint and e-mail programmes, Excellent typing skills and Communication skills (verbal and written).

**DUTIES**

: Capture data received from claimants. Screen the clients to check if the criteria have been met. Capture data received. Compile statistics and captured in the database. Update statistical information for all lodged claims. Reconcile all statistical information captured. Update the status of the claims on database. Track, progress and make follow up on all claims submitted for approval. Standardize order claims file per departmental file plan. Re-arrange claims per district and local municipality in a sequential order. Maintain utilization of folio numbers including routing and indexing. Respond to general enquiries, liaise with relevant stakeholders and file them accordingly. Acknowledge receipt of enquiry. Screen the enquiry on a database and check whether its valid or not. Prepare monthly and weekly reports. Compile and submit weekly reports per entire activities allocated per week.

**ENQUIRIES  
APPLICATIONS**

: Mr K Senosha Tel No: (015) 495 1904  
 : Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.

**NOTE**

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

**POST 05/25**

: **CADASTRAL OFFICER REF NO: 3/2/1/2023/101**  
 Directorate: Information Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R218 064 per annum (Level 06)  
 : KwaZulu Natal (Pietermaritzburg)  
 : Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy, Understanding of Spatial Data and functions of Surveyor General Office. Job related skills: Interpersonal relations, Communication skills (verbal and written), Organisational skills and Computer software skills.

**DUTIES**

: Capture, maintain and update alpha numeric data of all cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify historical cadastral documents. Maintenance of cadastral documents in accordance with legislated processes. Perform withdraw or cancelation of cadastral documents. Deduct,



cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements. Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients. Issue survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from National Geospatial information (NGI) according to signed service level agreements. Capture, maintain and update spatial data. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement or withdrawal. Scan newly approved cadastral documents. Rescan all updated cadastral documents. Link the deposited scanned images to the alpha-numeric data.

- ENQUIRIES** : Ms CN Mtshali Tel No: (033) 355 2900
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
- NOTE** : African, Coloured and White Males and Indian and White Females as well as Persons with disabilities are encouraged to apply.
- POST 05/26** : **FINANCE CLERK (X5 POSTS)**  
Directorate: Financial Accounting
- SALARY** : R181 599 per annum (Level 05)
- CENTRE** : Gauteng (Pretoria):  
Reporting Ref No: 3/2/1/2023/095  
Salaries Ref No: 3/2/1/2023/096  
Expenditure Ref No: 3/2/1/2023/097 (X3 Posts)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislation procedures and Treasury Regulations (Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations (PSR), Preferential Procurement Policy Framework Act (PPPFA), Financial manual). Knowledge of basic financial operating systems (Personnel and Salary Administration (PERSAL), Basic Accounting System (BAS), Logistical Information System (LOGIS) etc). Job related skills: Planning and organising skills, Computer operating skills, Language skills, Good communication skills (verbal and written) and Basic numeracy skills. Flexibility. Interpersonal relations. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude of figures.
- DUTIES** : Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Monitor and follow up on debtor accounts. Register new debts. Follow up on debt related submissions (State Attorney Cases etc). Send Statements to debtors monthly either by post or by email. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.
- ENQUIRIES** : Ms SH Sambo Tel No: (012) 319 6780

- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 05/27** : **SUPPLY CHAIN CLERK REF NO: 3/2/1/2023/079**  
Directorate: Restitution Finance and Supply Chain Management
- SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate. Job related knowledge: Knowledge of Supply Chain Management. Knowledge of Treasury Regulations. Knowledge of Government stores policies. Job related skills: Computer literacy. Communication skills (verbal and written). Organising skills. Good interpersonal skills.
- DUTIES** : Render asset management clerical support. Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipments and accessories to components and individuals. Render demand and acquisition clerical support. Request inputs for demand and procurement plans. Prepare specifications. Assist with secretarial services for BID specification and evaluation committees. Prepare requests for quotations. Evaluation of received quotations. Provide weekly, monthly and quarterly reports to management. Report on fruitless and wasteful expenditure. Provide deviation reports. Maintain demand and acquisition registers. Draft memorandums. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in register database. Receive requests for goods from end users. Issue goods to the end user. Maintain goods register. Update and maintain register of suppliers. Promote the application of relevant legislation, policies and procedures. Ensure that the current policies are adhered to. Ensure that the standard operating procedures are followed. Ensure that the applicable processes are followed. Ensure that the delegations of authority are adhered to.
- ENQUIRIES** : Mr TM Makhuto Tel No: (012) 407 4486  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : Coloured, Indian and White Males and African, Indian, and Coloured Females and Persons with disabilities are encouraged to apply.
- POST 05/28** : **REGISTRY CLERK REF NO: 3/2/1/2023/081**  
Directorate: Corporate Services
- SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Mpumalanga (Mbombela)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment and Understanding of the work in registry. Job related skills: Planning and organising skills, Computer literacy skills, Language skills, Communication skills (verbal and written), Interpersonal relations skills and Flexibility. Ability to work within a team.
- DUTIES** : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive, register, sort and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and file. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register on a daily

basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archive and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

**ENQUIRIES** : Ms ZP Hadebe Tel No: (013) 754 8020  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.

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

**POST 05/29** : **SECRETARY REF NO: 3/2/1/2023/089**  
Directorate: Spatial Planning and Land Use Management

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

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

**ENQUIRIES** : Mr KE Sebitiele Tel No: (018) 388 7115  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735

**NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White 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 equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.*

- 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](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)
- FOR ATTENTION** : Ms H Nemabaka/Mr A Tsamai
- CLOSING DATE** : 24 February 2023
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

## OTHER POSTS

- POST 05/30** : **DEPUTY DIRECTOR (SCHOOL IMPROVEMENT SUPPORT) REF NO: DBE/02/2023**  
Branch: Delivery and Support  
Chief Directorate: Planning and Implementation Support  
Directorate: School-Level Planning and Implementation Support  
(One-year renewable contract)  
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R766 584 per annum (Level 11)
- CENTRE** : Mpumalanga Province
- REQUIREMENTS** : The applicant must be in possession of an appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification with four years relevant experience at supervisory level; A post graduate degree will be an added advantage; At least five years' experience in management and leadership at school level as Deputy Principal or Principal, or other relevant managerial experience; Three years' experience in the implementation and management of school improvement support initiatives; A sound understanding of the basic education sector, basic education policy initiatives, as well as legislation in the sector; Knowledge of research methodology and keep up with changing trends in education; Knowledge of matrix and project management; Sound analytical skills; Excellent people management skills to manage a diverse team of school improvement support officials as well as professionally manage the challenges of working with circuit managers; Report writing and presentation skills; Computer skills in MS Office (Word, PowerPoint, Excel, Access and Outlook); Ability to work under pressure and meet deadlines; Ability to meet targets and work independently without

- supervision; Willingness to work extensive hours and be prepared to travel. A valid driver's license.
- DUTIES** : The successful candidate will liaise with district officials, especially district Directors and Circuit Managers to support struggling circuits and schools; Identify conceptual, capacity and operational challenges to effective delivery of quality education in schools; Lead and support a team of provincial based officials to strengthen capacity of circuits and schools to effectively use data in supporting schools and individual teachers; Implement and manage targeted programmes aimed at the improved utilization of assessment data for improved performance; Implement and manage various interventions aimed at improving the quality of education in the underperforming circuits; Provide mentoring and coaching to circuit managers of poor performing circuits and circuit managers working in extraordinarily challenging contexts; Develop a plan for addressing the identified weaknesses in order to improve teaching, management, leadership and collegiality; Oversee the implementation of the turnaround strategy for each underperforming circuit; Undertake follow-up work to ensure sustainability of expertise; Maintain a database of specialists and interventions working in schools; Compile and present progress, quarterly and annual reports on programmes undertaken; Identify conceptual, analyse reports to identify emerging trends within districts and circuits; Write, edit, consolidate and analyse reports; Make recommendations for further improvement and development; Plan and conduct meetings with provincial teams; Provide feedback and support where necessary; Perform any other functions as deemed appropriate from time to time by the Director.
- ENQUIRIES** : Ms H Nemabaka Tel No: (012) 357 3289 or Mr A Tsamai Tel No: (012) 357 3321
- NOTE** : All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.
- POST 05/31** : **PROGRAM OFFICER (ASSISTANT DIRECTOR) REF NO: DBE/04/2023**  
(12 Month Contract with an option to renew)  
G2G Project implemented by the Department of Basic Education
- SALARY** : R491 403 per annum (Level 10)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a three-year relevant (NQF level 6) post matric qualification or equivalent in education (a relevant postgraduate qualification will be an added advantage) 3 years relevant experience in supporting the implementation of training activities; Experience in facilitating and leading key capacity building sessions; An understanding of the interface between the South African Government operations and NGO environment; An understanding of current education and school health policies and the various child protection legislation; Training and facilitation skills; Good communication skills (verbal and writing), Inter-personal, networking and computer skills; Ability to implement a monitoring framework; Ability to take initiative and solve problems; Ability to co-ordinate stakeholder groups; Ability to liaise with officials at Circuit and/ or district levels of government and key stakeholders in the field; Ability to work independently and as a part of a team; Ability to work beyond regular core business hours; Creativity and energy are essential; A valid driver's license and willingness to travel extensively.
- DUTIES** : The successful candidate will support the Johannesburg South District with the coordination and implementation of the Government to Government (G2G) activities in the selected schools; Lead relevant engagements with school management, School Governing Body (SGB) members, parents, provincial, district officials, and help to create strong service referrals between health, education and social welfare services to advocate for the strong implementation of CSE in the Johannesburg Region schools; Provide support and monitoring the achievement of results at the school level; Coordinate training for educators and Learner Support Attainment (LSAs); Coordinate and support the implementation of health and social services in schools; Support the strengthening of the functionality of SBST; Support the implementation of the Peer Education activities in the Johannesburg Region; Compile program and monitor reports; Work in collaboration with the other G2G team members at National, province, district and school level structures including the learner

support agents and reporting expertise; capture data from the school level; Work in collaboration with the school leadership, the life orientation educators and the learner support agents; Represent the Department in meetings with District officials and local stakeholders; Develop periodic reports in line with the Department's requirements include support the reporting of LSA related work Report to the Provincial Office and the Department of Basic Education (DBE) Pretoria.

**ENQUIRIES** : Ms H Nemabaka Tel No: (012) 357 3289 or Mr A Tsamai Tel No: (012) 357 3321

**POST 05/32** : **ASSISTANT DIRECTORS (PROVINCIAL SCHOOL IMPROVEMENT SUPPORT COORDINATORS) REF NO: DBE/03/2023 (X3 POSTS)**

Branch: Delivery and Support

Chief Directorate: Planning and Implementation Support

Directorate: School-Level Planning and Implementation Support

(One-year renewable contract)

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

**SALARY CENTRE** : R393 711 per annum (Level 09)

: Eastern Cape (X2 Posts)

Northern Cape (X1 Posts)

Limpopo (X1 Post)

**REQUIREMENTS** : The applicant must be in possession of an appropriate three-year relevant post matric qualification (NQF level 6) or equivalent qualification in Education, which includes professional teacher education and registration with SACE as a professional Educator; A senior degree will be an added advantage; Academic achievements must be coupled with at least three years' teaching experience; at least two years relevant experience at supervisory level; Good understanding of the education sector in South Africa; Proven experience in managing the implementation of projects; Proven ability to produce quality work under pressure; Ability to manage deadlines; Ability to work with people at different levels; Be a team player and be able to work autonomously; Interpretation and utilisation of performance data to identify and address gaps in performance; A sound knowledge of Curriculum and Assessment Policy Statement (CAPS) and Programme development; Computer literate; Strong analytical and problem-solving skills; Good communication skills (written and verbal); Process management; Willingness to frequently travel; A valid driver's licence; Possession of own transport.

**DUTIES** : The successful candidate may work with circuit managers to develop a data-driven approach to school improvement support; Participate in specialised multi-disciplinary teams to implement and manage various interventions aimed at improving the quality of education; Develop a plan for addressing identified weaknesses in order to improve teaching; Evaluate circuit priorities, deliverables and calendars (year plans) and work with the identified circuit managers to implement circuit improvement plans so that all deliverables are delivered (met or achieved) within agreed deadlines; Monitor on behalf of the DBE the refinement, implementation and monitoring of responsive improvement plans in order to record lessons for possible replication; Oversee the implementation of the turnaround strategies for each identified circuit; Undertake follow-up work to ensure sustainability of expertise and compile and present progress, quarterly and annual reports on programmes undertaken.

**ENQUIRIES** : Ms H Nemabaka Tel No: (012) 357 3289 or Mr A Tsamai Tel No: (012) 357 3321

**NOTE** : All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance. The Department of Basic Education (DBE) has put measures in place to support the implementation of school improvement support programmes. Such support often takes the form of assisting with strengthening the utilisation of data to craft data-driven interventions to improve learner performance, so as to bring about an improvement in the overall quality of our education system. As part of this process, the DBE is inviting applications from suitably qualified individuals to be appointed as School Improvement Support Coordinators.

## DEPARTMENT OF COOPERATIVE GOVERNANCE

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

- APPLICATIONS** : Applications may be submitted electronically via email at: Executives@phakipersonnel.co.za
- CLOSING DATE** : 24 February 2023
- NOTE** : Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews/or any other method) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. The below post is a senior management post. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore submit proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of successful completion of the course. Persons with disabilities are encouraged to apply.

## MANAGEMENT ECHELON

- POST 05/33** : **CHIEF DIRECTOR: STRATEGIC AND EXECUTIVE SUPPORT REF NO: COGTA**
- SALARY** : R1 308 051 per annum (Level 14), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.
- CENTRE** : Pretoria

**REQUIREMENTS**

: A Grade 12 Certificate, and a three-year NQF level 7 qualification as recognised by SAQA, preferably in Monitoring and Evaluation, Public Administration, Strategic Management or equivalent management related qualification in the area of strategic and executive support. A minimum of 5 years' relevant experience at senior management level in a strategy planning and management, monitoring and evaluation environment. Proficient in Microsoft Suite as well as Microsoft Office 365 applications. The Nyukela Senior Management Pre-Entry Programme to be completed before appointment to the post. A valid driver's license. Additional Requirements (Advantage): A related postgraduate qualification (NQF level 8 as recognised by SAQA). Generic Competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: Strategic planning research, development and reviewing skills. Corporate Governance and Performance Planning. Knowledge of Public Service Strategy Development, Monitoring and Evaluation Policies and Guidelines. Knowledge of Local Government Legislation as well as Public Service Act, Public Service Regulation, as well as Public Finance legislation. Awareness of Intergovernmental relation structures. Awareness of Cabinet and Parliament Procedures and Protocol. Understanding and interpretation of government policies, COGTA mandate/programme. Knowledge of Government framework on public service transformation and service delivery improvement. Excellent Stakeholder Relations.

**DUTIES**

: The successful candidate will perform the following duties: Provide strategic support to the Director-General and lead all operations in the Office of the Director-General. Oversee and manage all strategic and operational planning and reporting and related functions. Analyze all written communication, correspondence and documents addressed to the Director-General, prepare written critique, and comment for the Director-General. Provide leadership and guidance on corporate secretariat services to internal governance structures and intergovernmental relations forums. Coordination and processing of e-submissions. Provide leadership and guidance on the coordination and monitoring of parliamentary cluster and cabinetwork as well as international and donor relations.

**ENQUIRIES**

: Mr J Tidimane Tel No: 012 334 0734  
For application enquiries contact Rebeccah Hatlane Tel No: (011) 941 1953



## DEPARTMENT OF CORRECTIONAL SERVICES



- APPLICATIONS** : National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street).
- CLOSING DATE** : 28 February 2023 at 15h45
- NOTE** : Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of interview. The Department of Correctional Services reserves the right not to fill any of these advertised posts. Applications: Applications must be submitted on the new Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. Some of the posts below are re-advertised, Candidates who previously applied need to re-apply. Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to:

## OTHER POSTS

- POST 05/34** : **REGIONAL COMMISSIONER REF NO: HO 2023/02/01**
- SALARY** : R1 619 385 per annum, (all-inclusive package)
- CENTRE** : Eastern Cape region
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) and postgraduate qualification (NQF level 8) in Public Administration/ Behavioral Sciences or equivalent as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. 8 -10 years' experience at a senior managerial level. Sound knowledge of the SA Correctional System and understanding the functioning of the Criminal Justice System. Computer literate. Valid driver's license. Required Knowledge: Understanding of the Public Service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service

		delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Effective, efficient and economic management of the region to realize policy outcomes. Manage the provision of care programmes to maintain the personal well-being of offenders. Manage the provision of programmes aimed at the development of offenders. Manage the rendering of security services to personnel, service providers, public, offenders and any other departmental operation. Manage the development and implementation of after care services to offenders. Manage the development and implementation of correctional programmes to correct offending behaviour. Effective risk management to ensure compliance with the risk management plan of the department. Management of human resources, finance, assets and performance information.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/35</u></b>	:	<b><u>DEPUTY COMMISSIONER: EMPLOYEE HEALTH AND WELLNESS REF NO: HO 2023/02/02</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 331 601 per annum, (all-inclusive package)
	:	National Head Office, Pretoria
	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural/Social Sciences or equivalent. Knowledge and understanding of Occupational Health and Safety. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. (5) Years' experience at senior managerial level in a similar environment. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Provide strategic leadership and direction for the Chief Directorate. Development of programs to encourage healthy living and general well-being. Management of Employee Occupational Health and Safety standards and procedures within DCS. Management of employee wellness within the department. Management of facilities funds and schemes. Management of human resources, finances and assets. Management of performance information.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/36</u></b>	:	<b><u>DEPUTY COMMISSIONER: EMPLOYEE RELATIONS REF NO: HO 2023/02/03</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 331 601 per annum, (all-inclusive package)
	:	National Head Office, Pretoria
	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Sciences or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of

Government (NSG) is compulsory. Five (5) Years' senior managerial level experience in a similar environment. Computer literacy. Valid driver's license. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations and Labour Relations Act). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES** : Manage the development, implementation and coordination of employee relations strategies, policies, codes and practices. Monitor the effectiveness of the employee relations environment. Directing the activities of the employee relations environment. Manage activities pertaining to grievances, discipline and disputes resolution. Manage collective bargaining processes in DCS. Provide leadership and strategic direction within the Chief Directorate. Manage the promotion of gender and employment equity in the DCS. Management of human resources, finances and assets. Management of performance information.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**NOTE** : Appointment under the Correctional Services Act.

**POST 05/37** : **DEPUTY COMMISSIONER: EXECUTIVE MANAGEMENT REF NO: HO 2023/02/04**

**SALARY CENTRE REQUIREMENTS** : R1 331 601 per annum, (all-inclusive package)  
 : National Head Office, Pretoria: Office of the National Commissioner  
 : An undergraduate qualification (NQF level 7) in Public Administration/Social Sciences or equivalent as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) years' experience at a senior managerial level. Computer literacy. Valid driver's license. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES** : Provide strategic leadership and direction for the chief directorate. Provide management secretariat support in the office of the commissioner. Develop effective and efficient governance structures, systems and reporting including integration with other government structures. Manage and foster effective relationships with all the stakeholders. Ensure operational efficiency and service delivery within the chief directorate. Management of human resources, finance, assets and performance information.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**NOTE** : Appointment under the Correctional Services Act.

**POST 05/38** : **DEPUTY COMMISSIONER: IT INFRASTRUCTURE MANAGEMENT REF NO: HO 2023/02/05**

**SALARY CENTRE** : R1 331 601 per annum, (all-inclusive package)  
 : National Head Office, Pretoria

<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Computer Science/Information Technology or equivalent. Five (5) Years' experience at senior managerial level in a similar environment. Computer literacy. Valid driver's license. Required Knowledge: Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, SITA Act and Regulations and Public Finance Management Act). Understanding of System Development Life Cycle (SDLC), Information Technology Infrastructure Library (ITIL) and Control Objectives for Information and Related Technologies (COBIT). Competencies and Attributes: Demonstrable experience of designing and deploying large scale project i.e. Data Centre environments, VPN, VOIP, Video Conferencing, Security Technology etc. Competency in design and deployment of virtual infrastructures including the supporting networking, storage, backup and management. Project management. Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity.
<b><u>DUTIES</u></b>	:	Planning, designing and managing the IT Infrastructure and Security Technology functions within the department. Install and accredit solutions and changes assessing technical requirements and developing relevant IT Infrastructure solutions (Surveillance, VPN, VOIP and Video) conferencing. Plan and manage performance and capacity of IT resources to ensure that cost justifiable capacity and performance are available to process agreed workloads. Develop and maintain IT security roles and responsibilities, policies, standards and procedures. Manage the IT infrastructure vendors and State Information Technology Agency (SITA) to ensure successful fulfilment of service level agreements. Provide leadership and strategic direction within the Chief Directorate. Manage the development, implementation and monitoring of applicable policies. Management of human resources, finances and assets. Management of performance information.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/39</u></b>	:	<b><u>DEPUTY COMMISSIONER: AREA COMMISSIONER REF NO: HO 2023/02/06</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 331 601 per annum, (all-inclusive package) KwaZulu Natal region: Durban
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) in Public Administration/Law/Criminology/Criminal Justice/Social Sciences or equivalent as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) years' experience at a senior managerial level. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice Systems and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and regulations, Public Finance Management Act and the Correctional Services Act 111 of 1998 as amended).Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision-making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Oversee the effective functioning of incarceration and corrections, parole boards, corporate services, development programmes, care services, correctional centres and community corrections within the management area. Oversee the administration of security systems/ programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures within the

		management area. Establish and maintain effective relationships with key stakeholders within the geographical location of the management area. Effective management of court appearances of remand detainees. Management of operational risks within the management area. Management of human resource, finance, assets and performance information. Promotion of social responsibility and human development of all offenders and parolees subjected to community corrections.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/40</u></b>	:	<b><u>DEPUTY COMMISSIONER: LEGAL SERVICES REF NO: HO 2023/02/07</u></b>
<b><u>SALARY</u></b>	:	R1 331 601 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	National Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate LLB degree or equivalent Law degree (NQF level 7) as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) Years' experience at a senior managerial level. Admitted as an attorney/advocate will be an added advantage. Valid driver's license. Computer literacy. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services Architecture. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Knowledge in conducting litigation, legal research, drafting of legislation and regulations, legal opinions, service level agreements, Memorandum of Understanding (MOU) and other legal instruments. Knowledge in conducting briefings to Council. Competencies and Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Management of civil litigations by or against the department. Monitor and evaluate the departmental regulatory framework with the view to identify areas of non-compliance to legislative imperatives. Management of legal contracts. Manage the processes for the drafting and interpretation of all regulations related to operations of the department. Manage the provision of legal advisory services inclusive of legal opinions. Advise on medico-legal, labour and contract issues. Provide leadership and strategic direction within the Chief Directorate. Management of operational risks within the Chief Directorate. Management of human resources, finance and assets. Management of performance information.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/41</u></b>	:	<b><u>DEPUTY REGIONAL COMMISSIONER</u></b>
<b><u>SALARY</u></b>	:	R1 331 601 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Limpopo, Mpumalanga and North West region Ref No: HO 2023/02/08 KwaZulu Natal region Ref No: HO 2023/02/09 Eastern Cape region Ref No: HO 2023/02/10 Gauteng region Ref No: HO 2023/02/11
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) in Public Administration/Behavioural Sciences or equivalent as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) years' experience at a senior managerial level. Computer literacy. Valid driver's license. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public

		Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Manage the coordination of representation of offenders. Oversee the coordination of Information Technology Services. Oversee the rendering of Communication Services. Oversee the coordination of Inspection Services. Coordinate effective risk management to ensure compliance with the DCS Risk Management Plan. Provide strategic leadership and direction for the region and management areas. Management of human resources, finance, assets and performance information.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/42</u></b>	:	<b><u>DEPUTY COMMISSIONER: REMAND SUPPORT SERVICES REF NO: HO 2023/02/12</u></b>
<b><u>SALARY</u></b>	:	R1 331 601 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	National Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Behavioural/ Social Sciences or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) years' experience at senior managerial level in a similar environment. Security clearance. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies and Attributes: Technical Competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People Management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Manage remand detention system (RDS) and safety in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage security services in correctional centres for remand detainees. Management of virtual courts. Management of verification and tracking of remand detainees (RD's). Management of security services in correctional centres for remand detainees. Management of policies and procedures regarding security programmes for remand detainees. Manage and oversee the development and implementation of policies, procedures and strategies within remand detention support services. Ensure the effective use of remand detention systems and technology. Manage remand policy and analysis support in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage policy formulation and policy research around the system of remand detention. Oversee the review of policy, protocols and procedures regarding the criminal/ justice system. Explore new innovations in the management of remand detention. Manage research projects regarding RDS. Management of human resources, finance, assets and performance information.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.

**POST 05/43** : **DEPUTY COMMISSIONER: FACILITIES PLANNING AND PROPERTY MANAGEMENT REF NO: HO 2023/02/13**

**SALARY** : R1 331 601 per annum, (all-inclusive package)  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** :

An undergraduate qualification (NQF level 7) in Building Sciences or equivalent. Registration with Building related professional body. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five [5] Years' of experience at a senior managerial level. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus Financial management. Change management. People Management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES** : Manage and ensure the upgrading of existing buildings, building of new facilities or replacement facilities. Manage the stakeholder relations with the Department of Public Works and IDT. Provide leadership and strategic direction within the Chief Directorate. Manage compliance to Government-wide Immovable Asset Management Act (GIAMA). Establish cost-effective (i.e maximum and minimum) size of correctional centres that include SIR project and other projects. Management of performance information. Management of human resources, finances and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**NOTE** : Appointment under the Correctional Services Act.

**POST 05/44** : **DEPUTY COMMISSIONER: PERSONAL WELLBEING (REF NO: HO 2023/02/14)**

**SALARY** : R1 331 601 per annum, all-inclusive package  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** :

An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Sciences or equivalent. Five [5] Years' experience at senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Computer literacy. Valid driver's license. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES** : Manage the development and review of policies and procedures pertaining to psychological services, spiritual care and social work services. Oversee the provision of psychological, spiritual care and social work services. Participate in the strategic projects with regard to personal wellbeing, development and care, DCS and cluster task teams. Provide a managerial, technical and administrative support services with regard to intersectoral and interdepartmental multi-disciplinary aspects. Facilitate the improvement of stakeholder involvement in the delivery of development needs-based

programmes and services. Management of performance information. Management of human resources, finances and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**NOTE** : Appointment under the Correctional Services Act.

**POST 05/45** : **DEPUTY COMMISSIONER: REMAND OPERATIONS MANAGEMENT REF NO: HO 2023/02/15**

**SALARY** : R1 331 601per annum, (all-inclusive package)

**CENTRE** : National Head Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Sciences/ Social Sciences or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) years' experience at a Senior Managerial level in a similar environment. Security Clearance. Computer literacy. Valid driver's license. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES** : Effective and efficient remand detention administration. Management of admission and releases. Management of diversions of remand detainees. Effective and efficient case management. Management of remand detainee discipline. Management of remand detainees' rights and privileges. Effective and efficient case flow management. Oversee bail administration. Oversee diversion of remand detainees. Manage risks. Oversee the implementation of the Child Justice Act. Effective and efficient coordination of cluster activities. Participate in JCPS cluster activities. Facilitate JCPS sub-task teams through the development and implementation of the annual programme in consultation with the National Development Committee. Effective and efficient management of special categories. Oversee the management and implementation of provisions with regard to special categories (vulnerable, observation cases; foreign nationals, high risk, repatriation group, women, children, infants and mentally ill). Management of performance information. Management of human resources, finances and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**NOTE** : Appointment under the Correctional Services Act.

**POST 05/46** : **DIRECTOR: FACILITIES FUND MANAGEMENT REF NO: HO 2023/02/16**

**SALARY** : R1 125 291 per annum, (all-inclusive package)

**CENTRE** : National Head Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration/Business Management/Administration/Business Administration or equivalent. Registration with the Institute of Internal Auditors. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five [5] Years of experience at a middle/senior managerial level in a similar environment. Computer literacy. Valid driver's license. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations and Public Finance Management Act). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and



		project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Effective management of members' financial and other interests by ensuring sound financial management of the Fund. Assist regions in the establishment of clubs and setting up trading points. Effective management of the Widow and Orphan Fund. Management of the Protea–Karridene agreement and Fund modernization projects. Continuously ensuring compliance with all policies, rules and regulations within the department and those affecting the Fund. Effective Risk management to ensure compliance with the Risk Management Plan. Efficient and effective management of the National Sport Fund and interest free study loans. Report on quarterly basis to the Board of Trustees on the Funds' strategic issues and developments. Ensuring that treasurers are trained on the applicable finance systems/software as well as on general financial management. Management of performance information. Management of human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/47</u></b>	:	<b><u>DIRECTOR: EMPLOYEE WELLNESS REF NO: HO 2023/02/17</u></b>
<b><u>SALARY</u></b>	:	R1 125 291 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	National Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Sports/Recreational Studies/Public management or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five [5] Years' experience at middle/senior managerial level. Knowledge and understanding of the justice cluster. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services Architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles. Transformation in sport charter.
<b><u>DUTIES</u></b>	:	Management of employee sport and recreation processes/support systems within DCS. Development and formulation of sport and recreation policies and National Sport Plan. Lead the employee assistance programmes policy development, monitoring and implementation support processes. Lead employee assistance programmes research. Establish gymnasiums and biokinetics centres at departmental premises. Research, marketing and promotion of sport and recreation in the department. Ensure implementation of sport and recreation programmes and policies. Monitoring and evaluation of sport and recreation programmes. Develop national and international relations with regard to sport and recreation. Management of performance information. Management of human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/48</u></b>	:	<b><u>DIRECTOR: AREA COMMISSIONER</u></b>
<b><u>SALARY</u></b>	:	R1 125 291 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Eastern Cape region: Sada Ref No: HO 2023/02/18 Gauteng region: Zonderwater Ref No: HO 2023/02/19

Gauteng region: Boksburg Ref No: HO 2023/02/20

Western Cape region: George Ref No: HO 2023/02/21

**REQUIREMENTS**

: An undergraduate qualification (NQF level 7) in Public Administration/Law/Criminology/Criminal Justice/ Social Sciences or equivalent as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) years' experience at middle management or senior managerial level in a comparable environment. Computer literacy. Valid driver's license. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES**

: Oversee the effective functioning of incarceration and corrections, parole boards, corporate services, development programmes, care services, correctional centres and community corrections within the management area. Oversee the administration of security systems/ programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures within the management area. Establish and maintain effective relationships with key stakeholders within the geographical location of the management area. Effective management of court appearance of remand detainees. Management of the operational risks within the management area. Management of human resource, finance and assets. Management of performance information. Promotion of social responsibility and human development of all offenders and parolees subjected to community corrections.

**ENQUIRIES**

: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**NOTE**

: Appointment under the Correctional Services Act.

**POST 05/49**

: **DIRECTOR: RESEARCH (POLICY COORDINATION) REF NO: HO 2023/02/22**

**SALARY**

: R1 125 291 per annum, (all-inclusive package)

**CENTRE**

: National Head Office, Pretoria

**REQUIREMENTS**

: An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Sciences, Criminology, Penology, Psychology, Sociology, Education or equivalent. 5 years of experience at a middle/senior managerial level in a similar environment in the conceptualization, supervision and management of large-scale multidisciplinary research projects. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) Years' of experience at a middle/senior managerial level. Computer literacy. Valid driver's license. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES** : Provide leadership and advice on research. Advise in the conceptualization of research projects. Advise in the development of research projects. Supervise and manage research projects. Contributing towards service delivery in the Department of Correctional Services. Leverage partnership. Alliance and other resources, particularly in research institutions. Ensure positive collaboration in the interest of the Department of Correctional Services. Develop and maintain service delivery improvement. Strategic planning for Research. Initiate best practices and benchmark database. Management of performance information. Management of human resources, finances and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**NOTE** : Appointment under the Correctional Services Act.

**POST 05/50** : **DIRECTOR: SOCIAL WORK SERVICES REF NO: HO 2023/02/23**

**SALARY** : R1 125 291 per annum, (all-inclusive package)

**CENTRE** : National Head Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Work or equivalent. 5 years of experience at a Middle /Senior Managerial level in a similar environment. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) Years' of experience at a middle/senior managerial level. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Professional counselling. Social work services. Building and sustaining relationships in primary health care. Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision-making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES** : Manage, develop, design, implementation, administration and evaluation of services and programmes in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage social support services. Manage and monitor the coordination of special categories for inmates. Ensure the coordination of outreach programmes to educate others about psychosocial related problems. Plan and ensure that social work research is undertaken. Liaise and attend meetings with external stakeholders as part of stakeholder engagement. Management of human resources, finances assets and performance information.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**NOTE** : Appointment under the Correctional Services Act.

**POST 05/51** : **DIRECTOR: INTERNATIONAL RELATIONS REF NO: HO 2023/02/24**

**SALARY** : R1 125 291 per annum, (all-inclusive package)

**CENTRE** : National Head Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Science or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) Years' experience at middle/senior managerial level. Computer literacy. Valid driver's license. Required Knowledge: Knowledge and understanding of the South African Foreign Policy. Understanding of public service policy, Government priorities and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation.

		Client orientation and customer focus Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Provide leadership and strategic direction in the division. Manage and advise on the principles of international cooperation at all tiers of government. Develop, implement, monitor and review policies geared towards promoting and ensuring good, sound and ethical governance. Participate in the international forums (bilateral and multilateral) and at the ICTS Cluster to promote DCS interest and values. Develop partnerships and network with relevant stakeholders. Management of performance information. Management of human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/52</u></b>	:	<b><u>DIRECTOR: INSPECTORATE REF NO: HO 2023/02/25</u></b>
<b><u>SALARY</u></b>	:	R1 125 291 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	National Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration/ Social Sciences or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five [5] Years' of experience at a middle/senior managerial level. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended).Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Manage compliance inspections in DCS. Manage the development of policies, procedures and standards in accordance with applicable legislation. Provide strategic direction and oversight of inspection readiness and management. Manage follow-up inspections and provide information thereof. Provide leadership regarding establishment of corrective actions in response to inspection findings. Develop partnerships and network with relevant stakeholders. Management of performance information. Management of human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/53</u></b>	:	<b><u>DIRECTOR: REMAND SUPPORT SERVICES REF NO: HO 2023/02/26</u></b>
<b><u>SALARY</u></b>	:	R1 125 291 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	National Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Law/Criminology/Criminal Justice/Social Sciences or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) Years' experience at middle/senior managerial level. Knowledge and understanding of the justice cluster. Computer literacy. Valid driver's license. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public

		Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended).Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Management of virtual courts. Management of verification and tracking of remand detainees (RD's). Management of security services in correctional centres for remand detainees. Management of policies and procedures regarding security programmes for remand detainees. Management of high-risk detainees. Management of performance information. Management of human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/54</u></b>	:	<b><u>DIRECTOR: POLICY AND RESEARCH: REMAND DETENTION SYSTEMS REF NO: HO 2023/02/27</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 125 291 per annum, (all-inclusive package) National Head Office, Pretoria An undergraduate qualification (NQF level 7) in Behavioural Science/ Social Sciences as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) Years' experience at middle/senior managerial level. Computer literacy. Valid driver's license. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended).Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Coordinate the implementation of the bail protocol. Coordinate the operationalization of the White Paper on remand detention and provisions of the Correctional Matters' Amendment Bill. Ensure correct calculation of the average length of time spent in remand detention. Oversee the training of regions on relevant areas of remand detention such as: Bail protocol (in-service), mental observation protocol, provisions on RDs of the Correctional Matters Amendment Bill and regulations, delivery agreement, case flow issues and critical information management issues. Coordinate the following cluster-related activities in relation to the management of remand detainees (RDs): JCPS MATD, Case Flow Management Task Team and Dev Comm. Effective risk management to ensure compliance with the risk management plan of DCS. Management of performance information. Management of human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/55</u></b>	:	<b><u>AREA COORDINATOR: DEVELOPMENT AND CARE</u></b>
<b><u>SALARY CENTRE</u></b>	:	R1 125 291 per annum, (all-inclusive package) Gauteng region: Johannesburg Management Area Ref No: HO 2023/02/28 Gauteng region: Kgoši Mampuru II Management Area Ref No: HO 2023/02/29

<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) recognised by SAQA in Behavioural Sciences/Social Sciences or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) Years' of experience at a middle/senior managerial level. Computer literacy. Valid driver's license. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations and Public Finance Management Act). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People Management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Coordinate effective management of compliance with policies, procedures, programmes, standards and applicable legislation in respect of care and development services in the management area. Coordinate the provision of social work, psychological, formal education, skills development, SRAC, production workshop and agriculture, spiritual care needs and medical care-based programmes and services of offenders, remand detainees and babies of incarcerated mothers. Management of development and care related risk. Coordinate adherence to nutritional and hygienic standards in the management area. Management of performance information. Management of human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/56</u></b>	:	<b><u>DIRECTOR: MANAGEMENT ACCOUNTING REF NO: HO 2023/02/30</u></b>
<b><u>SALARY</u></b>	:	R1 125 291 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	National Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) recognised by SAQA in Accounting/Financial Management or equivalent. 5 years' experience in a middle/senior managerial level in the relevant field. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. In-depth knowledge of Accounting Principles and knowledge of GRAAP. Computer literacy. Valid driver's license. Required Knowledge: Understanding of Public Service policies and related legislative framework (ie. Public Service Act and Regulations, Public Finance Management Act and Correctional Service Act 111 of 1998 as amended). Competencies and Attributes: PFMA. Treasury regulations. SCOA. White paper on corrections (applicable sections). DCS strategic plan. Public service regulations. HRM policies/procedures. Financial administration policies and procedures. Supply chain management policies/procedures. Procurement. GFS. Ability to access and utilise information. Report writing and presentation skills. Plan, organise, leadership and control. Managing interpersonal conflict and resolving problems. Liaison (internal and external). Analytical thinking, applying technology, problem analysis and productivity. Honesty, integrity and committed. Creativity, logical and innovative. Internal actualisation (self-starter), motivated and observant.
<b><u>DUTIES</u></b>	:	Manage budget planning and budget control sub directorates. Develop and maintain policies and procedures for budget planning and control. Monitor the policy and legislative framework regarding budgeting. Compile internal departmental budget processes guidelines. Review planning inputs regarding spending priorities, key performance indicators and targets to determine funding requirements. Coordinate, review, analyse and quality assure the budget preparation processes and provide support to head office and regions. Coordinate the preparation and consultation for the MTEF budget processes. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure. Develop templates for the collection of budget information from DCS branches and regions and (sub) programme manager.

Align budget statements with the annual performance plan and strategic plan. Analyse and interpret the requirements for the annual spending plan and adjusted spending plan as prescribed by Treasury and facilitate and consolidate spending plans for approval. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Analyse shifting of funds/ virements requests and make recommendations and administer the adjustments. Ensure the assessment of expenditure trends and make recommendations. Compile and evaluate monthly management accounting reports. Provide reports relevant for the preparation of the financial statements. Compile relevant information for the monthly and annual performance reports. Ensure appropriate regulatory reporting. Provide secretariat services to the departmental budget committee. Execute responsibilities of officials as stipulated in section 45 of the PFMA. Management of performance information. Management of human resources, finances and assets.

**ENQUIRIES**

: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**NOTE**

: Appointment under the Correctional Services Act.

## DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<b><u>CLOSING DATE</u></b>	:	24 February 2023 at 16:00
<b><u>NOTE</u></b>	:	Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed). Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 (Section A, B, C, D and F compulsory. Section E and G ignore if CV attached and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

## OTHER POSTS

<b><u>POST 05/57</u></b>	:	<b><u>SENIOR COLLECTIVE BARGAINING OFFICER REF NO: HR4/23/02/03 HO</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Three (3) year tertiary qualification in Labour Relations /Human Resources Management/ Law/ Public Administration / Public Management. One (1) years functional experience performing Labour Relations, Collective Bargaining and Human Resources duties. Knowledge: Trade unions, employer's organisations and particularly bargaining councils work, Departmental Policies and procedures, Public Services Regulation and Financial Management, Basic Conditions of Employment Act, Employment Equity Act and Batho Pele. Skills: Computer skills, Verbal and written communication skills, Conflict



		managements, Interpersonal Relations, Problem Solving skills, Analytical skills and Supervisory.
<b><u>DUTIES</u></b>	:	Analyse applications received and process recommendations. Monitor and ensure compliance with legal requirements. Perform data verifications periodically and draft recommendations to the delegated authority. Supervise resources of the section.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr L Dithuge Tel No: 012 309 4131
	:	Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resource Operations, Head Office
<b><u>POST 05/58</u></b>	:	<b><u>SENIOR INTERNAL AUDIT (INFORMATION TECHNOLOGY) REF NO: HR4/23/02/02 HO</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R331 188 per annum Head Office, Pretoria A Three (3) year tertiary qualification in BCom IT Management/ Information Systems/ BSc IT/ Computer Science/ Information Systems. Two (2) years Information Technology Audit Functional Audit experience. Valid driver's License. Statutory Body Requirements: Institute of Internal Auditors (IIA) or Information Systems Audit and Control Association (ISACA). Knowledge: Public Finance and Management Act (PFMA), Treasury Regulations and guidelines, IT Audit frameworks (for e.g. COBIT, ITL, ISO2700 etc.), Ability to research and apply IT control concepts in audit assignments, King Report on Corporate Governance III, Internal audit concepts, frameworks and methodologies, Principles relating to Governance, Risk Management and control frameworks, Framework for managing performance information, ISACA Standards, Departmental internal audit activity charter, audit and risk committee charters and International Professional Practices Framework (IPPF) of the Institute of Internal Auditors, (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and organizing, Communication (Written and Verbal), Computer Literacy, Leadership, Good Interpersonal, Presentation, Teammate, Data analytics (ACL, IDEA, Teammate analytics) and Ability to work with minimal supervision.
<b><u>DUTIES</u></b>	:	Plan the allocated Information Technology audit assignment. Conduct Information Technology audit engagements in accordance with audit programmes. Render administrative support to the Internal Audit with DoL and Supervise the resources in the section.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms T Macumbaia Tel No: 012 309 4424
	:	Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resource Operations, Head Office
<b><u>POST 05/59</u></b>	:	<b><u>TEAMLEADER (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R331 188 per annum Labour Centre: Malelane Ref No: HR4/4/7/119 (X1 Post) Labour Centre: Mafikeng Ref No: HR4/4/02/02 (X1 Post) Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) IN Labour Relations/ Labour Law/ LLB/ BCOM LAW. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Extensive knowledge of the following: Departmental Policies and procedures, Employment Services Act, Labour Relation Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation Planning, Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Evaluation, Performance Management, Communication.
<b><u>DUTIES</u></b>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of Labour Legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with Labour Legislation including compilation and consolidation of

reports emanating from such inspections. Conduct Advocacy Campaign on Labour Legislation regularly. Manage the finalisation of files of cases received and investigations conducted by the Inspectors. Contribute at a management level to planning, drafting and maintenance of regional inspection plans and reports including executing of analysis and compilation of consolidated statistical reports on regional and allocated cases.

- ENQUIRIES** : Mr JR Khoza Tel No: 013 790 1528  
Ms Z Sekate Tel No: (018) 387 8100
- APPLICATIONS** : Deputy Director: Labour Centre Operations, PO Box 517, Sidlamafa, Malelane, 1320 or hand deliver at KaMhlushwa Shopping Centre, Mahlangu Road, Malelane.  
Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2<sup>nd</sup> Floor, Provident House, University Drive, Mmabatho.
- FOR ATTENTION** : Sub-directorate: Human Resources Management
- POST 05/60** : **INSPECTOR BCEA SR8 REF NO: HR4/4/02/01**
- SALARY** : R331 188 per annum  
**CENTRE** : Mafikeng Labour Centre  
**REQUIREMENTS** : Three (3) year tertiary qualification in Labour Relations/ BCOM Law/ LLB. Two (2) years functional experience in inspection and enforcement services. Valid driving license. Knowledge: Departmental policies and procedures, Labour relations Act, Compensation for Occupational Injuries and Diseases Act, Occupational Health and Safety Act, UI Contributions, Employment Equity Act, Immigration Act, Basic Conditions of Employment Act. Skills: Facilitation, Planning organizing, Leadership, Compute literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovation, Analytical.
- DUTIES** : To plan and independently conduct substantive inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Sectoral Determination and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently, and analyse impact thereof consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans execution.
- ENQUIRIES** : Ms. Z Sekate Tel No: (018) 387 8100  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2<sup>nd</sup> Floor, Provident House, University Drive, Mmabatho
- POST 05/61** : **EMPLOYER AUDIT OFFICER REF NO: HR4/4/1/164**
- SALARY** : R269 214 per annum  
**CENTRE** : Provincial Office: East London  
**REQUIREMENTS** : Three (3) year tertiary qualification in Financial Accounting / BCOM Accounting/ Accounting/ LLB/BCOM LAW/BCOM in Commerce/ Auditing. Valid driver's licence. Knowledge: Departmental Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance Act (UIA), Public Service Act and Regulations, OHS Act and Regulations, COIDA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act, Batho Pele Principles. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing Skills, Communication Written and Verbal, Innovative, Analytical, Research, Project management.
- DUTIES** : Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and there are amendments. Supervise resources within the Unit.
- ENQUIRIES** : Ms P Ludwaba Tel No: 043 701 3289  
**APPLICATIONS** : Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London.
- POST 05/62** : **CLAIMS ASSESSOR: COMPENSATION FUND REF NO: HR4/4/5/08**
- SALARY** : R269 214 per annum  
**CENTRE** : Labour Centre: Pietermaritzburg

- REQUIREMENTS** : Three (3) year Tertiary qualification in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ Human Resource Management. One (1) year functional experience in compensation and medical claims processing environment. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Customer Services (Batho Pele Principles), Risk Awareness, COID Tariffs. Skills: Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data Capturing, Data and records management, Telephone etiquette, planning and organising, Analytical thinking, Problem solving and decision making, Basic interpersonal.
- DUTIES** : Administer of claims registration process. Adjudicate registered customer claims. Quality Assurance for medical accounts payments. Render administration duties. Serve as a Team Leader / Supervisor.
- ENQUIRIES** : Mr MSJ September Tel No: (033) 341 5300
- APPLICATIONS** : Deputy Director: Labour Centre Operations: Private Bag X9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal
- POST 05/63** : **INSPECTOR (X3 POSTS)**
- SALARY CENTRE** : R218 064 per annum  
Labour Centre: Kokstad-Ref No: HR4/4/5/07 (X1 Post)  
Labour Centre: Ladysmith- Ref No: HR4/4/5/06 (X1 Post)  
Labour Centre: Kwa Mhlanga-Ref No: HR4/4/7/118 (X1 Post)
- REQUIREMENTS** : Three (3) year relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
- DUTIES** : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
- ENQUIRIES** : Mr. S Ngqoza Tel No: 039 727 2140  
Ms. L Radebe Tel No: (036) 638 1900  
Mr. M Ramatsetse Tel No: 013 947 2484
- APPLICATIONS** : Deputy Director: Labour Centre Operations: PO Box 260, Kokstad, 4700 Or hand deliver at 59 Hope Street, Kokstad. For Attention: Sub-directorate: Labour Centre Operations, Kokstad.  
Deputy Director: Ladysmith Labour Centre: P/ Bag X 9926, Ladysmith 3370 Or hand deliver at 35 Keate Street, Ladysmith.  
Deputy Director: Labour Centre Operations, Private Bag X4016, Kwa Mhlanga, 1022 or hand deliver at: Government Building, NR 6, Kwa Mhlanga
- POST 05/64** : **BCEA INSPECTOR (X3 POSTS)**
- SALARY CENTRE** : R218 064 per annum  
Mogwase Labour Centre Ref No: HR 4/4/02/03 (X1 Post)  
Mafikeng Labour Centre Ref No: HR 4/4/02/04 (X2 Posts)
- REQUIREMENTS** : Three-years tertiary qualification in Labour Relations / BCOM Law / LLB. No experience required. A valid motor vehicle driving license. Knowledge: National Minimum Wage Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Compensation for Occupational Diseases and Injuries Act. Skills: Facilitation, Planning and organizing (Own work), Interpersonal skills, Problem solving skills, Computing (spread sheets, Power point and word processing), Interviewing skills, Analytical, Verbal and written communication skills.
- DUTIES** : Monitor compliance by conducting inspections to determine level of compliance with BCEA and Sectoral Determinations and NMWA. Execute investigations

		on reported complaints pertaining to contravention of BCEA, Sectoral Determination and NMWA and enforce where and when necessary. Serve enforcement notices on non-complying employers. Process on non-complying employers for prosecution. Provide support in the implementation of Advocacy Programs on the BCEA and NMW Act.
<b><u>ENQUIRIES</u></b>	:	Ms Z Sekate Tel No: (018) 387 8194
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2 <sup>nd</sup> Floor, Provident House, University Drive, Mmabatho.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management.
<b><u>POST 05/65</u></b>	:	<b><u>CLIENT SERVICE OFFICER (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R218 064 per annum
<b><u>CENTRE</u></b>	:	Kimberley Labour Centre Ref No: HR4/4/8/80 (X2 Posts) Labour Centre: Mafikeng Ref No: HR4/4/02/05 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Matriculation/ Grade 12. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem Solving.
<b><u>DUTIES</u></b>	:	Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
<b><u>ENQUIRIES</u></b>	:	Mr RSP Geswint Tel No: (053) 838 1582
<b><u>APPLICATIONS</u></b>	:	Ms Z Sekate Tel No: 018 387 8100 Deputy Director: Labour Centre Operations: Private Bag X 5012, Kimberley 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. For Attention: Sub-directorate: Deputy Director: Labour Centre Operations, Kimberley. Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2 <sup>nd</sup> Floor, Provident House, University Drive, Mmabatho
<b><u>POST 05/66</u></b>	:	<b><u>SENIOR ADMIN CLERK: CLAIM PROCESSOR REF NO: HR4/4/02/06</u></b>
<b><u>SALARY</u></b>	:	R218 064 per annum
<b><u>CENTRE</u></b>	:	Klerksdorp Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Three-year tertiary qualification in Degree / Diploma in Public Management / Administration / Social Science / OHS / Finance / HRM is required. 1-2 years' experience in a Compensation or Medical claims processing environment. Knowledge: COID Tariffs, Compensation Fund policies, procedures and processes, Public Service Charter, Relevant stakeholders, Human anatomy/ Biology and medical terminology, Approved COID Delegation, Promotion of Access to Information Act, PFMA and Treasury Regulations, Customer service (Batho Pele principles), Road Accident Fund. Skills: Required Technical Proficiency, Numeracy, Business Writing skills, Required IT skills, Communication (written and verbal), Data Capturing, Data and Records Management, Telephone Skills and Etiquette.
<b><u>DUTIES</u></b>	:	Handle claims registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.
<b><u>ENQUIRIES</u></b>	:	Mr. UT Qambata Tel No: 018 387 8100
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.
<b><u>POST 05/67</u></b>	:	<b><u>ADMINISTRATIVE CLERK: IES REF NO: HR4/4/02/07</u></b>
<b><u>SALARY</u></b>	:	R181 599 per annum
<b><u>CENTRE</u></b>	:	Vryburg Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Matriculation/Grade 12/ Senior Certificate/ NQF 4 Certificate plus National Higher Certificate (NQF5)/ College Diploma (NQF 6) as recognised by SAQA. No experience required. Knowledge: Office Administration. Computer Literacy. Secretariat. Public Service Act and Regulations. Skills: Telephone etiquette.

**DUTIES**

Communication skills (Written and verbal). Interpersonal Relations. Administration. Computer.

: Order stationery and replenish stock. Ensure file proper records keeping daily. Manage the budget of the unit in the Labour Centre (Monthly). Fax and photocopy IES administrative documents. Answer telephone enquiries.

**ENQUIRIES**

: Ms. Z Sekate Tel No: (018) 387 8100

**APPLICATIONS**

: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2<sup>nd</sup> Floor, Provident House, University Drive, Mmabatho

## DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : **Pretoria:** Must be submitted 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.  
**Cape Town:** May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town
- CLOSING DATE** : 06 March 2023  
**FOR ATTENTION** : Human Resources Management  
**NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. 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 DPSSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

## MANAGEMENT ECHELON

- POST 05/68** : **CHIEF DIRECTOR: FORESTRY DEVELOPMENT REF NO: FOM13/2023**
- SALARY** : R1 308 051 per annum, (all-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An undergraduate qualification in Forestry / Natural Sciences or equivalent relevant qualification on NQF 7 within the related field as recognized by SAQA. Extensive experience in Forestry or the relevant field. Five (5) years of experience at senior management level. Knowledge of National Forestry Act, 84 of 1998 (NFA) and National Environmental Management Act, 107 of 1998. Knowledge in the regulation of natural resources as well as the Environmental Legislation and policies impacting on the Forestry Sector. Knowledge of

government administrative procedures (PFMA and treasury regulations). Leadership and management. Strategic thinking. Analytical thinking. Excellent communication skills (verbal and written). Ability to interpret regulations and develop appropriate policy. Ability to work under extreme pressure Ability together and analyse information.

**DUTIES** : Ensure the sustainable management of state nurseries and implementation of Forestry programmes. Oversee and manage the implementation of strategies to align greening and agroforestry planning with provincial and local government plans. Ensure development of Greening policies and strategies to support urban forestry. Ensure the development of forestry enterprises to ensure economic development. Ensure the development and implementation of capacity building and advisory services. Ensure the implementation of development plans and audits. Ensure the promotion of forestry sector growth and transformation. Ensure coordination and oversight of administration activities of the Forest Sector Charter Council. Ensure coordination and reporting on the implementation of the Forestry Masterplan. Ensure local economic development and eradication of poverty through forestry enterprise development. Ensure sustainable change in racial and gender composition of ownership, management, and control in the sector.

**ENQUIRIES** : Ms Pumeza Nodada, Tel No: 012 309 5717

**POST 05/69** : **CHIEF DIRECTOR: FORESTRY POLICY MANAGEMENT REF NO: FOM14/2023**

**SALARY** : R1 308 051 per annum, (all-inclusive salary package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An undergraduate qualification in Forestry / Natural Sciences or equivalent relevant qualification on NQF 7 within the related field as recognized by SAQA. Extensive experience in Forestry or the relevant field. Five (5) years of experience at senior management level. Knowledge of National Forestry Act, 84 of 1998 (NFA), National Veld Fire Forestry Act, 101 of 1998 (NVFFA) and National Environmental Management Act, 107 of 1998. Knowledge in the regulation of natural resources as well as the Environmental Legislation and policies impacting on the Forestry Sector. Knowledge of government administrative procedures (PFMA and treasury regulations). Leadership and management. Strategic thinking. Analytical thinking. Excellent communication skills (verbal and written). Ability to interpret regulations and develop appropriate policy. Ability to work under extreme pressure Ability together and analyse information.

**DUTIES** : Oversee the development, interpretation, and monitoring of forestry policy. Ensure the development of forest sector specific strategies and enforcement frameworks. Ensure provision of technical and administrative support to the National Forests Advisory Council. Oversee the protection of forest resources. Oversee the effective administration of the NFA and NVFFA, including the development of regulations, guidelines, norms and standards and training. Oversee the provision of forestry scientific and technical support services. Monitor compliance with regional and international standards of sustainable forest management. Participate in all forestry related international conventions and agreements. Ensure that memorandums of understanding with SADC countries are signed and implemented.

**ENQUIRIES** : Ms Pumeza Nodada Tel No: 012 309 5717

#### **OTHER POSTS**

**POST 05/70** : **SPECIALIST SCIENTIST: STOCK ASSESSMENT REF NO: FIM07/2023**  
Re-advert (FIM01/2022), all applicants are encouraged to re-apply

**SALARY** : R1 303 509 per annum, (an all-inclusive annual remuneration package)

**CENTRE** : Cape Town (Foretrust Building)

**REQUIREMENTS** : A PhD in Mathematics, Applied Mathematics, or Statistics, or a PhD in the Biological Sciences, or relevant qualification (NQF Level 10), with a strongly quantitative fisheries modelling focus, 10 years' relevant scientific experience after BSc qualification and Compulsory registration with SACNASP as a Professional Natural Scientist (Registration certificate or current subscription confirmation must be provided with application). Knowledge of: the Marine Living Resources Act; Fishery sector and fisheries management; quantitative assessment techniques for fisheries; including stock assessment models,

		Operational Management Procedures, Management Strategy Evaluation, and development of stock recovery plans; statistical and analytical software, including "R" and Automatic Differentiation Model Builder (ADMB), and coding; Biology, Ecology, life history strategies and population dynamics of fisheries resources; Scientific methodologies and models; Research and development; Computer-aided scientific applications; legal compliance; Technical report writing; Data analysis; Policy development and analysis; Scientific presentation. Skills: Strategic capability and leadership; Decision making; Team leadership; Analytical skills; Financial management; Customer focus and responsiveness; Communication; Networking; Planning and organizing; Conflict management; People management; Change management; Problem solving and analysis; Programme and project management; Mentoring.
<b><u>DUTIES</u></b>	:	Perform final review and approvals or audits on scientific projects: Perform scientific functions and establish research and regulatory frameworks; Guide the setting of scientific standards, specifications and service levels according to organizational objectives; Monitor and evaluate scientific efficiency. Provide strategic research direction on scientific matters: Provide expert support and advice to stakeholders; Develop relationships and collaborations at national, regional and international levels; Participate actively at national, regional and international arena; Play a lead role in the presentation and exchange of scientific knowledge and information; Review scientific publications. Lead, coordinate and develop scientific models and regulatory frameworks: Design scientific methodology for the analysis of scientific data; *Evaluate, monitor and disseminate information; Design and develop appropriate scientific models to generate information and knowledge; Formulate and evaluate proposals and compile reports. Research and development: Continuous professional development to keep up with new technologies and procedures; Lead, coordinate and conduct basic (fundamental) and applied research; Ensure knowledge generation and dissemination; Review scientific publications; Publish and present research findings; Liaise with relevant bodies / councils on science-related matters; Source funding for research projects. Human Capital development: Mentor, train and develop scientists and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice; Supervise scientific work and processes; *Manage the performance and development of staff.
<b><u>ENQUIRIES</u></b>	:	Dr. K Prochazka Tel No: (083) 302 8191 e-mail: <a href="mailto:KProchazka@dffe.gov.za">KProchazka@dffe.gov.za</a>
<b><u>POST 05/71</u></b>	:	<b><u>IT SECURITY MANAGER REF NO: CMS01/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R766 584 per annum, (all-inclusive remuneration package) Pretoria National Diploma (NQF6) /Degree in Information Technology or relevant qualification. A minimum of three years' experience in a junior management level (ASD) in Information Technology or relevant field. Knowledge of Information Technology. IT Security certification (e.g., CompTIA Security+, Certified Network Defender, etc.) from vendor-neutral ICT security certification bodies such as the EC-council, CompTIA, ISACA. Knowledge of technical and administrative controls in security and threats. E.g., Application Security controls, Network Security Controls, Awareness, Information Security, Auditing (Logs), Cybersecurity, Phishing, SQL injection, malware, etc. Experience in project management, financial management and personnel management. Information Technology Security skills. Sound organizing and planning skills. Good communication skills. Writing skills Interpersonal skills. Ability to gather and analyze information. Ability to develop and apply policies. Ability to work individually and in team.
<b><u>DUTIES</u></b>	:	Manage and maintain ICT Security Infrastructure. Ensure that the Endpoint Protection Platform (anti-virus software) is centrally managed and configured properly (vendor recommendation and best practices) to secure all endpoints. Maintenance of Web Security Gateways for all offices. Develop and maintain an IT Risk Register in conjunction with Risk Management unit. Compile Risk Mitigation Plan for all relevant offices and report implementation progress to stakeholders. Conduct IT Risk Management. Co-ordinate internal and external audit activities. Conduct Review of audit report. Ensure Audit Compliance Research trends in IT Security. Review the IT Security Incident Response Plan. Administration of IT Security Functional Environment. Review, Develop and direct the implement IT Security policies, IT security standards, and IT Security procedures. Manage procurement of IT Security related solutions and services.



**ENQUIRIES** : Mr L Pulumo; Tel: 012 399 9725

**POST 05/72** : **SCIENTIST PRODUCTION: GRADE A-C LARGE-PELAGIC FISHERIES RESEARCH REF NO: FIM08/2023**

**SALARY CENTRE REQUIREMENTS** : R646 854 per annum, (an all-inclusive annual remuneration package)  
: Cape Town (Foretrust Building)  
: Honours degree in Mathematical Science/Natural Sciences or relevant qualification (NQF Level 8), 3 years post qualification experience in applied marine science or relevant field and Compulsory registration with SACNASP as a Professional Natural Scientist (Registration document or annual subscription confirmation must be provided with application). Knowledge: Theoretical and/ or practical knowledge of fisheries and biological research activities; Familiar with software applications for the storage and manipulation of large datasets and statistical analysis of data, in particular the MS Access database environment and the statistical programming language 'R'; Proven ability to carry out quantitative analyses; Ability to formulate and write reports and peer-reviewed scientific papers and scientific reviews. Skills: Data analysis and statistics; Strong quantitative focus; programme and project management. Ability to identify research gaps and develop an appropriate research programme. Ability to work individually and in a team. Ability to under pressure and submit documents to international fora within required timeframe. Ability and willingness to work at sea.

**DUTIES** : Perform final review and approvals or audits on scientific projects: Develop and implement methodologies, policies, systems and procedures; Compile scientific data and annual submissions for Regional Tuna Fisheries Management Organizations; Manage and improve the Large Pelagic databases; Provide scientific advice relative to permit conditions and policy; Engage with fisheries managers and fishing sectors and stakeholders on scientific results and advice; Create scientific, data and annual submissions for Regional Tuna Fisheries Management Organizations, CCSBT, ICCAT and IOTC; Prepare and manage section budget. Perform scientific analysis and regulatory functions: Participate in stock assessments, risk assessments and population analyses of large pelagic fishes caught in the South African tuna fisheries; Research and development, Conduct routine biological sampling of large pelagic predatory fish catches in ports and factories; Conduct presentations at scientific conferences and to stakeholders, Review literature on large pelagic predatory fishes, sharks and their fisheries. Perform administrative and planning tasks: Plan implementation of projects (e.g., Field trips and outsourcing of sample analysis). Manage the registering, entry, validation and storage of catch statistics and research data.

**ENQUIRIES** : Dr. S Kerwath Tel No: (083) 991 4641 e-mail: [SKerwath@dffe.gov.za](mailto:SKerwath@dffe.gov.za)

**POST 05/73** : **CONTROL BIODIVERSITY OFFICER GRADE A: BABS POLICY ANDIMPLEMENTATION REF NO: BC03/2023**

**SALARY CENTRE REQUIREMENTS** : R517 725 per annum  
: Pretoria  
: A four (4) year degree (NQF 8) in Natural or Environmental Sciences or equivalent qualification with the related field plus six (6) years post qualification experience in a related field. Knowledge of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004) (NEMBA), its associated subordinate legislation, and other relevant acts that deal with biodiversity matters. Knowledge of relevant legal processes. Knowledge of protection and sustainable use of natural resources, in particular but not limited to threatened or protected species and applicable MEAs (CITES and CBD). Knowledge of administrative procedures. Knowledge of, and experience in, the application of the provisions of NEMBA, and its associated subordinate legislation, or experience in a law environment. Knowledge of the National Environmental Management Act, 1998 (Act No. 107 of 1998) (NEMA) and other acts affecting biodiversity. Good Communication skills. Interpersonal skills and Listening skills. Planning and execution, acceptance of responsibility, interpersonal relations, teamwork, reliability, self-discipline & Positive attitude.

**DUTIES** : Implement national legislation, regulations, policies, strategies, norms, and standards relating to bioprospecting, access, and benefit sharing. Support and implement international ABS provisions and other relevant international agreements. Support the review of legislation in relation to Bioprospecting,

Access, and Benefit Sharing (BABS) and the development of implementation tools. Cooperate and liaise with stakeholders on all matters relating to the implementation of legislation, regulations, protocols, and other international agreements. Support engagements and approval of the prioritised benefit sharing agreements process.

**ENQUIRIES** : Ms Natalie Feltman Tel No: 012 399 8917

**POST 05/74** : **SENIOR MARINE CONSERVATION INSPECTORS FISHERIES PROTECTION VESSELS REF NO FIM09/2023 (X2 POSTS)**

**SALARY** : R269 214 per annum, (R420 311 per annum total cost to company)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : National Diploma (NQF6)/degree in Nature Conservation/Natural Science and/or Policing Law enforcement or relevant equivalent qualification. Experience in law enforcement and or related field. A valid driver's license. Knowledge and understanding of all relevant legislation and regulations that governs the Public Service, including the PFMA, Treasury regulations, Public Service Act, labor Relations Act etc.; Marine Living Resources Act; Criminal Procedure Act, integrated Coastal management Acts, National Environmental Management Biodiversity Acts and all departmental procedure and prescripts. Skills: good communication (Verbal and writing), Computer literacy, planning and organizing skills.

**DUTIES** : Assist the team leader with consultation with the master of the Inshore / Offshore Patrol vessel in terms of the objective of the sailing orders. Consult the Vessel Operations System (VMS) room officials and obtain vessel specific locations and ensure planning and logistical arrangements, Address non-compliance through arrests, confiscations and seizure of exhibits. Conduct sea-based inspections of registered and non-registered vessels in fisheries sectors: Verify that all fishing vessels at sea are in possession valid fishing licence/s, permit/s, and fish processing establishment (FPE) permits and ensure that a relevant law enforcement action is taken against those who are not compliant; Register' process and monitor cases and admission of guilt fines: Provide inputs in planning and execute anti-poaching operations with other state's organs; Identify transgression/s and infringements during inspections at sea; Secure and maintain chain of evidence; Handle suspects in line with the constitution and the prescripts of the criminal procedures Act. Conduct anti-poaching activities through special operations: Identify need for operations (based contravention(s) or infringement(s) which warrants the execution of a special operations; Initiate planning and invite identified role players to a strategic planning session. Participate and conduct final planning sessions with all stakeholders involved; Prepare and provide a detailed report on completion of special operations.

**ENQUIRIES** : Mr Moshani Tel No: (021) 402 3366  
**NOTE** : Be prepared to work flex hours and shift work

**POST 05/75** : **MARINE RESEARCH ASSISTANT REF NO: FIM10/2023**

**SALARY** : R181 599 per annum (R314 005 per annum total cost to company)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Applicant must be in possession of grade 12 with experience in biology sampling, data collection and/or relevant field. Applicant will be expected to undergo and pass a medical for seafarers in line with (section 101 of the SAMSA Act 57 Of 1951). Knowledge of Marine Living Resource Act) and other relevant acts, data capturing procedures, record management principles. Skills: Planning and execution; Computer literacy; good communication (verbal and written) willingness to work at sea on commercial and research vessels and spend extensive periods away from home while on sea/field trip.

**DUTIES** : Maintenance of infrastructure and equipment: provide support during annual servicing and surveys of boats, diving gear, vehicles, and oceanographic equipment; support storing and securing all sections assets. Undertake logistical arrangements and requisitions: provide support in purchase of goods and services in the section; provide administration support in preparation for field trips. Prepare, load and operate equipment during land based and ship-based research survey; participate in all research related processes. Gather research data from different sources; process biology samples from fisheries research activities; capture and validate data; record and archive data from fisheries, research survey, land-based sources, and other stakeholders.

**ENQUIRIES**

: Ms Y De La Cruz: Tel No: (021) 402 3634: Email: [LDeLaCruz@dffe.gov.za](mailto:LDeLaCruz@dffe.gov.za)

**GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM**

*The GCIS is an equal-opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan.*

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 24 February 2023
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal.

**OTHER POST**

- POST 05/76** : **STATE ACCOUNTANT REF NO: 3/1/5/1-23/11**  
Directorate: Finance
- SALARY** : R269 214 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicant must be in possession of a three-year Degree (NQF level 7) in commerce with Accounting as subject or a National Diploma (NQF 6) in Public Finance or equivalent related qualification as recognised by SAQA. Two (2) years relevant experience. knowledge of the budget process in the public Service, the basic Accounting System(BAS), National Treasury Regulations and understanding of the Public Finance Management Act (PFMA). Ability to

work under pressure, good communication skills, Computer literacy in Microsoft Excel and Word.

**DUTIES**

: The successful candidate will be responsible for co-ordinating, analysing consolidating and reporting in respect of the budget and expenditure information of GCIS; monitor the expenditure trend against allocated budgets of programmes, sub-programmes and Sections, ensures that records of financial transactions and expenditure are updated and allocated correctly according to the Standard Chart of Accounts (SCOA). These functions include amongst others, duties regarding monthly projections, virement Medium Terms Expenditure Framework (MTEF), Estimates of National Expenditure (ENE), budget function on the Basic Accounting System (BAS), etc. The Successful candidates should also be able to evaluate the performance of planned activities as indicated in the business plan against the allocated budget. Provide an administrative support service to the component. Preparation of quality product to Committees, Forums and Budget Lekgotla

**ENQUIRIES**

: Ms Kedibone Matlala Tel No: (012) 473 0127

**NOTE**

: Preference will be given to White, Coloured and Indian Male/Female. People with disabilities will be given preference regardless of Race.

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



**CLOSING DATE**  
**NOTE**

: 24 February 2023 before 12h00 noon No late applications will be considered.  
 : Take Note Of The Disclaimer Mentioned On Each Advert. It is mandatory that applications that consist of a signed Z83 and comprehensive CV be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form will be effective and if the old Z83 is used, it will be deemed a regret. Should an individual wish to apply for a post after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) or <http://www.gpaa.gov.za> Requirements: Applications must be submitted on the new form Z83 as indicate above (signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and a duly completed Z83 (refer to Circular No 19 of 2022 in this regard) only. Failure to submit the above documents will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by the GPAA. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and or other methods of verification and proof (when shortlisted). The certification of all supporting documents will be expected of the shortlisted candidates only. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For applications on salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

## OTHER POSTS

- POST 05/77** : **ADMINISTRATIVE OFFICER: ICT KNOWLEDGE MANAGEMENT REF NO: AO/ICT/BKM/2023/02-1C**  
Information Technology  
(12 months contract)
- SALARY** : R269 214 per annum (Level 07), plus 37% in lieu of benefits  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : A three year B Degree/National Diploma in Knowledge Management, Library Management or any other relevant qualification related to Knowledge Management (at least 360 credits) coupled with two years' experience in Knowledge Management. Knowledge and experience of the MS Office package, specifically relating to word processing, Outlook, PowerPoint and Excel; Knowledge Management; Knowledge of Programme and Project Management; Knowledge of Quality Management Systems; Knowledge of SA ICT Legislation (SITA Act, Electronic Information Act, Access to Information Act, POPI Act); Knowledge of Benefits Administration; Knowledge of Customer Relationship Management (Channel Management); Knowledge of and compliance with relevant legislative requirements and GPAA policies and procedures; Knowledge of Pension fund regulations and rules; Analytical skills; Project Management skills; Planning and Organising skills; Decision making and problem solving skills; Communications skills; Persuasiveness & Flexibility; Customer service orientation; Ability to take responsibility; Ability to work under pressure; Integrity, reliability and honesty; Quality and result oriented. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
- DUTIES** : Assist in implementing the knowledge Management database and processes of the organisation: Draft and implement awareness plans for the GPAA on new trends and knowledge acquired by the organisation; Educate and promote Knowledge Management practices to new and existing team members to improve the sharing and value of Knowledge; Assist in design catalogue and publishing the available suite and productivity tools and technologies to optimize the use of Knowledge; Draft and compile reports on the usage of Knowledge articles to demonstrate the benefits and impact of Knowledge on service delivery. Assist in conducting Research on best practices that will enable the GPAA to achieve its objectives: Assist in conducting research on best practices; Ensure the effective development and implementation of a continuous improvement strategy for the organisation; Assist in identifying and implementing remedial action strategies for the GPAA service delivery gaps; Provide Administrative support to the unit: Organise office logistical matters; File office correspondence documents and reports; Draft and type standard correspondence and documents; Completion of forms and documents in the office; Order stationary and equipment for the section.
- ENQUIRIES** : Mr Mbongiseni Nkosi Tel No: 012 399 2202  
Application enquiries: Mpho Ngubane Tel No: 011 884 8010/ or Aalia Hoosen Tel No: 011 884 8010
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) [applicationsgpaa@afrizan.co.za](mailto:applicationsgpaa@afrizan.co.za) quoting the reference number in the subject heading of the email
- NOTE** : The purpose of the role is to assist with the provision of Knowledge and Information within GPAA. One 12 month contract position for an Administrative Officer: Knowledge Management is currently available at the Government Pensions Administration Agency: ICT Section – Gauteng Region based in Pretoria Head Office.

**POST 05/78** : **SECRETARY: DIRECTOR MONITORING AND EVALUATION REF NO: SEC/M & E/2023/01-1P**  
Corporate Monitoring and Evaluation

**SALARY** : R181 599.per annum (Level 05), (Basic Salary)  
**CENTRE** : Head Office Pretoria  
**REQUIREMENTS** : An appropriate three (3) year qualification (ideally in Office Administration/Secretarial) coupled with 6 - 12 months office administration/secretarial experience or Grade 12 with two (2) years' experience in the field of office administration/secretarial. Experience in writing memos and taking minutes. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel (Which may be assessed if need be.) Knowledge of Office Administration Knowledge of Public Service and departmental Prescripts and Legislations. Keep abreast with procedures and processes with the office of the Director. Typing skills. Written and verbal communication skills at all levels. Good telephone etiquette. High level of reliability. Good interpersonal relations. Ability to act with tact and discretion. Adhering to business ethics. Good grooming and presentation. Sound organising skills. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

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

**ENQUIRIES** : Lesiba Sehlapelo Tel No: 012 399 2602  
Application enquiries: Mpho Ngubane Tel No: 011 884 8010/ or Aalia Hoosen Tel No: 011 884 8010

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

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



**GOVERNMENT PRINTING WORKS**

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

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, Private Bag X85, Pretoria, 0001 or be hand delivered to: 149 Bosman Street, Pretoria.
- FOR ATTENTION** : Ms. L Pale / Ms. V Maja, Human Resources Tel No: 012 764 3976 /012 764 3912
- CLOSING DATE** : 27 February 2023 (16:00 noon)
- NOTE** : Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at [www.dpsa.gov.za](http://www.dpsa.gov.za)-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being considered), and clear indication of the reference number on the Z83. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA), The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews, which might be virtual at a date and time determined by the Government Printing Works. Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

**OTHER POSTS**

- POST 05/79** : **ICT SPECIALIST: NETWORKS AND UNIFIED COMMUNICATIONS REF NO: GPW23/04 (X2 POSTS)**
- SALARY** : R766 584 per annum (Level 11), (an all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant Bachelor's Degree/National Diploma in Computer Science, Communications or similar field equivalent to NQF 6/ 7 qualification as recognized by SAQA. 3 - 5 years' relevant experience in the specific IT-field on junior management level. CRM, SIP, Microsoft Exchange, CCNA, ITIL, PMP, TOGAF, Network Monitoring tools (such as Wireshark, PRTG etc.) COBIT 5, KING 3 will serve as an added advantage. Understanding of Good Corporate Governance principles (King Report), Expert. Extending working hours are required. Travel will be required.
- DUTIES** : Manage voice and data transmissions by deploying, monitoring, troubleshooting, and optimizing the workflow of UC systems (voice, video, and VoIP). Identify business needs by documenting functional and technical requirements for hardware, logical processes, workflow, and operating systems. Provide technical assistance with software upgrades on existing UC systems by collaborating with internal and external network analysts. Determine capital budgets for UC infrastructure, applications, and service providers by testing, evaluating, and analysing network communications. Provide strategic direction to the GPW telecommunications infrastructure, including maintaining, deploying, and troubleshooting any issues within. Cooperate with the communications team and software professionals to identify and resolve technical issues related to networks and telecom software. Collaborate with service providers to acquire network equipment, such as sensors, monitors, routers, servers, and other cloud computing systems.

Recommend the best solutions for improving the GPW's workflow by staying up to date with market trends and new UC technology. Assessing technical data, providing feedback to the communications team, and monitoring telecommunications activities. Manage the maintaining of effective relationships with key stakeholders by identifying their needs and requirements. Manage multiple communications processes, such as program requests and assessments, and resource management, to ensure successful project execution. Design and install well-functioning computer networks, connections and cabling. Evaluate network performance and find ways of improvement. Organize and schedule upgrades and maintenance without deterring others from completing their own work. Provide technical direction to co-workers on computer and network usage and offer comprehensive advice and instructions. Liaise with service providers. Perform troubleshooting to system failures and identify bottlenecks to ensure long term efficiency of network. Inspect LAN infrastructure and fix minor or major problems/bugs. Test and configure software and maintain and repair hardware and peripheral devices. Do research on the development and use of operating systems, networks and management tools. Do system analysis research on the development and implementation of systems for the optimum utilization of the information infrastructure. Liaise with users regarding all data communication matters (Local Area Network). Maintain records and statistics, regarding operations information, network infrastructure, user location network hardware, software and media. Provide regular feedback to the Director and users regarding network problem solving, quantity of data, customer needs, and network planning. Do regular data backups to protect the GPW's information. Audit Network regularly - performing a periodic network scan to identify unauthorized computers and other devices that may have connected to your network directly or via wireless access. Keep O/S Patches up to date to eliminate weak links. Keep antivirus and malware definitions current. Establish policies for mobile and wireless devices. Check firewall security settings. Develop and maintain disaster recovery plan.

**ENQUIRIES**

: Mr K Thamaga Tel No: (012) 764 4075

**POST 05/80**

: **DEPUTY DIRECTOR/ICT SPECIALIST: BUSINESS SUPPORT REF NO: GPW23/05**

**SALARY CENTRE REQUIREMENTS**

: R766 584 per annum (Level 11), (an all-inclusive remuneration package)  
 : Pretoria  
 : A relevant Information and Communications Technology (NQF 6/7) qualification as recognised by SAQA). 3-5 years appropriate experience in the specific ICT environment on junior management level. Understanding of Good Corporate Governance principles (King Report). Certificate COBIT 5 will be added advantage, ITIL added advantage, KING 3 or 4 added advantage, Project Management added advantage, Business Analysis Certificates added advantage. Certificate in SDLC, Business Process Management.

**DUTIES**

: Extensive experience in Application Maintenance and Support. Knowledge of the basic configuration of the various systems. Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the government policy framework consultation paper developed by GITO. Sound knowledge of Minimum Information Security Standards (MISS, The position paper on information security ISO 17799 (Information Security framework). Knowledge of the Public Service Regulatory Framework. Understanding of departmental legislation as well as Human Resources legislation and prescripts. More than 4 years relevant experience in systems development according to the Systems Development Life Cycle (SDLC). Problem solving and analysis. Project management. People management. Monitoring and evaluation methods, tools, and techniques. Fair understanding of project management. Monitoring and evaluation methods, tools, and techniques. Knowledge and interest in computer systems and the latest technologies. Core competencies: Good communication skills (written and oral) and interpersonal, as well as good organizing and planning skills. Client orientation and customer focus. Systems Analysis, documentation, and problem-solving skills. Able to learn new technologies quickly. Attention to detail, accuracy, and Analytical skills. Relational Database concepts and experience in SQL server for database design and SQL query design. SharePoint Development and administration skills. Programming language skills like NET framework, C#.

Ability to work independently, under pressure, and in a team. Critical thinker and problem-solving skills. Good time-management skills. Problem solving and analysis.

**ENQUIRIES** : Mr K Thamaga Tel No: (012) 764 4075

**POST 05/81** : **DEPUTY DIRECTOR/ICT SPECIALIST: SYSTEM SUPPORT REF NO: GPW23/06**

**SALARY CENTRE** : R766 584 per annum (Level 11), (an all-inclusive remuneration package)  
: Pretoria

**REQUIREMENTS** : A relevant Bachelor's Degree/National Diploma in Computer Science or similar field equivalent to NQF 6/7 qualification as recognized by SAQA. CRM, ITIL, E, PMP, TOGAF, Message Queuing (MQ), Enterprise Service Bus (ESB), Application Programme interface, (API), COBIT 5, KING 3 will serve as added advantage. 3-5 years appropriate experience in the specific ICT environment on junior management level. Understanding of Good Corporate Governance principles (King Report).

**DUTIES** : Managing defining of system problems identified and resolved timeously. Researching potential solutions to problems identified by stakeholders and testing possible solutions to problems to ensure the best solution. Evaluate procedures and processes to ensure a seamless operating system(s). Installing new software/hardware on computers to ensure that they are functioning properly. The identifying of possible gaps in the GPW's processes, including data and information management and designing systems to implement those changes. Ensuring training of GPW employees on the use of new systems. The application of information technology expertise, analysis, and design techniques to solve business problems within the GPW. Ensure the effective and efficient running of systems within the GPW. The diagnosis, simulation or usage of other tools to maintain, troubleshoot, and restore services or data to systems. Installing new software/hardware on computers to ensure that they are functioning properly. The diagnosis, simulation or usage of other tools to maintain, troubleshoot, and restore services or data to systems. Identifying possible gaps in current technology processes, as well as to recommend changes to optimise operations and improve efficiency. Troubleshooting of network, hardware and software issues, as well as coordinating resolutions with users, service providers and internal service groups. Ensuring that risk mitigation plans are developed and implemented. Ensuring system support that quality, security, and compliance requirements are met for supported areas.

**ENQUIRIES** : Mr K Thamaga Tel No: (012) 764 4075

**POST 05/82** : **ASSISTANT DIRECTOR: APPLICATION SUPPORT REF NO: GPW23/07**

**SALARY CENTRE** : R393 711 per annum (Level 09)  
: Pretoria

**REQUIREMENTS** : A relevant National Diploma in Computer Science, or similar field equivalent to a NQF Level 6 as recognized by SAQA. 3-5 years appropriate experience in the specific ICT environment.

**DUTIES** : The administering and resolving of applications issues, provide updates and perform root cause analysis. Ensure the operational processes in the GPW is running smoothly to ensure that enables users within the GPW to conduct their business effectively and efficiently. External customers enabled by the applications support within the GPW. Root cause analysis continuously undertaken to pro-actively resolve application issues adequately. Technology solutions proactively addressed. Pro-actively resolve technical issues. Maintenance plans and upgrading schedules for the GPW's system undertaken and implemented. Root cause analysis continuously undertaken to pro-actively resolve application issues and adequately resolve it. Server domain adequately assessed and applications well-maintained. Technical support to internal and external clients when required. System integration ensured. Tools for proper functioning of the website developed, submitted, approved and applied to ensure smooth running of the system. Improved technology applications developed, submitted, approved and implemented. Updated and proper functioning front line applications. Systems properly integrated. Technical issues resolved timely. Plan, schedule, monitor and report pro-actively on required activities to ensure application(s) system(s) availability, accessibility and sustainability. Timeous collection, summarisation

and reporting on operational application(s) system(s) support statuses. Reviewed and enhanced ICT standards and procedures as well as best practices in alignment of systems integrated. Enhanced value-added service delivery.

**ENQUIRIES** : Mr K Thamaga Tel No: (012) 764 4075

**POST 05/83** : **ASSISTANT DIRECTOR: SYSTEM SUPPORT REF NO: GPW23/08**

**SALARY** : R393 711 per annum (Level 09)

**CENTRE** : Pretoria

**REQUIREMENTS** : A relevant National Diploma in Information and Communications Technology (NQF 6 qualification as recognised by SAQA). 3-5 years appropriate experience in the specific ICT environment.

**DUTIES** : Ensure system problems are identified and resolved timeously. Researching potential solutions to problems identified by stakeholders and testing possible solution to ensure the best results. Evaluate procedures and processes to ensure a seamless operating system(s). Installing new software/hardware on computers to ensure that they are functioning properly. Identifying gaps in the GPW's processes, including data and information management and designing systems to implement those changes. Ensuring training of GPW employees on the use of new systems. The application of information technology expertise, analysis, and design techniques to solve business problems within the GPW. Ensure the effective and efficient running of systems within the GPW. Installing new software/hardware on computers to ensure that they are functioning properly. The diagnosis, simulation or usage of other tools to maintain, troubleshoot, and restore services or data to systems. Identifying gaps in current technology processes, as well as to recommend changes to optimise operations and improve efficiency. Troubleshooting of network, hardware and software issues, as well as coordinating resolutions with users, service providers and internal service groups. Ensuring that risk mitigation plans are developed and implemented. Ensuring system support that quality, security, and compliance requirements are met for supported areas.

**ENQUIRIES** : Mr K Thamaga Tel No: (012) 764 4075

**POST 05/84** : **ADMINISTRATION CLERK: ENTERPRISE RISK MMANAGEMENT REF NO: GPW23/09**

**SALARY** : R181 599 per annum (Level 05)

**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 12 Certificate plus one – two years administration experience. Knowledge and understanding of Risk Management processes. Having previously worked in the Risk Management environment will be an added advantage. Knowledge of applicable prescripts to risk management.

**DUTIES** : Record, organise, store, capture and retrieve correspondence and data for the office. Support risk assessment sessions and update risk registers and reports as may be required. Serve as secretariat of the GPW Risk Committee. Handle routine enquiries. Make photocopies and receive or send the division's communique. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Maintain a leave register for the component. Keep and maintain personnel records and attendance register of the component. Arrange travelling and accommodation. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Participate in internal team knowledge sharing and growth opportunities to support the team knowledge expansion and expertise.

**ENQUIRIES** : Ms A Mudanalwo Tel No: (012) 748 6183

**POST 05/85** : **ACCOUNTING CLERK: DEBTORS ADMINISTRATION REF NO: GPW23/10**

**SALARY** : R181 599 per annum (Level 05)

**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 12 or an NQF 4 with Accounting. Knowledge of the Public Service Regulatory Framework, PFMA, Knowledge of Financial Accounting Standards

and practices. Knowledge of National Treasury Regulations. Understanding of Good Corporate Governance principles (King Report). Extended working hours and travel may be required. Knowledge of Microsoft Dynamics AX. Job related skills: Good communication skills (verbal and written); Computer literacy; Strong numerical skills; Interpersonal relations; flexibility and ability to work within a team; Planning, organizing and time management skills.

**DUTIES** : Review customer information and confirm all invoicing information provided. Generate gazette invoices through linking quotations, orders and adverts into the invoicing system. Review Despatch, Origination and Contract Printing documentation and generate adhoc invoices. Disburse invoices to customers and report on list of invoices processed. Receive bank statements and remittance advices and identify payments for allocation. Allocate payments to the correct customer account and against the correct invoice. Provide reports for payments received and allocated. Identify unallocated amounts, identify customer and source a remittance advice from the customer. Liaise with the Bank and National Treasury to source information on unidentified payments received. Allocate the amount to the correct customer account and against the correct invoice. Reconcile the suspense account and resolve any anomalies. Disburse the statement to the customer. Prepare audit files by collating and filing all documentation related to Accounts Receivable. Support auditors by extracting information and providing files. Answer audit queries through referencing accounts receivable files and information. Ensure proper dunning process is done on a monthly basis to all accounts.

**ENQUIRIES** : Ms B Nogemane Tel No: (012) 748 6236

**POST 05/86** : **DRIVER HEAVY VEHICLE (GPW23/11) (X3 POSTS)**

**SALARY** : R128 166 per annum (Level 03)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : NQF level 3 (Grade 10 certificate or equivalent qualification is required). Valid Driver's License Code 14 / EC Valid Professional Driving Permit (PDP). 1 to 2 years' driving experience. Experience in the customer orders distribution environment (Bulk and Fine goods) will be an added advantage. Knowledge of travel and subsistence procedure.

**DUTIES** : Drive trucks and delivery vans. Fetch and deliver stock from service providers and to customers. Assist with the loading and off-loading of orders. Drive departmental officials, clients and visitors as may be requested. Maintain accurate and up to date schedule trip sheets i.e. Logs official trips, daily mileage, fuel consumption. Ensuring that all POD's deliveries are returned to the Administrative Clerk on a daily basis. Report incident and accidents timeously and compile vehicle condition report and other records required by management. Coordinate and liaise with Transport Officer to ensure that minor/major vehicle maintenance is carried out as well as renewals of licences and discs. Offer customer service and represent GPW on the delivery field. Ensure security protocol of consignment handled is followed. Execute all delivery plans and schedules. Accurately count and configure the boxes according to the unloading sheets. Unloading of non-palletised goods on trucks by hand, configures cases based on unloading sheets. Prevent and record damages or shortages. Ensure that correct products and quantities are checked as per delivery notes prior loading. Validate that the product is packaged correctly as per job specification i.e box or shrink wrap pack. Check and verify finished product from production (Handover). Coordinate and liaise with the Administration clerks to ensure that major/minor vehicle maintenance is carried out. Ensure that the vehicles are kept clean and in an orderly condition on a daily bases. Report any damage/defect the vehicle may incur. Report any faulty equipment which is stored in the vehicle. Resolve proof of delivery (POD) and other administrative departmental queries. Cooperate fully with administrative officials and follow instructions and requests. Honest and maintain good communication with the office based staff. Maintain clean the floors and maintain orderliness in the working environment. Ensure goods are packed in carriers/boxes. Perform other activities as required to achieve the goals of the GPW. Adherence to health and safety standards Undertake any appropriate training as required by the GPW.

**ENQUIRIES** : Mr V Ngobeni Tel No: (012) 748 6390

**GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**

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

<b><u>APPLICATIONS</u></b>	:	Potential candidates may apply at <a href="https://www.gtac.gov.za/careers">https://www.gtac.gov.za/careers</a> . NB only online applications will be accepted.
<b><u>CLOSING DATE</u></b>	:	24 February 2023 at 12pm.
<b><u>NOTE</u></b>	:	Only South African Citizens, and Permanent Residents need apply as per PSR 2016. A duly completed and signed Z83 form (obtainable from any Public Service department) should accompany applications. The post title and reference number must be clearly indicated on the Z83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will only be limited to shortlisted candidates which will be submitted to HR on or before the day of the interview. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo the SMS Competency Assessment and security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 2 months of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts. The DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements was amended with effective date of 01 April 2020. According to the directive requirement for appointment at SMS level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicant should therefore have a proof that they have registered the for Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is for the candidate's expense. To access the pre-certificate course, please visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a>

**MANAGEMENT ECHELON**

<b><u>POST 05/87</u></b>	:	<b><u>CHIEF DIRECTOR: PROFESSIONAL SERVICES PROCUREMENT REF NO: G02/2023</u></b> Term: permanent
<b><u>SALARY</u></b>	:	R1 308 051 per annum (Level 14), (all-inclusive package), PSR 44 will apply for applicants already earning in the salary level
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A bachelor's degree (NQF Level 7) in Supply Chain Management and/or an equivalent qualification in a related field. A minimum of 10 – 12 years' experience in procurement and contract management services or related disciplines, of which at least 5 years are at Senior Management level. Specialisation in demand management and/or contract management, experience in the Public Service and knowledge of public procurement regulations will be advantageous. Competencies Required: Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focussing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Change Leadership: Change leadership is the ability to deliver the message of change in both words and actions and motivate people to change. It energizes and alerts groups to the need for specific changes in the way things are done. It involves taking responsibility to champion the change effort through building and maintaining support and commitment. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written,

and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Holding People accountable: Acts to ensure others perform in accordance with clear expectations and goals. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Integrity/Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Networking and Influencing: Establishes, maintains, and utilizes a relevant network of contacts to keep a pulse on public, political and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others to meet the intended objectives. Problem Solving and Analysis: The ability to understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes, and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). General Management: Knowledge of process of planning, directing, organising and controlling people and resources within a unit or a subunit to achieve organisational goals. Legislative knowledge: Knowledge of the Public Finance Management Act and related Treasury regulations pertaining to procurement and contract management, and DPSA regulations pertaining to contracting of consultants. People Development and Management: Knowledge of mobilising people to work toward a shared purpose in the best interests of the department, the people comprising it and the people it serves. It involves attracting, supporting developing and retaining a talented and diverse workforce. Demonstrates concern for individual differences and employee morale and fosters employee development through responsible sharing, learning, and training opportunities. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring, and inspecting costs, work, and contractor performance. Resources Planning: Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Supply Chain Management: The design, planning, execution, control, and monitoring of all activities involved in sourcing and procurement, conversion and logistics management to provide products, services, and information that add value to the organisation. Also includes coordination and collaboration with channel partners, which can be suppliers, intermediaries, third party service providers, and customers. It integrates supply and demand management within and across the organisation.

**DUTIES**

: To ensure that GTAC programmes and projects are strategically and timeously capacitated with expert technical advisors through the provision of legally compliant and fair professional services sourcing, acquisition and contract management advice and services. PSP strategy, budget, governance management: Manage the provision of PSP inputs to the GTAC strategy and APP, and the development, implementation, monitoring and reporting on the PSP APP and performance indicators. Manage the preparation, compliance and performance monitoring, record keeping and reporting on the PSP budget and expenditure. Manage the establishment and maintenance of the PSP business and risk management framework and internal controls including

policies and procedures, business processes, guidelines and templates, systems and databases and delegations register. Manage the lodging, communication, compliance monitoring and periodic reviewing and enhancement where required of the PSP management framework and internal controls. Manage the provision of support to GTAC audit committee and internal and external audits of the PSP, including preparation and availability of documentation and information, and the implementation of corrective measures regarding audit findings. Participate in, contribute to and implement decisions of the GTAC governance and management committees. PSP administration, capacity and staff performance management: Manage PSP staff performance and learning including IPP and indicators development, monitoring and reviewing, performance reviewing and reporting and IDP development and implementation. Manage, in collaboration with ICT, the PSP connectivity, applications and databases functionality and performance. Manage the PSP electronic and paper document management system and filing and archiving plan. Manage the planning and utilisation of the PSP office resources and assets, and auxiliary services. PSP client support and services oversight and control: Manage the establishment and maintenance of relationships and conducting of consultations with GTAC programme heads and monitor and ensure the resolution of queries. Oversee, guide and monitor the performance and continuous improvement of PSP services and service delivery including: researching and benchmarking services against best-practices, evaluating services against stakeholder and business needs, researching and reporting latest trends, updating legislative and regulatory frameworks, building network groups for reference and benchmarking, and knowledge exchange and sharing oversee, guide and monitor the development and maintenance of the GTAC service provider costing model including: Conducting market-related professional services cost analyses, conducting GTAC historical cost analyses and future costs forecasting, determining standard rates per professional discipline and per skills level ensuring alignment with DPSA Consulting Rates, oversee, guide and monitor the development and continual improvement of techniques, tools, methodologies and approaches for the delivery of PSP services. GTAC professional services provider panel registers oversight and control: Oversee, guide and monitor the management of the GTAC panel registers including the: coding and organising of occupations and skills sets, analysis and identification of scarce / priority skills, verification, registration and loading of approved service providers, performance, security and integrity of the panel register databases, maintenance and updating of service provider information and compliance status as required, resolution of system accessibility and utilisation issues, Oversee, guide and monitor the annual panel register audits and reporting on the: use of service providers, EE profile of service providers, sectors needing capacitation, sourcing of scarce and priority skills. GTAC professional services demand management oversight and control: Manage, in collaboration with GTAC programme heads, the determination and development of specifications for: Long-term, multi-project professional service providers, long-term, single-project professional service providers, short-term, single-project professional service providers, oversee, guide and monitor the costing of professional service demands and determination of professional service provider availability as per GTAC standard rates and GTAC panel registers, and the production and submission of reports, oversee, guide and monitor the development, capturing and scheduling of GTAC programmes and projects professional services resourcing agreements into the PSP demand management system, and the development of demand management plans, oversee, guide and monitor the sourcing of professional service providers including: Determining the professional services sourcing approach (open/closed), preparing specifications and requests for quotes (RFQs) / requests for bids (RFBs), distributing requests through the GTAC panel registers or, where agreed, through advertising to the open market, conducting bid briefing sessions as required and/or resolving bid queries, preparation of professional services sourcing report including approach, process and cost. GTAC professional services bid management oversight and control: Oversee and monitor the administration and management of professional service provider proposals including the: Receipt, logging and compliance checking of proposals, packaging and submission of proposals to bid evaluation committee (BEC), packaging and submission of shortlisted proposals to the bid adjudication committee (BAC), oversee and monitor the provision of secretariat and



administration services to GTAC bid committees including: Scheduling of bid meetings, preparation and distribution of bid documentation, minuting and documenting of bid committee decisions, oversee, guide and monitor the implementation of bid committee decisions including: Preparation and distribution of notifications to non-successful bidders, preparation and submission of award letter to successful bidder, packaging and submission of successful bidder proposal, bid committee decision and award letter to GTAC programme head and PSP contract management for issuing of contract, oversee and monitor the consolidation of all bid documentation and preparation of summary reports, and the tracking, administration, filing and maintenance of all bid documents for auditing purposes including: Bid specifications, bid briefings and queries responses, provider proposals and related documentation, bid committee documents including bid evaluation and adjudication decisions and award notes. Professional services provider contracts and payments management oversight and control: Oversee, guide and monitor the allocation of contract numbers and preparation, processing, signing and finalisation of service provider contracts, oversee and monitor the registration and lodging of service provider contracts and inputting of information and baseline data, oversee and monitor the induction of service providers on GTAC contract management processes and practices, oversee, monitor and control the management of service provider payment authorisations including the: Receipt and registration of service provider invoices, time sheets and work product and verification against contract stipulations, resolution of invoice issues and/or service provider queries regarding payments, facilitation of payment approvals from relevant GTAC programme head and forwarding of approved invoices for payment with related work product and/or timesheets, updating and maintenance of contract and payment schedules. Professional services provider contracts performance and risk management: Oversee and monitor the identification and recordal of contract risks and risk mitigation strategies. Oversee and monitor the evaluation of project inception reports and recordal of arising project risks affecting professional services contract management. Oversee and monitor the development and implementation of contract performance definitions and risk management and measurement criteria. Oversee and monitor the tracking, monitoring and evaluation of services rendered and deliverables against contract stipulations. Oversee and monitor the preparation of recommendations and/or evaluation of requests, as required, for extensions and changes to contract scope, time and budget. Oversee and monitor the preparation of addendums to contracts and updating of contract schedules as approved. Oversee and monitor the preparation of reports on contracts performance, age analysis and emerging risks where relevant. Professional services provider contracts adjustments and closure oversight and control: Oversee and monitor the processing, administration, and implementation, as required: Contract adjustments including extensions and changes to scope, time and budget, addendums to contracts and updating of contract schedules as approved. Oversee and monitor the closure of service provider contracts including the: Close-out of the contract on the system, production and submission of contract performance and closure reports, filing and archiving of contract documents. Oversee and monitor the administration and quality-assurance of service provider contracts including the: Inputting of information and baseline data, accuracy and verification checks of data inputs regarding, inter alia: Contract adjustments, contract payments, contract deliverables, counting of contracts and verification against the BMIS, maintenance and security of records. PSP information management and reporting oversight and control: Manage the preparation and supply of PSP information and documents for compliance checking and auditing purposes. Manage the preparation and submission of PSP monthly reports, quarterly overview and progress reports and annual performance reports. Manage the preparation and provision of PSP information for inclusion in the GTAC annual report, GBS, BCS and other donor funding reports, and other strategic documents. Manage the preparation and provision of PSP information and documents for, and implement decisions of, the GTAC committees including EXCO, MANCO, PSAC and the Governance and Risk Management Sub-Committee. Oversee, monitor and guide the knowledge and learnings resulting from the application of PSP methods, practices and approaches including the: Capturing and analysis of lessons learnt, production of reports, submission of information for publishing on the

**ENQUIRIES** : GTAC website, implementation of lessons learnt into service provider procurement and contract management practices.  
Kaizer Malakoane at Tel No: 066 2507072  
Email: [Kaizer.malakoane@gtac.gov.za](mailto:Kaizer.malakoane@gtac.gov.za)

**OTHER POST**

**POST 05/88** : **DEPUTY DIRECTOR: MFIP KNOWLEDGE MANAGEMENT REF NO: G03/2023 (X2 POSTS)**  
Term: Date of assumption of duty till December 2024 Fixed-Term Contract

**SALARY** : R908 502 per annum (Level 12), (all-inclusive package), PSR 44 will apply for applicants already earning in the salary level.

**CENTRE REQUIREMENTS** : Pretoria

A Bachelor's degree (NQF Level 7) in Knowledge Management, information system or equivalent qualification and/or related field. Specialisations in the development and deployment of systems, programming, technology-based learning and information-sharing platforms/solutions. A minimum of 6 – 8 years' experience in ICT, knowledge management or related field, at least 2 of which at junior management level. Experience in the public service is an added advantage. Competencies Required: Concern for Quality and Order: Desire to see things done logically, clearly and well, it takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele principle The term "clients" refers to both internal and external clients. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). Legislative Knowledge: Deep knowledge of the Municipal Finance Management Act, Municipal Structures Act, Municipal Systems Act, and Property Rates Act and related reforms and Treasury regulations pertaining to public finance budgeting, revenue management, asset management and supply chain management, and constitutional provisions on support, interventions, and capacity building. Government Knowledge: Knowledge of South African government systems and processes, the local government legal framework and the role and responsibilities of National and provincial government within that framework. Financial Management: Knowledge and ability to apply financial management practices, processes, controls and systems associated with budgeting and expenditure management, revenue management, financial and chartered accounting, supply chain management, asset management and financial risk and audit management. Networking and Influencing: Establishes, maintains, and utilizes a relevant network of contacts in order to keep a pulse on public, political and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives. Problem Solving and Analysis: The ability to analyse and understand a situation, issue or problem and create timely and well-developed solutions by systematically applying deconstruction, tracing, organising, and comparison techniques to all parts and features of a problem, identifying sequences and causal or if/then relationships, setting priorities and examining alternatives, risks, and consequences. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating, and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target

audience. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Resources Planning: Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change, and then checking back to determine the effect of your efforts. The standard maybe one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Knowledge and Information Management: The ability to gather, prepare, house and share the organisationally relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject. Policy Management: Knowledge of public finance policies and the related legislation and regulations, and legislative processes. Includes the ability to monitor legislation that is of interest to Treasury and use a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations.

**DUTIES**

: To support the MFIP technical support programme within the Knowledge Management (KM) unit of the MFIP. The overall purpose of the unit is to ensure three outcomes: Technology Enablement, Knowledge and Content Management, and Innovation and Grand Challenges. This position will focus on Technology Enablement with related duties for Knowledge and Content Management Knowledge Management: Administer and maintain the programme Knowledge Management artifact register, Facilitate and coordinate the Knowledge Management collection phase. Facilitate the Knowledge Management engagement phase. Facilitate and coordinate peer-review processes. MFIP stakeholder and client relationships and advice: Support the establishment and maintenance of stakeholder and client relationships and provision of technical advice and support as required. Assist with engagements with stakeholders, clients, and industry role players and provide inputs on municipal finance management policy and practices as required. Prepare formal and ad hoc technical information for stakeholders and institutions throughout the MFIP project cycle. MFIP reviews, research and knowledge management: Assist with the design and establishment of the MFIP knowledge management databases and filing system. Assist with the management of knowledge and learnings resulting from the implementation of the MFIP programme: capturing and analysing lessons learnt, producing reports, submitting information for publishing on the GTAC website, implementing lessons learnt into service practices. ICT Governance Management: Assist with the establishment and maintenance of the MFIP ICT governance framework including: ICT policies, procedures and classification systems, ICT service delivery practices, ICT Minimum Interoperability Standards (MIDS), ICT risk mitigation strategies and controls, ICT disaster recovery plans and processes, ICT internal controls and registers for access, security and management. Assist with the implementation, compliance and relevance of ICT policies and procedures including: Developing and circulating guidelines, materials and posters, where relevant, and lodging all documents on the GTAC policy management system, organizing and facilitating capacity-building workshops for all staff on rights and responsibilities, providing support to line management on ICT processes and services, monitoring and addressing issues of non-compliance to the policies, conducting periodic reviews of policies in line with changes to legislation, collective agreements and organizational environment changes, organizing and supporting ICT audits and implementing findings. Manage the continuous improvements of GTAC ICT processes including: Conducting research on latest ICT trends and compiling reports, attending DPSA workshops with regards to ICT to ensure that all legislative and regulatory frameworks are updated, building an interdepartmental network group for reference and benchmarking. Systems

Analysis and Design: Liaise with business analysts, end-users and/or vendors to obtain requirements for new systems or system enhancements. Receive business requirements and conduct technical impact analysis to understand the impact of the required process change and decide on the scope of the project and how it will be delivered. Translate the business requirement into technical designs considering the target environment, existing systems and potential risk and security-related aspects. Investigate and model business functions, processes, and information flows and data structures using methodical and consistent techniques. User Acceptance Testing (UAT): Conduct unit testing of the written code to ensure that it fulfills the requirements as set out in the business functional requirements specifications. Review program code to improve system performance. Uploading of the support plans from various streams within MFIP. User Technical Support & Query Management: Obtain diagnostic data to assist in the investigation and resolution of problems on systems. Match unresolved incidents against existing problems, known errors and other incidents. Support the business during user acceptance testing by resolving any queries and defects to ensure delivery of a system that meets business requirements. Attend to queries on the uploading or amendment of support plans. Ensure that incidents and problems in systems and services are fully recorded and documents. Keep the relevant stakeholders informed of the status of systems and services. Review, to the extent possible, changes in code and the environment that will affect system performance.

**ENQUIRIES**

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

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(Tshwane North TVET College)**

*Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for the vacant positions.*

- APPLICATIONS** : Forward your application/s to: The Principal: Tshwane North TVET College, P.O Box 26193, Arcadia, 0007 OR hand-deliver to: corner Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria. No Emailed or faxed applications will be accepted. All costs incurred due to your application and interviews will be at your own expense.
- CLOSING DATE** : 24 February 2023 at 12:00
- NOTE** : must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. 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. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, where applicable, qualification and employment verification). Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regards to race, gender, and disability. People with disability are encouraged to apply.

**OTHER POSTS**

- POST 05/89** : **ASSISTANT DIRECTOR: TVET MANAGEMENT INFORMATION SYSTEM  
REF NO: TNC/CO/23 – 02/1**  
Nature of Appointment: Permanent
- SALARY CENTRE REQUIREMENTS** : R491 401 per annum (Level 10), plus benefits  
: Central Office  
: Matric/NQF Level 4 Certificate plus a National Diploma (NQF level 6/Bachelor's Degree in Information Management, Computing, or equivalent qualification. 3-5 years working experience in Information Technology or any relevant knowledge, of which two years must be at supervisory level. Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVET MIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, ITS, data warehouse and MIS prescripts. Driver's license: Code B. Competencies, Abilities and Skills: Administrative, planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership. Planning and organizing. People management.
- DUTIES** : TVET MIS management, capturing and data extraction for the College: Set up the system in readiness for enrolment and support other processes. Ensure the MIS is setup in line with the College Admission Policy and the APP targets. Control the quality of captured data and report if there are errors. Maintain the College TVET MIS system. Manage the student data. Use various tools, extract data to facilitate statistical reporting. Interact with service providers regarding upgrades and ensure implementation and application of such upgrades. Maintain data on student registration and Compile data reports to management and the DHET: Submit monthly data reports on student registration regarding Ministerially approved programmes as well as on apprenticeships, learnerships, and short skills learning programmes. Ensure timeous submission of enrolment data, ICASS marks and final exam marks to the department. Generate data reports on student performance – throughput,

certification, and progression rates. Compile staff statistics of the college and submit reports on quarterly basis to management and DHET. Compile monthly, quarterly, and annual reports as requested. Maintain, capture, and validate inputs captured on ITS and other related systems: Set up the student system for registration of students and ensure creditability and reliability. Maintain the ITS student system and other related system. Monitor capturing, quality control, validation, run procedure, create file, and ensure that entries are sent to DHET head office. Management of human, physical and financial resources: Render management services to the staff. Ensure completion of performance agreements by all employees in the unit. Supervision of staff.

**ENQUIRIES**

: Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau Tel No: 012 401 1927 / Ms JM Nyalunga Tel No: 012 401 1940

**POST 05/90**

: **ASSISTANT DIRECTOR: STUDENT REGISTRATION SERVICES REF NO: TNC/CO/23 – 02/2**  
Nature of Appointment: Permanent

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

: R491 401 per annum (Level 10), plus benefits  
: Central Office  
: Matric/NQF Level 4 Certificate plus a recognised three (3) year National Diploma (NQF level 6) in Business Administration, Public Management/ Administration, or equivalent qualification. A minimum of 3-5 years in administration department of which two years should be at supervisory level. Driver's license: Code B. Experience in the Post Schooling Education and Training (PSET) sector will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Competencies, Abilities and Skills: Proven report writing and presentation skills in the public sector and its legislation framework. Good communication skills and people Empowerment. Planning and execution. Proven computer literacy, including advanced MSWord, MS Excel, and MS PowerPoint. Proven ability to effectively manage change. Leadership skill.

**DUTIES**

: Manage the administration of the overall student registration Develop, review, and monitor the implementation of policies and procedure in relation to student registration, admission, scheduling, and records. Develop and implement student enrolment and registration standard operating procedures which are aligned to those of the department. Develop enrolment and registration plan and ensure that the plan is adhered to. Establish and oversee the work of College Enrolment Committee as well as Student Selection Committee. Champion online application and registration processes. Provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling, and records. Advise on the marketing strategies to attract new potential students. Manage student registration and ensure proper procedures are followed. Develop and review registration documents for accuracy. Manage the database for new graduates and alumni into the job market. Ensure provisioning of pre-entry support services to student during the registration process in relation to (financial aid, bursaries, student accommodation). Provide guidance and testing of students, with regards to choices of and placement within programmes. Maintain and update database of students enrolled within programmes. Ensure that student orientation is conducted into college and campuses. Ensure that learner's information is captured on Information Technology System (ITS).Management of student records Develop and implement a filing system for student records. Conduct monitoring and verification of student records across the delivery system/sites. Ensure timeous retrieval of student records for audit purposes. Oversee the provision of student financial aid and bursary services support Ensure that the TVET Bursary Scheme is administered strictly according to the bursary rules and guidelines. Verify compiled data on bursary statistics. Monitoring the tracking of student bursary requirements compliance and implement remedial initiative as required. Management of human, physical, and financial resources: Render management service to the staff. Ensure completion of performance agreements by all employees in the unit. Supervision of staff.

**ENQUIRIES**

: Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau Tel No: 012 401 1927 / Ms JM Nyalunga Tel No: 012 401 1940

**INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE**

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

- APPLICATIONS** : Post to Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001, or, hand deliver to Benstra Building, 473B Stanza Bopape Street, Pretoria.
- FOR ATTENTION** : Mr V Maphalala
- CLOSING DATE** : 24 February 2023
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents) . Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. Furthermore, the requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should indicate on their CV's that they have registered or they have completed the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). 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 vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan.



## MANAGEMENT ECHELON

<b><u>POST 05/91</u></b>	:	<b><u>DIRECTOR: LEGAL AND LITIGATION ADVISORY SERVICES REF NO: Q9/2023/07</u></b>
<b><u>SALARY</u></b>	:	R1 105 383 per annum, (all-Inclusive package which includes the basic salary that consists of 70% of the inclusive flexible remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria An LLB/ B. Proc Degree (NQF 7) as recognised by SAQA. 5 years experience within the legal environment at Middle Management level (MMS level). Driver's license. Admitted Attorney/Advocate with relevant experience as a practicing Attorney or Advocate. 3 years' experience in the Civil and Labour relations environment. Knowledge and understanding of the IPID Act, PFMA and other relevant legislation and regulations that govern the Public Service, including knowledge of corporate and administrative law. Litigation experience in dealing with criminal and civil matters especially corruption/systemic corruption matters. Advanced knowledge of the drafting of legislation, sub-ordinate legislation and/or investigations and Standard Operating Procedures. Understanding of the key priorities of government. Knowledge of South African law and civil procedures. Strategic capability and leadership skills. Analytical skills. Planning and organising. Problem solving and decision making skills. Innovation and creative thinking. Legal court administration skills. Project management skills. Strategic planning skills. Ability to interpret the law. Written and verbal communication skills. Report writing skills. Research of the law. Negotiation skills. Honesty and integrity. Change management skills. Computer skills. Financial management skill. Client orientation and customer focus. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Provide strategic direction to the component. Identify priority areas and determine objectives and operational plans of the component, in line with the strategic plan of the Department. Monitor, evaluate and report on the performance of the component according to the objectives determined in the operational plan. Establish, evaluate and maintain policies, systems and processes in line with regulations and best practices principles. Direct the implementation of specific procedures, systems and controls. Review and /or provide legal opinions, advice, correspondence to ensure quality control and compliance with legislation, regulations, policies and standards. Provide input and/or make recommendations based on research findings on draft legislation. Direct and manage administrative appeals. Direct and manage the provision of core legal advice and services. Provide contract management service, including review, develop service level agreements and associated correspondence to ensure quality control and compliance with policies, procedures, regulations and standards. To coordinate and manage civil, labour and arbitration litigation matters. Consult with Programme Managers and obtain approval on whether to defend/oppose the legal proceedings or institute legal proceedings. Update the Department on all litigation matters. Manage the Contingent Liability and manage claims against the Department. Negotiate settlement and manage legal costs to the Department. Provide legal opinions and advise on all legal related matters to the Department and relevant Stakeholders. Management of Staff.
<b><u>ENQUIRIES</u></b>		Mr S Ramafoko Tel No: (012) 399 0051

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- CLOSING DATE** : 27 February 2023
- NOTE** : Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.
- ERRATUM:** Please note that the post of Chief Administration Clerk: Ref No: 23/05/FS that was advertised on Public Service Vacancy Circular 03 of 2023 (Post No 03/79) dated 27 January 2023 has an error under the requirements. The correct requirement is "A minimum of 3 years experience in Administration". The post has been amended with the closing date of 27 February 2023.

## MANAGEMENT ECHELON

- POST 05/92** : **CHIEF MASTER/DEPUTY DIRECTOR GENERAL: FAMILY LAW SERVICES REF NO: 23/05/MAS**
- SALARY** : R1 590 747 – R1 791 978 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria  
: An appropriate LLB Degree or a four-year recognized legal qualification (NQF level 8); 8 years of experience at senior managerial level of which 5 years should be in the management of Deceased Estates, Insolvencies and Trusts; Knowledge of all spheres of law including interpretation of statutes, administrative law, law of contracts and asset forfeiture; Knowledge of PFMA and Treasury Regulations. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.
- DUTIES** : Key Performance Areas: Provide strategic leadership to the Office of the Master of the High Court; Formulate policy, strategy and facilitate operational risk management across the Master of the High Court; Manage and provide corporate governance to the Master of the High Court's operations in terms of the enabling legislations; Facilitate and manage the stakeholder relations for the Master's Branch; Manage the finance of the Branch as delegated; Provide effective people management.
- ENQUIRIES** : Mr S Maeko Tel No: (012) 315 1996

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

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

**POST 05/93** : **DEPUTY DIRECTOR GENERAL: COURT ADMINISTRATION REF NO: 23/19/CS**  
(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)

**SALARY** : R1 590 747 – R1 791 978 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : An undergraduate legal qualification or LLB (NQF 7), a post graduate legal qualification (NQF level 8) as recognized by SAQA or equivalent qualification; Admission as an Attorney or Advocate; A minimum of 8 years' experience at Senior Management level in a legal practice and justice system; Knowledge of Public Finance Management Act, 1999 and budget management; In depth knowledge of Public Service and its governance, Constitutional law cases, Criminal, Civil and family cases; Knowledge of all relevant governance prescripts, including Treasury instructions and Interpretation of statutes. Skills and Competencies: Strategic capability and leadership; Financial management; Project and programme management; Knowledge management; Services delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.

**DUTIES** : Key Performance Areas: Oversee and manage the implementation of policies, legislation and programmes that promotes the rights of vulnerable groups; Oversee, manage and monitor the provision of quality service at departmental service points; Oversee and manage the strategic support, research, policy formulation and implementation for court administration; Provide operational leadership, coordination and implementation of access to justice in the regions; Oversee, manage and coordinate ICJS (Integrated Criminal Justice System) and civil law processes and procedures; Provide effective people management.

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

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

#### **OTHER POSTS**

**POST 05/94** : **FAMILY ADVOCATE REF NO: 23/20/KZN**

**SALARY** : R797 901 – R1 284 861 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Family Advocate: Newcastle

**REQUIREMENTS** : An LLB Degree or recognized four (4) year legal qualification; At least five (5) years appropriate post qualification, litigation experience; Admitted as an Advocate; The right of appearance in the High Court of South Africa; A valid driver's licence; Afrikaans would be an added advantage. Skills and Competencies: Computer Literacy; Report writing skills ; Litigation; Advocacy; Legal research and drafting; Dispute resolution; Conflict resolution skills and Case flow management.

**DUTIES** : Key Performance Areas: Institute enquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Attend to Hague matters and liaise with Judges, Attorneys, Psychologist, Social Workers and other relevant professionals; Furnish the court with recommendations on any matter concerning the welfare of a minor child involved in a pending matter; Endorse settlement agreements or commenting thereon; Promoting access to the Family Advocate services and create public awareness; Attend to relevant circuit courts within KwaZulu-Natal province.

**ENQUIRIES APPLICATIONS** : Ms NF Nkosi Tel No: (031) 372 3000  
: Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

**POST 05/95** : **AREA COURT MANAGER REF NO: 23/21/KZN**

**SALARY** : R766 581 – R903 006 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : King Cetshwayo District  
: An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration / Public Management / Legal or equivalent qualification; At least 3 years' relevant experience at managerial (Assistant Director) level; Experience in office and district administration; Knowledge of Financial Management and Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's license; Skills and Competencies: Strong Leadership and management capabilities; Strategic capabilities; Financial Management skills; Project management; Good communication (verbal and written); Computer literacy; Planning and organizing skill; Decision making skills; Presentation skill; Developing others.

**DUTIES** : Key Performance Areas: Manage case-flow management; Manage the financial resources of the Cluster; Manage office facilities, risk and security; Manage Supply Chain and Assets services; Provide effective people management.

**ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000  
: Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

**POST 05/96** : **SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 2023/16/GP**

**SALARY** : R533 631 – R1 247 166 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : State Attorney: Pretoria  
: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's license; Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.

**DUTIES** : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register trust and debt collection; Provide supervision and training to other professional staff.

**ENQUIRIES APPLICATIONS** : Ms R Moabelo Tel No: (011) 332 9000  
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg.

**NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant Law Society must accompany the application.

<b><u>POST 05/97</u></b>	:	<b><u>DEPUTY MASTER MR-6 REF NO: 23/14/MAS</u></b>
<b><u>SALARY</u></b>	:	R495 354 – R1 192 677 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Master of the High Court: Thohoyandou LLB degree or a four-year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Understanding of Administration of Deceased & Insolvent Estates, Curatorships, Trusts and Guardians Fund. Skills and Competencies: Legal research and drafting; Dispute resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision-making skills; Good communication skills (verbal and written); Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Monitor all the functions within the office and contribute towards the Strategic Objectives of both the Masters Branch as well as the Department; Provide effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. C. Msiza Tel No: (012) 315 4754 Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 05/98</u></b>	:	<b><u>COURT MANAGER REF NO: 2023/10/GP</u></b>
<b><u>SALARY</u></b>	:	R491 403 – R578 841 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate Johannesburg (Soweto) An undergraduate National Diploma/ Degree qualification (NQF level 6) as recognized by SAQA in Public Administration/ Management/ Law/ Legal studies or field of study or equivalent legal qualification; A minimum of 3 years' experience in court management environment with a minimum of 2 years as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; impact and influence; Planning and organizing; Problem solving; Project management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Co-ordinate and manage the financial, Human resource; Risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements; Manage service level agreements.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms RR Moabelo Tel No: (011) 332 9000 Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg

- POST 05/99** : **PRINCIPAL COURT INTERPRETER REF NO: 2023/05/GP**  
(This post is a re-advertising: candidates who previously applied are encouraged to re-apply)
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Protea: Lenasia
- REQUIREMENTS** : NQF level 4/Grade 12, Diploma in Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF Level 5 ;Five years of practical experience as a Court Interpreter with a minimum two years supervisory experience; Proficiency in English and two or more indigenous languages; Language requirements: English, IsiZulu, South Sotho/IsiXhosa; A Valid driver's license. Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure; Art of interpreting.
- DUTIES** : Key Performance Areas: Manage and supervise Interpreters; Render interpreting services; Translate legal document and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Procure foreign language interpreters and casuals in line with PFMA.
- ENQUIRIES** : Ms T Maphoto Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg
- POST 05/100** : **PRINCIPAL COURT INTERPRETER REF NO: 2023/06/GP**  
(This post is a re-advertisement: candidates who previously applied are encouraged to re-apply)
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Protea
- REQUIREMENTS** : NQF level 4/Grade 12, Diploma in Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF Level 5; Five years of practical experience as a Court Interpreter with a minimum two years supervisory experience; Proficiency in English and in two or more indigenous languages; Language requirements: English, IsiZulu, and Xitsonga/ Tshivenda/ Sesotho/ Sepedi; A valid driver's license. Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical Thinking; Problem Solving; Planning and Organising; Confidentiality; Ability to work under pressure; Art of interpreting.
- DUTIES** : Key Performance Areas: Manage and supervise Interpreters; Render interpreting services; Translate legal document and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Provide effective people management; Procure foreign language interpreters and casuals in line with PFMA.
- ENQUIRIES** : Ms T Maphoto Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg
- POST 05/101** : **ADMINISTRATIVE OFFICER (X3 POSTS)**
- SALARY** : R331 188 – R 390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Pretoria Ref No: 2023/14/GP  
Magistrate's Office: Villiers Ref No: 23/07/FS  
Magistrate Court: New Hanover Ref No: 23/22/KZN
- REQUIREMENTS** : Three years National Diploma/ Bachelor Degree in Public Administration / Public Management or equivalent; 3 years Administration experience; Knowledge of Human Resource Management, Supply Chain Management, and Risk Management, Knowledge of Public Financial Management, Knowledge of Financial Management (Vote and Trust Account), Departmental Financial Instructions, BAS and Justice Yellow Pages; Budget control, Asset, Facility Management and PFMA. Skills and Competencies: People Management; Computer Literacy (Microsoft packages); Sound leadership and management skills; Good interpersonal relations.

- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court and Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, manage and administer support services to Case Flow Management and other court users.
- ENQUIRIES** : Gauteng: Ms P Raadt Tel No: (011) 332 9000  
Free State: Ms NM Dywili Tel No: (051) 407 1800  
KwaZulu-Natal: Ms N.F. Nkos Tel No: (031) 372 3000
- APPLICATIONS** : **Gauteng:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg 2000 Or Physical Address: Provincial Office –Gauteng; Department of Justice and Constitutional Development; 7<sup>th</sup> floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg.  
**Free State:** Please direct your applications to: The Director: HR, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301  
**Applications: KwaZulu-Natal:** Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 05/102** : **ADMINISTRATIVE OFFICER REF NO: 23/23/KZN**
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of the Family Advocate: Durban  
Three year National Diploma/Bachelor's degree in Business Administration at NQF level 6 or related; A minimum of 3 years working experience in Administration of which at least 1 year should be at supervisory level/team leader; Knowledge of the Medium Term Expenditure Framework; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Communication (written and verbal) skills; Good Interpersonal relations; Organizational and leadership skills; Work independently.
- DUTIES** : Key Performance Areas: Execute administrative functions and provide effective management within the office/service point; Provide supply chain management and human resources services of administrative component of the Family Advocate offices at the service points (Durban & Ntuzuma); Render advice/assistance on a wide spectrum of matters within occupational class context; Compile and submit monthly statistics and expenditure in respect of an office; Manage and control allocated government vehicles and safeguard departmental asset.
- ENQUIRIES APPLICATIONS** : Ms V T Mlandeliso Tel No: (031) 372 3000  
Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 05/103** : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1 -3 REF NO: 23/24/KZN**
- SALARY** : R269 301 – R465 669 per annum, (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate: Durban  
Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Knowledge and experience in Mediation; Court Experience in rendering expert evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid drivers' license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
- DUTIES** : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related

- family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes;
- ENQUIRIES APPLICATIONS** : Ms V T Mlandiso Tel No: (031) 372 3000
- : Kwazulu-Natal: Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 05/104** : **ADMINISTRATIVE OFFICER: LEGAL SERVICES REF NO: 23/25/KZN**  
(This is a re-advertisement: Candidates who previously applied are encouraged to re-apply)
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office: Durban
- : A three year National Diploma/Bachelor's Degree in Administration or equivalent relevant qualification; 3 year experience in the Justice System and/or relevant sector environment; A valid driver's license. Willingness to travel. Skills and Competencies: Computer literacy (including Word, Excel, PowerPoint); Facilitation and Presentation skills; Good Interpersonal relations; Ability to liaise with the team members and stakeholders; Excellent communication skills (verbal and written); Accuracy and attention to detail; analytical skills.
- DUTIES** : Key Performance Areas: Provide secretariat services in the Inter-sectoral Committees and meetings on behalf of the Directorate Legal Administration; Coordinate , collate and analyse statistics from the courts and stakeholders; Prepare reports and memoranda; Deal with complaints and ensure the effective administration of the specialized Courts (maintenance, domestic violence, equality courts, sexual offences courts, Children's Courts, Protection from Harassment) as well as Small Claims courts in the province; Organize and participate in outreach programmes and trainings in the province; Deal with general administrative duties within the Directorate as required.
- ENQUIRIES APPLICATIONS** : Ms MP Khoza Tel No: (031) 372 3000
- : Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 05/105** : **SENIOR COURT INTERPRETER REF NO: 2023/03/GP**  
(This is a re-advertisement: candidates who previously applied are encouraged to re-apply)
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Protea
- : Grade 12 and National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and minimum of three years practical experience in court interpreting or Grade 12 with ten (10) year's practical experience in court interpreting; Proficiency in English and two or more indigenous languages; Language requirements: English, IsiXhosa and Sepedi/ Sesotho/ Setswana. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Render interpreting services; Translate legal document and exhibits; Develop Technology; Assist with the reconstruction of Court Records; Perform specific line and administrative support functions; Provide effective people management
- ENQUIRIES APPLICATIONS** : MS T Maphoto Tel No: (011) 332 9000
- : Quoting the relevant reference number, direct your application to: The Provincial Office Gauteng; Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Provincial Office – Gauteng; Department of Justice and



Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg.

**POST 05/106** : **SENIOR COURT INTERPRETER REF NO: 2023/04/GP**  
(This is a re-advertisement: candidates who previously applied are encouraged to re-apply)

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

**CENTRE REQUIREMENTS** : Magistrate Pretoria  
Grade 12 and National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and minimum of three years practical experience in court interpreting Or Grade 12 and with ten (10) year's practical experience in court interpreting; Proficiency in English and two or more indigenous languages; Language requirements: English, IsiNdebele, Siswati, Sepedi/ Setswana. skills and competencies: Communication skills; Listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical Thinking; Problem Solving; Planning and Organising; Confidentiality; Ability to work under pressure.

**DUTIES** : Key Performance Areas: Render interpreting services; Translate legal document and exhibits; Develop Technology; Assist with the reconstruction of Court Records; Perform Specific Line and administrative Support functions; Provide effective people management to Interpreters.

**ENQUIRIES APPLICATIONS** : Ms P Raadt Tel No: (011) 332 9000  
Quoting the relevant reference number, direct your application to: The Provincial Office Gauteng; Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Provincial Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg.

**POST 05/107** : **SENIOR COURT INTERPRETER REF NO: 2023/07/GP**  
(This is a re-advertisement: candidates who previously applied are encouraged to re-apply)

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

**CENTRE REQUIREMENTS** : Magistrate Johannesburg  
Grade 12 and Diploma in Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and a minimum of three years practical experience in court interpreting or Grade 12 with ten (10) year's practical experience in court interpreting; Proficiency in English and two or more indigenous languages; Language requirements: English and Afrikaans. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical Thinking; Problem Solving; Planning and Organising; Confidentiality; Ability to work under pressure.

**DUTIES** : Key Performance Areas: Render interpreting services; Translate legal document and exhibits; Develop Technology; Assist with the reconstruction of Court Records; Perform Specific Line and administrative Support functions; Provide effective people management to Interpreters.

**ENQUIRIES APPLICATIONS** : Ms P Raadt Tel No: (011) 332 9000  
Quoting the relevant reference number, direct your application to: The Provincial Office Gauteng; Private Bag X6, Johannesburg, 2000 or Physical address: 7th floor; Provincial Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg.

**POST 05/108** : **SENIOR COURT INTERPRETER (X2 POSTS)**

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

**CENTRE REQUIREMENTS** : Magistrate Court: Ladysmith Ref No: 23/27/KZN  
Magistrate Court: Vryheid Ref No: 23/28/KZN  
Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and a minimum of three year practical experience in court interpreting; OR Grade 12 and ten year's practical experience in court interpreting; Proficiency in English and two or more indigenous languages

(SeSotho and IsiZulu); A valid driver's license will be an added advantage. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.

**DUTIES** : Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.

**ENQUIRIES** : Ms NF Nkosi / Ms MP Khoza Tel No: (031) 372 3000

**APPLICATIONS** : Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

**POST 05/109** : **SENIOR COURT INTERPRETER REF NO: 02/23/NC/POS**

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

**CENTRE** : Postmasburg Magistrate Office

**REQUIREMENTS** : Grade 12 and Diploma in Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and a minimum of three years practical experience in court interpreting or Grade 12 with ten (10) year's practical experience in court interpreting; Proficiency in English and two or more indigenous languages; Language requirements: Setswana, English and Afrikaans/ Sesotho English and Afrikaans. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical Thinking; Problem Solving; Planning and Organising; Confidentiality; Ability to work under pressure.

**DUTIES** : Key Performance Areas: Render interpreting services; Translate legal document and exhibits; Develop Technology; Assist with the reconstruction of Court Records; Perform Specific Line and administrative Support functions; Provide effective people management to Interpreters.

**ENQUIRIES** : Ms I. Mafungo Tel No: (053) 8021300

**APPLICATIONS** : Quote the relevant reference number and direct your application to: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7<sup>th</sup> floor, Kimberley, 8301. Email or faxed applications will not be considered.

**POST 05/110** : **CHIEF ADMINISTRATION CLERK (X4 POSTS)**

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

**CENTRE** : Magistrate Benoni Ref No: 2023/15/GP  
Magistrate Johannesburg Ref No: 2023/09/GP  
Magistrate Randburg Ref No: 2023/08/GP  
Magistrate's Office, Empangeni Ref No: 23/26/KZN

**REQUIREMENTS** : Grade 12 certificate or equivalent; A minimum of 3 years administration experience required; Skills and Competencies: Computer literacy (MS Office, MS Excel & PowerPoint); Good Communication (verbal and written); Good interpersonal relations and problem solving skills; Ability to work under pressure and work independently.

**DUTIES** : Key Performance Areas: Render general clerical support services; Provide supply chain clerical support services within the component; Supervise and provide personnel administration services; Supervise and provide financial administration support services in the component. Provide various reports as and when required.

**ENQUIRIES** : Gauteng: Ms T Maphoto/ Ms P Raadt Tel No: (011) 332 9000  
KwaZulu-Natal: Ms MP Khoza Tel No: (031) 372 3000

**APPLICATIONS** : **Gauteng:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg 2000 Or Physical Address: Provincial Office –Gauteng; Department of Justice and Constitutional Development; 7<sup>th</sup> floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg.  
**KwaZulu-Natal:** Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or

physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

- POST 05/111** : **JUDGES SECRETARY REF NO: 23/10/CS**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court: Pretoria  
Grade 12 with typing/ Secretarial; A minimum of 1 year relevant experience. Skills and Competencies: Communication skills (verbal and written); Information technology; Attention to detail; Planning, organizing and control; Problem solving and decision making skills; Customer service; Interpersonal skills; Work ethic and motivation; Professional appearance and conduct; Self-management.
- DUTIES** : Key Performance Areas: Render secretarial duties; Provide an administrative support service; Execute court related functions.
- ENQUIRIES APPLICATIONS** : Ms. R. Sema Tel No: (012) 315 1333  
Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria
- NOTE** : People with disabilities are encouraged to apply.

- POST 05/112** : **ASSISTANT MASTER (MR3-MR5) REF NO: 23/08/FS**
- SALARY** : R268 755 – R953 979 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of the High Court: Bloemfontein  
LLB Degree or four years recognized legal qualification; 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estate Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations. Skills and Competencies: Estate duties, case flow management, Trust Administration of estates; Legal research and drafting; Planning and Organizing; Dispute Resolution; Time Management; Communication skills; Ability to work under pressure and independently in highly pressurized environment.
- DUTIES** : Key Performance Areas: Manage the Administration of Deceased Estate and Insolvency Estate; Trust Curatorship and the operations regarding the Guardian's Fund; Provide strategic direction to the office; Manage the operations regarding the Guardian's Fund and resources in the Office; Quality improve of the procedures and processes by aligning them with relevant policies and prescripts.
- ENQUIRIES APPLICATIONS** : Ms N Dywili Tel No: (051) 407 1800  
Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.

- POST 05/113** : **REGISTRAR (MR3- MR5): SPECIAL TRIBUNAL REF NO: 23/11/CS**
- SALARY** : R268 755 – R953 979 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria  
An LLB Degree or a four (4) year legal qualification; At least 2 years appropriate post qualification legal experience. Skills and Competencies: Computer literacy; Communication skills (verbal and written); Numerical skills; Attention to detail and thinking logically; Planning and organizing; Problem solving and decision making skills; Customer service orientated; Conflict management; Interpersonal skills; Strong work ethics and work independently; Professionalism and time management; Ability to work under pressure and meeting of deadlines.
- DUTIES** : Key Performance Areas: Coordinate Case Flow Management, appeals, reviews and support to the Judiciary; Manage the issuing of all processes initiating Court Proceedings and court orders; Facilitate Case Management and

Pre-Trial conferences; Provide practical training and assistance to the Registrars' Clerk; Provide annotation to relevant publications, codes, acts and rules; Exercise control over the management and safekeeping of case records and the record room; Liaise with legal representatives on issues affecting cases and with registrars of different division on cases of the Tribunal held in their courts.

**ENQUIRIES APPLICATIONS** : Ms. R. Sema Tel No: (012) 315 1333  
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

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

**POST 05/114** : **MAINTENANCE OFFICER (MR1 - MR3) REF NO: 23/29/KZN**

**SALARY** : R207 429 – R307 302 per annum, (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Magistrate Court: Nongoma  
: LLB degree or recognized 4-year legal qualification; A valid driver's license; Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation. Skills and Competencies: Languages skills (oral & written); Motivational skills; Loyalty; Ability to work under pressure; Communication skills; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.

**DUTIES:** : Key Performance Areas: Manage duties or functions of a Maintenance Officer for offices under Zululand District in terms of the Maintenance Act ; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.

**ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000  
: Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

**POST 05/115** : **ESTATE CONTROLLER EC1 REF NO: 23/30/KZN (X2 POSTS)**

**SALARY** : R207 429 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Master of the High Court: Pietermaritzburg  
: LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.

**DUTIES** : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and asses estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.

**ENQUIRIES APPLICATIONS** : Ms NF Nkosi Tel No: (031) 372 3000  
: Kwazulu-Natal: Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

## DEPARTMENT OF MINERAL RESOURCES AND ENERGY

*The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will be vital in the processing of applications. People with disabilities and women are encouraged to apply.*

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. General enquiries may be brought to the attention of Ms T Mothoagae Tel No: 012 444 7737 / Mr P Ndlovu 012 406 7506/ Ms M Palare 012 406 7426
- CLOSING DATE** : 24 February 2023
- NOTE** : Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of the Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from [www.gov.za](http://www.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za). All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants are required to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Job applicant for SMS positions should note that all shortlisted candidates for SMS posts will be expected to prepare themselves for a technical exercise(s) as part of the Interviews. After the interviews the selection panel will recommend candidates to attend a generic managerial competency assessment. If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. With regard to SMS posts, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill any advertised post at any stage of the recruitment process.

## MANAGEMENT ECHELON

- POST 05/116** : **CHIEF DIRECTOR: OFFICE OF THE DIRECTOR –GENERAL REF NO: DMRE/2316**
- SALARY** : R1 308 051 per annum (Level 14), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Degree or B-Tech qualification in General Management/ Public Administration / Public Management / Office Management ( NQF 7) minimum of 5 years at a senior management level. Driver licence. Courses or certificate in Economics, Finance, General Management or Strategic Management will be an added advantage PLUS the following competencies Knowledge: Specialised

knowledge of government and industry. Policies on a strategic level. Knowledge of Departmental Policy and Procedures. Knowledge of financial management. Understanding of the public service environment. Public service legislative framework. Key strategic priorities of government. Understanding of the mineral and energy sector Thinking Demand: Ability to think strategically. Ability to analyse information and form conclusions. Innovative and creative thinker. Skills: Good communication and interpersonal relations skills. Negotiation and problem- solving skills. Writing and project management skills. Financial management. Process engineering. Administration and co-ordination. Intergovernmental relations. Stakeholder management administration. Recommendations/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

**DUTIES** : Provide executive and strategic support services to the Director-General. Ensure management and facilitation of intergovernmental and stakeholder relations. Ensure effective business operations between the office of the DG, the Ministry and the Department. Ensure operational planning, monitoring and reporting. Manage the Chief Directorate.

**ENQUIRIES** : Ms H Mhlongo Tel No: (012) 406 7632  
**NOTE** : Note: Indian or White as well as Persons with disability are encouraged to apply.

**POST 05/117** : **SUPPLY MODELLING SPECIALIST REF NO: DMRE/2317**

**SALARY** : R1 105 383 per annum (Level 13), (all-inclusive package)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : A master's degree or equivalent in Mathematics or Applied Mathematics or Computer Science or any Engineering field or Economics (with Econometrics), NQF 9. Energy studies in addition to the above will be an added advantage PLUS, minimum of 5 years' experience at middle/ senior managerial in modelling (Mathematical and Econometric Modelling), (Supply Optimization, Optimization models, long-term planning tools, Technical Report writing and Policy Analysis. The job may require local and international travel. PLUS the following key competencies: Knowledge of Policies and legislations which govern the energy sector. Knowledge of energy sector with specific understanding of upstream oil, gas, nuclear and coal supply markets, Renewable energy market, Local and global trends and economic drivers which impact on the supply options for energy, Supply optimization and modelling techniques and knowledge of different energy technologies, Thinking Demand: Assertive, analytical, self-driven and motivated, mature, attention to detail Skills: Energy modelling, mathematical and econometric modelling, Technical report writing, Translation of concept into mathematical or analytical models, Policy analysis. Recommendations/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

**DUTIES** : Provide a specialist service pertaining to energy supply optimisation modelling. Provide expert advice to management on strategic direction regarding energy supply matters. Mentor departmental staff on energy supply options matters. Mentor departmental staff on energy supply matters. Manage the Directorate.

**ENQUIRIES** : Mr T Audat at 082 839 9567  
**NOTE** : Female are encouraged to apply.

**POST 05/118** : **DIRECTOR: DEMAND, ACQUISITION AND CONTRACT MANAGEMENT REF NO: DMRE/2318**

**SALARY** : R1 105 383 per annum (Level 13), (all-inclusive package)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Degree / B-Tech in Public Procurement Management/ Supply Chain Management / Public Management/ Purchasing / Logistics Management / B-Comm Accounting (NQF Level 7) with a minimum of 5 years' experience at a

middle /senior management level PLUS the following competencies  
 Knowledge of: Public Finance Management Act. Treasury Regulations.  
 PPPFA. SCM Framework. Ability to develop, implement and sourcing strategic  
 plans. Skills: Computer Literacy, Financial. Good verbal and written  
 communication. Ability to communicate at all levels Thinking Demands:  
 Problem solving, creativity, ability to negotiate report writing.  
 Recommendations/Note: No appointment shall be effected without the  
 recommended candidate producing a Certificate of completion for the SMS  
 Pre-Entry Programme (Nyukela) offered by the National School of government  
 which can be accessed via this link: <https://www.thensg.gov.za>. Candidates  
 will undergo a compulsory competency assessments and technical  
 assessment. The Candidate will have to disclose her/ his financial Interests.

**DUTIES** : Manage and monitor compliance with relevant demand and Bid Management  
 frameworks and policies. Ensure effective management operations of the  
 Supply Chain Contracts and supplier database. Manage the functional  
 operation of the sub-directorate: Supply Chain, Demand Management,  
 Demand, Bid and Contract & Supplier Management. Manage, monitor and  
 review the demand management activities. Ensure effective bid management  
 process. Manage the Directorate.

**ENQUIRIES** : Ms M Shirindi Tel No: (012) 406 7642  
**NOTE** : Indian or White or Coloured male are encouraged to apply.

#### OTHER POSTS

**POST 05/119** : **DEPUTY DIRECTOR: EVENTS MANAGEMENT AND STAKEHOLDER  
 RELATIONS REF NO: DMRE/2319**

**SALARY** : R766 584 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : National Diploma in Communication/ Public Relations/ Marketing. Project  
 Management certificate will be an added advantage. Valid driver's license,  
 Protocol training (NQF Level 6) with a minimum of 3 years' experience at a  
 junior managerial of principal level in a communication environment PLUS the  
 following competencies Knowledge of: events managements practices,  
 government protocol practices, government procurement processes, financial  
 processes, advertising and branding, knowledge and understanding of DMRE  
 policies, functions, projects etc. Policy development. Strategic planning and  
 project management Skills: Communication skills (verbal and written).  
 Management and organizational skills. Creativity and innovation. Interpersonal  
 and analytical skills. Organizing and Coordination. Facilitation and  
 implementation. Well-developed interpersonal relationships at all levels.  
 Problem solving and analysis. Strategi -capability. Policy development and  
 implementation Thinking Demands: logical, creative /innovative thinker.  
 Objective, diplomatic and accurate.

**DUTIES** : Develop processes, policies and strategies for events management and  
 stakeholder relations. Manage and coordinate Departmental events. Facilitate  
 and manage department's interdepartmental and stakeholder relations  
 programmes. Manage the Sub-Directorate.

**ENQUIRIES** : Ms L Ntsoko Tel No: (012) 406 7799  
**NOTE** : Indian or White male are encouraged to apply.

**POST 05/120** : **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2320**

**SALARY** : R766 584 per annum (Level 11), (all-inclusive package)  
**CENTRE** : North-West Region, Klerksdorp  
**REQUIREMENTS** : National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS  
 Certificate of Competency for Mechanical or Electrical Engineering. Valid  
 driver's licence with minimum of 3 years in the mining industry: Knowledge of:  
 Knowledge of Mine Health and Safety Act and Regulation and Legal  
 Proceedings. Mining Engineering- Mine Equipment e.g Winder, Boilers, Plants.  
 Hazard identification and risk management. Public Service Staff Code. DMR  
 Policy. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR  
 Policy and staff codes. Management skills, Planning, Leading, Organisational  
 and Controlling Skills. Report writing and formulation. Good interpersonal  
 relations. Be able to recommend mining engineering solutions. Negotiation  
 skills. Language proficiency Computer skills, Thinking Demand: innovative  
 thinker. Analyse situations carefully, make fair and reasonable decision.

<b><u>DUTIES</u></b>	: Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations, Dynamic Personality : Conduct and report on underground, shaft and surface audits and inspection on plants, structures, track bound trackless mining equipment and electrical distribution systems and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Test and licence and report thereon of equipment on mines i.e. winders, lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of machinery regulations, guideline and standard and applications of exemptions, permission, and approvals, Provide managerial activities.
<b><u>ENQUIRIES</u></b>	: Mr J Melembe Tel No: (018) 487 4300
<b><u>NOTE</u></b>	: Indian, Coloured or White female are encouraged to apply.
<b><u>POST 05/121</u></b>	: <b><u>ASSISTANT DIRECTOR: SOCIAL AND LABOUR PLAN REF NO: DMRE/2321</u></b>
<b><u>SALARY</u></b>	: R491 403 per annum (Level 10)
<b><u>CENTRE</u></b>	: Kwa Zulu- Natal Region, Durban
<b><u>REQUIREMENTS</u></b>	: Bachelor's degree/ Bachelor of Technology degree/ Advance Diploma in Economics, Industrial Science, Industrial Psychology/ Social Science majoring with Development studies or Economics ( NQF level 7 ) with minimum of 3 years' experience in the industry Knowledge of: Basic knowledge of the MPRDA. Basic knowledge of administration procedures. Basic knowledge of computer programs. Basic knowledge of Previous Mineral Legislations. Basic knowledge of Departmental Policy and Mineral Regulation Skills: Analytical capacity, reporting, writing and formulation project management, computer literacy, research and communication, Thinking Demands: Interpretation and implementation of policies, proactivity, decision making, forward planning and ability to work under pressure.
<b><u>DUTIES</u></b>	: Align SLPs with the municipal IDPS/LED programmes to ensure sustainable projects. Adjudicate the process of Social and Labour Plan for mining right applications. Design and implement inspection programme. Attend community and other stake-holder meetings on mining issues and conduct workshops. Facilitate the effective implementation process of downscaling and retrenchments. Provide managerial activities.
<b><u>ENQUIRIES</u></b>	: Mr N Ravhungoni Tel No: (031) 335 9627
<b><u>NOTE</u></b>	: White, Coloured male or persons with disability are encouraged to apply.
<b><u>POST 05/122</u></b>	: <b><u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: DMRE/2322</u></b>
<b><u>SALARY</u></b>	: R491 403 per annum (Level 10)
<b><u>CENTRE</u></b>	: Northern Cape Region, Kimberley
<b><u>REQUIREMENTS</u></b>	: National Diploma in Administrative or Financial fields (NQF Level 6) with a minimum of 3 years' experience in the industry PLUS the following competencies Knowledge of: Knowledge and understanding of legislation, policies, and work procedures. Knowledge of the mining industry. Knowledge of the Public Service Legislation including PFMA. Background knowledge of MPRDA i.r.o applications, royalty/ prospecting fee payments and financial provisions Skills: Organisational and communication skills. Computer and management skills. Numeracy and financial management skills. Internal audit skills Thinking Demands: Decision Making. Information evaluation. Creativity. Have experience in both creditors and debtor's functions. Analytical thinker.
<b><u>DUTIES</u></b>	: Assist the Regional Manager to manage and control budget expenditure in the region. Manage an enquiry service/ helpdesk to ensure efficient service delivery in the region. Provide an administrative management service in terms of Supply Chain Management, Human Resource related matters, risk management, facility management and events management. Manage both revenue and financial provision collection, recordkeeping and management control systems. Manage the receiving and recording of applications in terms of the Mineral Petroleum Resource Development Act. Ensure that access to information requests is handled in line with the prescripts. Manage and



maintain an effective registry service to Regional Office. Provide managerial activities.

**ENQUIRIES** : Mr N Zindela Tel No: (053) 807 1700  
**NOTE** : Indian or White female are encouraged to apply.

**POST 05/123** : **ASSISTANT DIRECTOR: MINERAL LAWS ADMINISTRATION AND RMDEC REF NO: DMRE/2323**

**SALARY** : R491 403 per annum (Level 10)  
**CENTRE** : Western Cape Region, Cape Town  
**REQUIREMENTS** : B-Tech / Bachelor- Degree/ Advanced Diploma in Law or LLB ( NQF 7) with a minimum of 3 years' experience in the industry Knowledge of: Basic knowledge of the MPRDA. Basic knowledge of previous mineral legislation. Basic knowledge of administration procedures. Basic knowledge of Departmental policy i.r.o Mineral Regulation. Basic knowledge of computer programs Skills: Ability to write reports. Ability to write submissions. Ability to conduct meetings. Ability to communicate-written and oral. Ability to act as mediator between (aggressive) parties. Thinking Demands: Ability to think when exposed to demanding situations

**DUTIES** : Administer the administrative process for each right or permit application in compliance with the Law. Research potential conflict between applications, prior rights and land usage to advise in the decision- making process. Ensure the arrangements for the payment of royalties and prospecting fees to the state in accordance with the law. Identify illegal prospecting and mining operations and take appropriate corrective action where required. Ensure/ process surface usage applications and evaluate surface utilization in relation to the exploitation of mineral (only where Economic Development Sub- Directorate has not been established). Provide support to the regional mining development and environmental committee (RMDEC). Evaluate all empowerment transactions to give effect to the objects to the charter and the Acts

**ENQUIRIES** : Mr P Swart Tel No: (021) 427 1057  
**NOTE** : African or Indian are encouraged to apply.

**POST 05/124** : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: DMRE/2324**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : National Diploma in Archives and Records Management / Information Management / Archival Studies / Office Management/ Public Management (NQF 6). Certificate in Records Management will be added advantage with a minimum of 3 years' experience in records management / registry and /or auxiliary support service environment. Valid driver's licence Knowledge of: knowledge, understanding and application of records management legislative framework. Knowledge, understanding and application of registry and records management practices, processes, and procedures. Knowledge, understanding and application of records classification systems. Knowledge, understanding and application of Public Service Act, BCEA, PFMA and Treasury Regulation and Public Service Regulations Skills: Organisational and implementation skills. Project and Programme management. Budget and financial management. Strategic capability and leadership. Analytical and decision making. Communication skills (verbal and written). Policy Development and Implementation. Strong interpersonal skills. Multitasking ability. Planning and organising. Time management. Business writing. Problem solving. People management and team leadership. Presentation and public speaking. Accountability / ethical conduct Thinking Demands: creativity/ innovative thinker. Attention to details. Logical. Objective. Accurate. Diplomatic.

**DUTIES** : Develop, implementation and review record management policies, procedures, plans, strategies, and guidelines. Manage mail services. Maintain filing systems, provide physical custody and protection of records. Facilitate administration of Promotion Access to Information Act (PAIA). Monitor registry support activities and resources. Facilitate the implementation of systematic disposal records.

**ENQUIRIES** : Ms M Makhoana Tel No: (012) 406 7905  
**NOTE** : Indian or White or Coloured female as well as persons disability are encouraged to apply.

**POST 05/125** : **ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING, POLICY, AND SYSTEM REF NO: DMRE/2325**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : National Diploma in Human Resource Management/ Human Resource Development/ Public Administration (NQF 6) minimum of 3 years' experience in Human Resource Management As a Practitioner or equivalent level PLUS the following competencies, Knowledge of: Understand policy research, analysis and development processes. Departmental HRM goals. Understanding HRM prescripts in the Public Service. Knowledge of HR Planning. Knowledge of information Systems and Intelligence. Knowledge about HR marketing and branding. Knowledge of the PERSAL system Skills: Ability to interpret and apply policy. Communication skills. Report writing and formulation. Analytical skills. Computer literacy skills (Word / Excel / Outlook/ PERSAL). Good communication of English Interpersonal skills. Planning and organising skills. Problem solving skills. People management skills. Numeracy skills. Presentation skills. Basic research Staff supervision and management. Strategic Planning process skills. Thinking demands: Planning. Problem solving. Information evaluation. Creativity. Insight and foresight. Decision making.

**DUTIES** : Develop and review HR policies, procedures, strategies and guidelines. Provide input in the development, implementation, monitoring and review of the HR Plan and Management Information Services for the Department. Integrate, store and share HR information, HR Policy co-ordination, Delegation of Authority. Market HR function. Develop and monitor the implementation of the Departmental Equity Plan. Provide secretariat services to all committee meeting within Directorate (HR Forum, EE & HR Policy etc.). Provide managerial activities.

**ENQUIRIES** : Mr D Olivier Tel No: 012 406 7504  
**NOTE** : Indian, Coloured or African male/female and persons with disability are encouraged to apply.

**POST 05/126** : **SOCIAL AND LABOUR PLAN OFFICER REF NO: DMRE/2326**

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Limpopo Regional Office, Polokwane  
**REQUIREMENTS** : Bachelor's degree, B-Tech degree or Advanced Diploma Economics/ industrial Science/ Industrial Psychology/ Social Science majoring with development studies or Economics (NQF 7) with 1 year relevant experience and a valid driver's licence. Knowledge: Mineral laws, Socio-economic development issues, social and labour plan, financial management, Human Resource Development and Labour Legislations Skills: Analytical capacity, computer literacy, communication skills, research, report writing and formulation. Project management Thinking Demands: forward planning, decision making, proactivity, interpretation and implementation of policies.

**DUTIES** : Register and acknowledge receipt of new applications for social and labour plan. Conduct preliminary and final assessments of social and labour plans on small to medium scale operations. Coordinate workshops and meetings between the department and clients. Provide administrative support for sub-directorate e.g compile statistics report, draft inspection, plan, filling etc. compile letters to clients in line with the outcome of the assessment. Develop and maintain social and labour plan database, provide advice and liaise with the clients regarding social and labour plan. Conduct compliance inspections on small to medium scale operations.

**ENQUIRIES** : Mr Kolani Tel No: (015) 287 4700

**POST 05/127** : **TRAINING OFFICER REF NO: DMRE/2327**

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : National Diploma in Human Resource Development / Human Resource Management/ Management of Training (NQF 6) with a minimum of 2 years' experience in the industry PLUS the following competencies Knowledge of: Have an advanced knowledge and understanding of EE Act, SAQA, SETA functions and requirements. National Skills Development Strategy. Knowledge of research. Knowledge and understanding of Human Resources. Basic

knowledge on Adult Learning Skills: Strong analytical skills with attention to detail. Presentation, facilitation and counselling skills. Communication and computer skills. Writing and Policy development skills Thinking demands: Decisive. Sound judgment. Confidentiality. Problem solving. Innovative and creativity.

**DUTIES** : Coordinate the implementation of the following training interventions; Learnership, Scholarship, Adult Education and Training (AET), Work Integrated learning programmes, Leadership and Management Development programmes, Orientation and induction programmes, Bursary scheme, Intern and mentorship programmes. Administer training interventions with regards to all training programmes and populate the workplace skills placement database. Liaise with the identified partners and /or beneficiaries for educational programmes. Provide secretarial services to the skills development committee with regards to educational programmes (Learnership, Scholarship, EAT, Work Integrated Learning. Administer the recruitment and selection of Learners, Scholars, Work Integrated Learning and Adult Education and Training. Formalise the qualification of employees through recognition of prior learning. Conduct the training needs analysis /skills audit and administer the piloting of learning interventions.

**ENQUIRIES** : Mr M Shiluvane Tel No: 012 406 7594

**NOTE** : Coloured or Indian females are encouraged to apply.

**POST 05/128** : **STATE ACCOUNTANT REF NO: DMRE/2328**

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

**CENTRE** : Northern Cape Region, Kimberley

**REQUIREMENTS** : A relevant tertiary qualification in Accounting or Auditing (NQF Level 6) with a minimum of 1 year experience in financial environment PLUS the following competencies Knowledge of: accounting and Basic Accounting System. Public Finance Management Act. Treasury Regulations. Banking and cash management Skills: Advanced computer literacy (Spreadsheet techniques). Effective revenue management skills. Ability to communicate at all levels Thinking Demands: Data and gap analysis. Problem solving. Creativity.

**DUTIES** : Review the receivable register for completeness (sequential numbering) and accuracy. Verify the payables against files opened (mining and prospecting rights files) and contracts. Verify the receipts against the bank statements and prepare weekly and monthly reports of all the receivables. Confirm outstanding balances /amounts receivables. Obtain a sign-off by Regional Managers and submit weekly and monthly receivable register to Head Office. Conduct audit, compile debt acknowledgement letters and report thereon to Head Office

**ENQUIRIES** : Mr MK Mutheiwana Tel No: (053) 807 1700

## OFFICE OF THE CHIEF JUSTICE



- APPLICATIONS** : **National Office Midrand/Constitutional Court:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.  
**Gauteng Division of the High Court: Pretoria/Johannesburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg  
**Northern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley
- CLOSING DATE** : 24 February 2023
- NOTE** : The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth . All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV ONLY; contactable referees (telephone numbers and email addresses must be indicated). ONLY shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry

requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

**ERRATUM:** Kindly note that the post of Supply Chain Practitioner, Ref No: 2023/24/OCJ and Judges Secretary, Ref no: 2023/25/OCJ advertised in the DPSA Circular No 4 with a closing date of 17 February 2023 have been withdrawn.

#### OTHER POSTS

- POST 05/129** : **ASSISTANT DIRECTOR: LEGAL SERVICES REF NO: 2023/102/OCJ**
- SALARY** : R393 711 – R463 764.per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : National Office: Midrand
- : Matric and an LLB Degree or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA. Minimum of 3 years' experience in a Legal Environment; A valid driver's licence. Skills and Competencies: Good written and verbal communication skills, Interpersonal skills, Computer software skills (good excel skills), Problem Solving and Decision-Making skills, Time Management skills.; People Management skills; Interpretation skills; Analytical skills, Ability to work independently and meet deadlines under pressure; Ability to pay attention to detail and to ensure the correctness of data / information; Admission as an Attorney/ Advocate will be an added advantage.
- DUTIES** : Provide legal administration support for the Department and the Judiciary; Coordinate compliance with PAIA & POPIA, Render assistance in the management of litigation process for the Department; Provide assistance in relation to legal advisory opinions; Coordinate and advise on loss control matters; Draft legal documents / contracts / agreements for the Department.
- ENQUIRIES** : Technical related enquiries:  
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500
- POST 05/130** : **SENIOR PERSONNEL PRACTITIONER HR INFORMATION SYSTEM (PERSAL) REF NO: 2023/103/OCJ**
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
- : Matric certificate and a three-year National Diploma/ Bachelor's Degree in Human Resource Management or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of three (3) years' experience in a role relating to Human Resources Information System (PERSAL) environment. A minimum of one (1) year experience in supervisory level. Understanding of HRM functions and role in the department. Should have completed PERSAL training courses in Introduction to PERSAL, Personnel Administration, Salary Administration and Establishment. PERSAL Controller Course and understanding of Vulindlela System would be an advantage. A valid driver's license. The candidate should have a willingness to travel. Skills and Competencies: Sound knowledge of the Public Service Act and Public Service Regulations. Sound knowledge of prescripts and policies in relation to Human Resources Information Systems. Good governance and Batho Pele

Principles. In-depth knowledge and working experience on PERSAL. Ability to implement changes, manage data and provide reports using PERSAL. Computer literacy in MS Programmes, especially in EXCEL. Project Management. Presentation Skills. Problem Solving and Analysis. Report writing and researching skills. People and Resource Management Skills. Communication Skills (both written and verbal). Good interpersonal relations and motivating skills. Innovative thinking. Attention to details imperative. Time management (organising, coordinating and planning). Ability to work individually and in a team. Ability to work under pressure. Ability to adapt to change. Take accountability and ownership.

**DUTIES** : To maintain human resource and staff establishment information system, Management of PERSAL in the HR sphere (PERSAL Control). Conduct an analysis of human resource information and produce reports to facilitate decision making in collaboration with other human resource units. Facilitate and co-ordinate the development, implementation and maintenance of the Departmental Human Resource Strategies (HR Plan and Employment Equity). Compile and maintain HR reports to ensure progress against set targets on HR Strategies. Provide advice on corrective actions related to HR Strategies where required. Provide the secretariat of the Employment Equity Committee. Supervision of staff.

**ENQUIRIES** : Technical related enquiries: Mr SW Meko Tel No: 010 493 2526  
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

**POST 05/131** : **SENIOR PRACTITIONER: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: 2023/104/OCJ**

**SALARY** : R331 188 – R390 129.per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Midrand  
**REQUIREMENTS** : Matric certificate and a three-year National Diploma/ Bachelor's Degree in Human Resource Management, Management Services, Industrial Psychology or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of two (2) years' experience in a role relating to organisational development and change management. A valid driver's license. The candidate should have a willingness to travel. Skills and Competencies: Sound knowledge of the Public Service Act and Public Service Regulations. Prescripts and policies in relation to Organisational Design and Macro Organising. Job Description guide and Job Evaluations. Standard Operating Procedures. Good governance and Batho Pele Principles. Knowledge of PERSAL will be an added advantage. Computer literacy in MS programmes. Project Management. Presentation Skills. Problem Solving and Analysis. Report writing and researching skills. People and Resource Management Skills. Communication Skills (both written and verbal). Good interpersonal relations and motivating skills. Innovative thinking. Attention to details imperative. Time management (organising, coordinating and planning). Ability to work individually and in a team. Ability to work under pressure. Ability to adapt to change. Take accountability and ownership.

**DUTIES** : Facilitate the review, redesign and maintenance of the Department's organisational structure. Develop and (re) design Job Descriptions/Profiles. Conduct benchmarks, Job Evaluations and Job Analysis. Participate in the development and implementation of Change Management strategies and programmes. Perform PERSAL transactions relating to post establishments. Supervision of staff/subordinates.

**ENQUIRIES** : Technical related enquiries: Mr SW Meko Tel No: 010 493 2526  
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

**POST 05/132** : **EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: 2023/105/OCJ**

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

**CENTRE** : National Office: Midrand  
**REQUIREMENTS** : Matric certificate and a / and a three-year National Diploma/ Bachelor's Degree in Social Science / Social Work / Psychology or relevant (equivalent) qualification at NQF level 6 with (360 Credits) as recognised by SAQA and a minimum of 2 years' functional experience in Employee Wellness field. Registration with relevant statutory body. Valid driver's license. Skills and

- Competencies: Knowledge of the relevant Public Sector Acts and policies. Sound knowledge on the Employee Health and Wellness Strategic framework, HIV/AIDS Policies, Sick Leave management and PILLIR policy Computer skills. Problem solving. Crisis Management. Analytical thinking. Policy development. Time Management. Facilitation Skills. Presentation skills. Project Planning and Management. Excellent report writing skills. Analytical Skills; Report Writing and Presentation Skills; Interpersonal relations; Planning and Organizing; Computer literacy; Communication (written and verbal) Skills.
- DUTIES** : Coordinate and promote Employee Health and Wellness programmes and awareness sessions. Coordinate Psycho-social wellness through preventive and curative programmes. Promote organizational wellness through employee support. Promote and support work-life balance. Ensure effective and efficient functioning of wellness programme. Conduct assessment, referrals, counselling, and intervention support to staff and Conduct needs analysis for employee within the institution. Develop partnership and network with stakeholders. Manage and analyse data and other wellness information for reporting purposes and produce report thereof. Co-ordinate events related to Employee assistance Programme (EAP) in line with the departmental strategic objectives. Conduct training for Managers, Supervisors, and Staff on their role on Employee Wellness and overall marketing of the Wellness programme. Monitor and evaluate Employee Wellness Programmes
- ENQUIRIES** : Technical enquiries: Ms K Choma Tel No: (010) 493 2500  
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500
- POST 05/133** : **PROVISIONING ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT AND CONTRACT MANAGEMENT REF NO: 2023/106/OCJ**  
Re-advertisement, candidates who previously applied are encouraged to re-apply.
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand  
Matric certificate and a three year National Diploma/ Degree in Supply Chain Management or relevant (equivalent) qualification at NQF level 6 with (360 Credits) as recognised by SAQA. Minimum of two (2) years working experience in Supply Chain Management. Knowledge of PFMA, BBB-EE Act, PPPFA and Treasury Regulations. In depth knowledge of procurement systems e.g. JYP, LOGIS and other systems. A valid driver's license will be added advantage.
- DUTIES** : Ensure the implementation of SCM policies and prescripts as received from National treasury. Assist in monitoring and administration of all contracts. Capturing of awarded contracts on National Treasury's contract registration application (CRA) or Database. Monitor and keep an update the contract register, deviation register and prepayment register. Assist the court, regional centres or provincial offices with loading of contract on the procurement system. Ensure that Purchase orders are issued to suppliers for all loaded contracts. Ensure timeous processing of invoices received from suppliers. Ensure payments of invoices are made within 30 days period. Ensure that payments are made to the correct supplier. Ensure that commitments are closed and make follow up on outstanding commitment. Assist the Deputy Director and Assistant Director with compiling and reporting on interim financial statement (IFS) and Annual financial statement (AFS) on monthly and quarterly basis. Ensure that Service Level Agreements (SLA's) are signed on time by the supplier and the end user. Ensure proper filling and safekeeping of documents (signed SLA and payment batches). Supervise subordinates (Clerks and Interns) to ensure compliance with SCM prescript and policies. Perform other duties that have been delegated by the supervisor.
- ENQUIRIES** : Technical enquiries: Ms E Chambers Tel No: (010) 493 2566  
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500
- POST 05/134** : **SENIOR HUMAN RESOURCE OFFICER REF NO: 2023/107/OCJ**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division Of The High Court: Johannesburg  
Matric and a three year (3) year National Diploma/degree in Human Resources Management /Public Administration/ Public Management or a relevant (equivalent) qualification at NQF level 6 with (360 Credits) as recognised by

SAQA. A minimum of three (3) years' experience in all functions of HRM within the public sector. Knowledge of PERSAL and HR utilization will be an added advantage. A valid driver's license will be an added advantage. Skills and Competencies: Computer literacy, knowledge of relevant human resource legislation/ directives/ Knowledge of PERSAL system, Good communication skills (written and verbal), planning and organising skills , problem solving skills, supervisory and leadership skills, time management, confidentiality, ability to work under pressure and adhere to deadlines.

**DUTIES** : Supervise, plan, and coordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management service eg, Personnel development, Performance management , Discipline and ensure quality of work, supervise the implementation and maintenance of human resource administration practices concerning service benefits(Leave, Housing, medical Aid, Injury on duty, termination, long service recognition, overtime, relocation, pension, allowances, secretariat function on interviews, absorption, probation reports, Human Resource management practices, inform guide and advice the implementation of HR Management practices, approve transactions on PERSAL according to delegations. Prepare reports on Human Administration issues and statistics

**ENQUIRIES** : Technical and HR enquiries: Ms T Mbalekwa Tel No: 011 494 8402

**POST 05/135** : **JUDGE'S SECRETARY REF NO: 2023/108/OCJ**

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

**CENTRE REQUIREMENTS** : Northern Cape Division of the High Court: Kimberly  
 Matric certificate. Minimum of one year' experience as a secretary or as an Office Assistant. An LLB degree or a minimum of 20 modules completed towards an LLB, or a BA/BCom Law degree will serve as an added advantage and results must accompany the application. A valid driver's licence. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Office) and research capabilities.

**DUTIES** : Typing (or formatting) of draft memorandum, decisions, opinion or judgment entries written by or assigned by the Judge, Provide general secretarial/administrative duties to the Judge, Manage and type correspondence, judgments and orders for the Judge, Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements, Safeguard all case files and update the case files with an order made by the Judge, Perform digital recording of court proceedings on urgent cases after hours and ensure the integrity of such recordings, Store, keep and file court records safely, Accompany the Judge to court, Manage the Judge's vehicle, logbook and the driving thereof, Compile data and prepare reports and documents for the Judge as necessary including expense reports, continuing legal hours, financial disclosure statements and case management, Arrange receptions for the Judge and his/her visitors and attend to their needs, Manage the Judge's library and the updating of documentation, Execute legal research as directed by the Judge and comply with all departmental prescripts, policies, procedures and guidelines.

**ENQUIRIES** : Technical enquiries: Adv S de Villiers Tel No: 053 807 2743  
 HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

**POST 05/136** : **HUMAN RESOUCE OFFICER: ORGANISATIONAL DEVELOPMENT REF NO: 2023/109/OCJ**

**SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office: Midrand  
 Matric certificate. The following will serve as an added advantage, a minimum of one 1 year working experience in an Organisational Development environment and a three-year National Diploma/Bachelor's Degree in Human Resource Management, Management Services, Industrial Psychology or equivalent qualification at NQF level 6 (360 credits) as recognised by SAQA.



The candidate should have a willingness to travel. Skills and Competencies: Knowledge of clerical duties and practices. The ability to operate a computer, capture data accurately and collect statistics. Knowledge and understanding of the legislative framework, prescripts and regulations governing the public service. Knowledge of working procedures in terms of the working environment. Knowledge of practical establishment administration and functional knowledge of PERSAL. Batho Pele Principles. Computer literacy in the Microsoft Office package (especially Word, Excel). Good communication skills (verbal and written).

**DUTIES** : Render efficient and effective general administrative support services within the unit. Provide administrative support in the implementation and maintenance of the approved organisational structure. Assist in conducting Job Description investigations. Assist in the development of Job Descriptions. Assist with the maintenance of the departmental establishment on PERSAL System.

**ENQUIRIES** : Technical related enquiries: Mr SW Mekoa Tel No: 010 493 2526  
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

**POST 05/137** : **CUSTOMER SERVICE OFFICER (X6 POSTS)**

**SALARY** : R181 599 – R 213 912.per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Gauteng Division of the High Court: Johannesburg Ref No: 2023/110/OCJ (X3 Posts)

Gauteng Division of the High Court: Pretoria Ref No: 2023/111/OCJ (X3 Posts)

**REQUIREMENTS** : Matric. The following will serve as an added advantage, a three (3) year National Diploma/degree and a minimum of 6 Months relevant (equivalent) experience in Switchboard Operator/Call Centre/Customer Enquiry. Skills and Competencies: Public Service Regulations, 2016, Data capturing, Communication skills, Customer focused, Telephone etiquette, Computer Literacy (Excel, Word and PowerPoint), Ability to perform under pressure, Excellent interpersonal skills, Ability to work independently.

**DUTIES** : Render switchboard services. Maintain and control visitor register at the Court front desk. Provide access to the daily Court roll. Provide client liaison services within the office

**ENQUIRIES** : Technical enquiries (Johannesburg): Ms R Bramdaw Tel No: 010 494 8402  
Technical enquiries (Pretoria): Ms T Ledwaba Tel No: (012) 315 7429  
HR related enquiries: Ms T Mbalekwa Tel No: 010 494 8515

**POST 05/138** : **HUMAN RESOURCE OFFICER REF NO: 2023/113/OCJ**

**SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Constitutional Court: Braamfontein

**REQUIREMENTS** : Matric certificate or equivalent qualification. A three year national Diploma/ Degree in Human Resources Management with 360 credits as recognised by SAQA will serve as an added advantage. Introduction to PEASAL certificate. A minimum of one year functional experience I Human Resource management. Knowledge of the prescripts regulating Human Resources. Skills and competencies: Good communication skills (written and verbal), report writing and good organising skills, computer literacy (Microsoft Office, PERSAL experience) good interpersonal relations. Ability to work under pressure. Accuracy and attention to detail. Confidentiality, tact and discretion when dealing with people.

**DUTIES** : Implementation of transaction on PERSAL system in respect of appointments, leave, pension, labour relations, recruitment and selection, and PMDS etc. keep statistics of all activities and report accurate statistics to supervisors assist with all administrative duties of Human Resources component and respond to client's queries.

**ENQUIRIES** : Technical enquiries: Ms Zoleka Sondlo Tel No: 011 359 7590  
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

## OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria or apply on [www.psc.gov.za](http://www.psc.gov.za)
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 03 March 2023, 15:45pm
- NOTE** : Please note that the post of Director: People Management Practice which was advertised on circular 4 of 2023, is withdrawn and replaced by the below advert, applicants who applied previously are encouraged to re-apply as per the below requirements. Applications must consist of: Only a fully completed and signed Z83 form (which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies)) and a recent comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated. Only shortlisted candidates' will be required to bring certified copies of ID, license and qualification on or before the interviews. Should you be in possession of a foreign qualification, an evaluation certificate must accompany it from the South African Qualification Authority (SAQA). The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applications. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

## MANAGEMENT ECHELON

- POST 05/139** : **DIRECTOR: PEOPLE MANAGEMENT PRACTICES REF NO: D: PMP/01/2023**  
(Re-advert)
- SALARY** : R1 105 383 per annum, (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE REQUIREMENTS** : Head Office, Pretoria  
Post graduate Diploma/Degree in Human Resource Management or Human Resource Development/Public Administration or equivalent qualification (NQF7) or relevant qualification in related field. Extensive experience in the field of Human Resource Management and Development. Knowledge of the Public Service regulatory framework and regulations. Proven Experience in

policy development and implementation. Understanding of the Employment Equity (EE) Act and overall knowledge of Government's transformation policies and priorities. Proven experience in implementation of Recruitment and selection processes, Conditions of Services and Benefits. Good communication skills, sound interpersonal, report writing and Stakeholder Liaison skills. Knowledge of the Public Finance Management Act and Treasury Regulations. People Management, Project Management, presentation and excellent writing and communication skills. Intermediate skills in the Microsoft Office Suite. A Valid driver's license.

**DUTIES**

: Manage the implementation of Organisational Development, Establishment Monitoring, HR Planning and Job Evaluation processes. Manage the implementation of Recruitment and Selection processes and Administration of Conditions of Service. Manage the implementation of Performance Management and Human Resource Development strategies and policies. Manage the implementation of Employee Health and Wellness Programmes and Transformation Initiatives. Manage the implementation of Labour Relations prescripts in line with the Disciplinary Code. Lead and manage the Directorate. Serve as employer representative at the Departmental Bargaining Chamber.

**ENQUIRIES**

: Ms AD Michael Tel No: 012 352 1241

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



**CLOSING DATE**  
**NOTE**

- : 24 February 2023 at 16H00
- : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding overcrowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.
- ERRATUM:** Kindly note that the following post were advertised in Public Service Vacancy Circular 04 dated 03 February 2023. (1) Administrative Officer: Property Payments Ref No: 2023/43, Centre: Pretoria Regional Office, please note that the post has been re advertised, all applicants who previously applied are encourage to re-apply, closing date will be extended until 24 February 2023. (2) Production Engineer: Structural (Grade A) Ref No: 2023/32, Centre: Head Office (Pretoria), the position was advertised with incorrect inquiry, the correct inquiry is as follows: Mr T Mathabatha, Tel No: 012 406 5916, closing date will be extended until 24 February 2023.

## OTHER POSTS

- POST 05/140** : **DEPUTY DIRECTOR: EPWP LARGE PROJECTS REF NO: 2023/57**  
(Re-advert all applicants who previously applied are encourage re-applying).
- SALARY** : R908 502 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Middle Management Service).
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Civil engineering or equivalent. Knowledge of the working of government, the Expanded Public Works Programme/ Employment Intensive Programme. Knowledge of different forms of contracts, including their application to government contracts. Knowledge of labour-intensive construction methods. Appropriate relevant working experience in the construction industry at junior management level. Knowledge of Management Information Systems. Financial management and knowledge of the PFMA and DORA. Advanced technical, report writing and presentation skills. Analytical and innovative thinking skills. Project Management skills. Driving licence. The position requires extensive travelling, and the candidate must be able and willing to travel. Advanced qualifications and more experience than specified will be an added advantage.
- DUTIES** : Assist public bodies with identifying opportunities for structuring and implementing large projects to optimise job creation through the EPWP Large Projects Programme. Support public bodies on planning, design and implementation of large EPWP projects. Liaise with all relevant stakeholders to ensure their buy-in and participation in the Large Projects programme. Facilitate labour-intensive capacity-building workshops. Support SMME participation on large projects. Carry out labour-intensity analysis of different infrastructure projects. Develop concept documents on areas of expansion for the programme. Compile progress reports on the Large Projects programme. Facilitate reporting of work opportunities created on the EPWP reporting system. Assist in managing the component's budget, including compiling budget reports.
- ENQUIRIES** : Nontyatyambo Manyisane Tel No: (012) 492 1433
- APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver to CGO Building, Cnr Bosman and Madiba Street, Pretoria.
- FOR ATTENTION** : Ms NP Mudau
- POST 05/141** : **DEPUTY DIRECTOR: (EPWP) (ENVIRONMENT & CULTURE SECTOR) REF NO: 2023/58**
- SALARY** : R908 502 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Middle Management Service).
- CENTRE** : Port Elizabeth
- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Environmental Sciences or relevant qualification, Appropriate Relevant working experience at an Assistant Director level. Valid driver's license, Knowledge of Environmental related legislations, policies and regulations. People Management and empowerment skills, Sound analytical, problem identification and solving skills, Analytical thinking, Language proficiency, Report writing skills, Numeracy, Research skills, Organizing and planning, Computer literacy, Advanced interpersonal and diplomacy skills, Decision Making and Project making skills. An innovative, creative, resourceful, energetic, helpful, ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines, ability to work long hours, exposed to natural and adverse weather conditions, people orientated, trustworthy, assertive, hardworking, highly motivated, ability to work independently.
- DUTIES** : The effective management of the Environmental and Culture sector and implementation of waste management initiatives, Establish effective intervention to maximize implementation of EPWP projects in the Environment and Culture sector. Facilitates successful implementation of the Waste management initiatives in the municipalities, Facilitates identification of expansion areas and best practices, Sound and effective intervention for the Environment and Culture sector, Provide reports to managing bodies and relevant stakeholders, Facilitates the development of the provincial sector plans and implementation plans, Comprehensive sector and implementation plans developed in provinces, Work closely with lead provincial departments

and member departments to improve activities of the Environment and Culture sector Extent of support stakeholder –related support programs. Extent and effectiveness of administrative related matters.

**ENQUIRIES** : Mr M Ntsele Tel No: (041) 408 2029  
**APPLICATIONS** : Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works Private Bag X3913, North End, Port Elizabeth 6056.

**FOR ATTENTION** : Ms SZ Mafanya

**POST 05/142** : **DEPUTY DIRECTOR: PUBLIC ENTITIES REF NO: 2023/59**

**SALARY** : R766 584 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Middle Management Service).

**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Corporate Governance, Intergovernmental Relations, Public Administration, Legal or equivalent qualification. State Owned Entities oversight experience will be an added advantage. Appropriate relevant years' experience (i.e. legal, budgeting, corporate governance monitoring, intergovernmental relations) at a management level. Knowledge: Relevant Public Service legislation such as, but not limited to, Intergovernmental Framework Act, Public Finance Management Act and Treasury Regulations, King Report II, III and IV, Division of Revenue Act, Municipal Finance Management Act, Municipal Systems Act, Municipal Property Rates Act, etc.; Knowledge and understanding of public/state-owned entities oversight policy frameworks and regulations, Exposure to and knowledge of governance matters including planning processes, budgeting and expenditure management as well as board appointment processes, Experience must include stakeholder management. Skills: Sound analytical skills, Interpersonal skills, with communication skills both written and verbal, Strategic capability and leadership, Programme and project management, Information and Knowledge management, People Management and empowerment, Problem solving and change management, Policy analysis and development, Client orientation and customer focus, Service delivery innovation, Computer literacy, Planning and coordination, Presentation and facilitation, Quality management. Personal Attributes: Good interpersonal relations, Ability to work under pressure, Innovation and creation, Ability to work in a team and independently, Adaptability, Independent thinker, Cost consciousness, Honesty and Integrity, Influencing and Go-getter Other: Willing to adapt work schedule in accordance with office requirements and work abnormal hours. Required to travel extensively.

**DUTIES** : Facilitate approval of entities Strategic Plans & Annual Performance Plans process including the signing of Shareholder's Compacts. Facilitate approval of public entities' annual reports. Ensure providing of departmental budgetary inputs. Facilitate transfer of payments to the entities as planned. Facilitate the Board/Council appointments process and filling of Board/Council vacancies. Facilitate performance review of the public entities (ensure quarterly reviews). Effective monitoring of compliance with the set policies, legislations, norms and guidelines impacting on built environment. Verify the establishment of public entity governance structures. Process stakeholder and parliamentary queries with regard to governance related matters of public entities. Ensure tabling of financial reports in Parliament. The effective management of the component resources (personal and financial). Determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies. Ensure that the budget framework is in line with Medium Term Expenditure Framework.

**ENQUIRIES** : Mr M. Mashaba Tel No: (012) 406 1671  
**APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver to CGO Building, Cnr Bosman and Madiba Street, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**POST 05/143** : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCES ADMINISTRATION REF NO: 2023/60**

**SALARY** : R331 188 per annum  
**CENTRE** : Head Office (Pretoria)

- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Human Resources Management or Public Administration. Appropriate experience in Human Resources Management with emphasis on HR Administration (Condition of Services and pensions). Knowledge of standards, practices, processes and procedures. Good Knowledge of PERSAL, CORE, Ability to apply and interpret Legislative frameworks such as PSA, PSR, EEA and other regulatory prescripts for the public sector. Data analysis techniques, ability to undertake basic research and gather information, Computer utilization, good communication and report writing abilities, Analytical skills, interpersonal relations, diplomacy, negotiation skills, conflict management and the ability to perform under pressure. Driver's License will be an added advantage.
- DUTIES** : Administration of condition of services and benefits. Processing of appointments and service terminations. Administration of pension benefits. Assist in the maintenance of policies related to condition of services. Assist in the maintenance of database and management of reports on conditions of service and service benefits. Assist in the research processes on the best practises of service benefits. Assist in sourcing information needed to compile annual report on the management of service benefits and on Audit findings. Providing an advisory function to DPWI staff on Human Resources policies. Ensure that relevant stakeholders are involved on policy making processes.
- ENQUIRIES** : Mr. M Booysen Tel No: (012) 406 1766
- APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver to CGO Building, Cnr Bosman and Madiba Street, Pretoria.
- FOR ATTENTION** : Ms NP Mudau
- POST 05/144** : **SENIOR ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT (OFFICE OF THE CHIEF DIRECTOR) REF NO: 2023/61**
- SALARY** : R331 188 per annum
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification (NQF level 6) in Public Administration/ Management/ Business Administration or related qualification. Extensive experience in Administration. Knowledge: Wide range of office management and administrative tasks, Demonstrative computer literacy, , Conflict management, Project management; Skills: Communication (written and verbal), Planning and organizing, People management, Financial management, Problem Solving, Stakeholder and client liaison, Monitoring; Excellent inter-personal skills: People orientated, Creative, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently, Ability to work under pressure.
- DUTIES** : The provision of effective and efficient Office Management –management of the work flow of the component; Co-ordinate high-level meetings in all aspects; take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the Chief Director and other Departments and organisations; Compile briefing notes as well as other documentation to adequately prepare the Chief Director for such meetings; Represent the Chief Director at meetings as and when required; attend certain branch meetings; liaise with relevant stakeholders regarding outstanding information and issues; co-ordinate meetings/ workshops (venues, travel, catering etc.); manage due dates of correspondence; prepare documentation for meetings, presentations and reports; undertake research and develop appropriate policies, strategies programmes to be used to promote the Branch. Coordinate projects in the office of the Chief Director. To render effective and efficient administrative support services – Consolidate all Director's reports to produce a monthly and quarterly Chief Director's report; Ensure efficient records management; administer office correspondence, documents and reports; co-ordinate and organise office activities; draft and type correspondence/ documents; manage communication and flow of information in the office; manage the processing of S&T claims, payments and invoices relevant to the office; Manage budget in the Chief Director's office. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Management of human resources (financial, physical and human)-management of section performance within the chief directorate; Report on the performance of the unit against the operational plan, business requirements and targets; Manage the implementation of compliant performance management; Manage compliance of the unit against finance, asset

management, supply chain and procurement regulations and policy requirements; Manage the financial resources of programmes and projects in charge of in accordance to the PFMA.

**ENQUIRIES**  
**APPLICATIONS**

- : Mr I Tlhasedi, Tel No: (012) 406 1805
- : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver to CGO Building, Cnr Bosman and Madiba Street, Pretoria.
- : Ms NP Mudau

**FOR ATTENTION**



**SOUTH AFRICAN POLICE SERVICE**

- APPLICATIONS** : Application forms can be hand delivered to SAPS Head Office, Wachthuis Building; 231 Pretorius Street, Pretoria.
- CLOSING DATE** : 24 February 2023 at 16:00
- NOTE** : Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

**OTHER POST**

- POST 05/145** : **PROVISIONING ADMINISTRATION CLERK REF NO: FMS 05/2023**  
Support Services: Supply Chain Management (Division: Financial Management Services)
- SALARY** : R181 599 per annum (Level 05)
- CENTRE** : (Pretoria)
- REQUIREMENTS** : Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of post will be an added advantage; Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work under pressure and extended hours.
- DUTIES** : Administer all acquisition related issues in a cost-effective manner; Administer all demand related issues in a cost-effective manner; Administer (assisting

**ENQUIRIES**

with), implementation and maintenance of National Policies (including standards, procedures and guidelines) with regard to supply chain management; Administer communication channels, the rendering of service, inspections, and evaluations; Administer the effectiveness of service as well as other matters that require national uniformity; Administer that the Minimum Information Security Standards (MISS) is adhered to within the environment.  
: Lt Col H de Lange/ Lt Col E Mpembe/ Capt QM Nkoma: Tel No: (012) 393 4425/ 2894/ 2983

## 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.
- CLOSING DATE** : 24 February 2023
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://www.gov.za)). Applicants must fill in full new Z83 form part A, B, C, D and F. A recent updated comprehensive CV only (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

## OTHER POSTS

- POST 05/146** : **ASSISTANT DIRECTOR: BILATERAL AFFAIRS REF NO: DOT/HRM/2023/06**  
(Branch: (Civil Aviation)  
(Chief Directorate: Aviation Policy and Regulation)  
(Directorate: Air Transport)  
(Sub-directorate: Bilateral Affairs)
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10), (all-inclusive salary package)  
: Pretoria (Head Office)  
: A recognised NQF Level 6 qualification in Transport Management / Transport Planning / Law / International Relations. A Minimum of three (3) years' experience at supervisory or practitioner level within the civil aviation environment. Understanding of the civil aviation regulatory frameworks. The following will serve as strong recommendations: Understanding of the aviation industry; Good interpersonal and communication (verbal and written) skills; Good project management skills; Good computer skills, Effective report writing; Willingness to travel and work beyond normal hours.
- DUTIES** : Facilitate the establishment and review of the bilateral air services frameworks with foreign states; Execute the Constitutional process to prepare Bilateral Air Services Agreements (BASA) for signature; Provide technical advice to the International Air Services Licensing Council and their secretariat on the adjudication of airline Licenses and Foreign Operator's Permits; Liaise with the

foreign Aeronautical Authorities, airlines, foreign missions in South Africa and abroad on air transport related matters; Represent the Branch for Civil Aviation at Inter-Departmental and Inter-Governmental Forums; and Manage resources.

**ENQUIRIES** : Ms Thandi Maswanganye Tel No: 012 309 3261  
**NOTE** : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.

**POST 05/147** : **ROAD DISASTER AND ENVIRONMENT ASSISTANT REF NO: DOT/HRM/2023/07**  
(Branch: Road Transport)  
(Chief Directorate: Road Engineering Standards)  
(Directorate: Road Asset and Quality Management)  
(Sub-directorate: Road Disaster and Environment Management)  
Twelve (12) Months Contract

**SALARY** : R269 214 per annum (Level 07), (all-inclusive salary package)  
**CENTRE** : Pretoria (Head Office)  
**REQUIREMENTS** : A matric certificate (Grade 12) and an NQF level 6 / 7 qualification in Disaster / Environmental / Geospatial and two (2) years' experience in road disaster and environmental management or spatial infrastructure development. Knowledge and Skills: Knowledge of Disaster Management; An understanding of Intergovernmental relations; Understanding of Disaster Management Legislation; Project Management, Planning and organisational skills, Computer literacy e.g. excel (spreadsheet and word, etc Verbal and written communication skills; and Must be willing to work beyond normal working hours when required. Knowledge of Batho-Pele Principles.

**DUTIES** : The successful candidate will be responsible to: Assist facilitation of programs on road disaster management planning. Assist facilitate the implementation of disaster resilient and preparedness efforts. Assist provincial coordination of Road/Transport disaster management plans. Provide GIS technical support on road disaster management program. Assist facilitation of disaster response and reconstruction programs. Assist on assessment and verification of road disaster incidents. Assist on monitoring the implementation of disaster grants funded projects. Provide Road Disaster and environment internal and external stakeholders' liaison. Assist in road transport/infrastructure projects EIA processes (authorization and compliance) facilitation. Assist in the promotion of the protection and rehabilitation of the environment by all road infrastructure stakeholders.

**ENQUIRIES** : Mr Solly Chuene Tel No: 012 309 3477  
**NOTE** : Preference will be given to African Male, Coloured Male /Female, White Male /Female, Indian Male /Female and persons with disabilities are encouraged to apply for the position.

**POST 05/148** : **DRIVER ASSISTANT REF NO: DOT/HRM/2023/08**  
(Branch: Administration (Office of the Director-General)  
(Chief Directorate: Office of the Director-General)  
(Directorate: Office of the Director-General)  
(Sub-directorate: Office of the Director-General)

**SALARY** : R181 599 per annum (Level 05), (all-inclusive salary package)  
**CENTRE** : Pretoria (Head Office)  
**REQUIREMENTS** : An appropriate NQF Level 4 qualification (senior certificate), code EB driving licence. Minimum 3 years driving experience. Knowledge and Skills: good communication (written and verbal); self-assured and confident, literate, telephone etiquette, ability to operate office machinery (photo copy machine) and computer literate.

**DUTIES** : Monitor incoming and outgoing mail and documents, Distribute mail within Office of the Director-General and the Department. Keep register of incoming and outgoing mail/documents. Assist with production of documentation for meetings. Shred documents when required. Delivery and collection of documents within and outside of the Department. Complete log book after trips and complete all necessary documentation for the provided car. Provide transport support for the requirements for the office of the Director-General.

**ENQUIRIES** : Ms Michelle Phenyha Tel No: 012 309 3172

**NOTE**

: Preference will be given to African Female, Coloured Male / Female, White Male / Female, Indian Male and persons with disabilities are encouraged to apply for the position.

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE** : 24 February 2023

**NOTE** : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however, it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

**ERRATUM:** Kindly take note that the post of Control Water Control Officer under Ref No: 030223/03 advertised in Public Service Vacancy Circular 02 dated 20 January 2023 has been withdrawn.

## OTHER POSTS

**POST 05/149** : **SPECIALIST ENGINEER GRADE A REF NO: 240223/01**  
 Branch: Water and Sanitation Service Management Specialist Unit: Water Services Intervention  
 (This is a re-advertisement; applicants who have previously applied must re-apply)

**SALARY CENTRE REQUIREMENTS** : R1 605 603 per annum, (all-inclusive OSD salary package)  
 : Pretoria Head Office  
 : A Masters Degree in Engineering or relevant qualification. Ten (10) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer. A valid unexpired drivers license. Expert knowledge of water and wastewater services. Experience in the Project and programme management. Engineering design and analysis knowledge. Research and development skills. Strategic Financial Management and modelling, Technical report writing

skills. Creation of a high-performance culture. Water project governance. In depth understanding of the Public Finance Management Act and Treasury Regulations. Professional decision making and judgement. Knowledge of and experience in construction law contracts such as, NEC3/ECC, GCC and FIDIC will be an added advantage.

**DUTIES**

: To provide high level engineering advice and guidance to Executive Management and Political Office Bearers. Taking engineering decisions impacting of water and wastewater/sanitation services delivery on behalf of the department. Controlling of budgets for engineering solutions impacting on water services. Lead research studies to develop best practices for engineering solutions for water services. Promotion of application of best practices towards water services engineering. Provide technical input in grant management such as RBIG, WSIG and MIG. Analyse engineering solutions for water services infrastructure. Develop findings relating to improvements and interventions required for water services infrastructure. Integrate various projects and programme and management of project management dashboard. Liaise with colleagues across sectors to develop best practices for engineering solutions dealing with water services infrastructure. Provision of engineering advice to Water Services Authorities regarding water services infrastructure operation, design, planning and construction. Analyse breakdowns of water services in relation to water services infrastructure engineering design and operation. Develop interventions to prevent breakdown in the future. Ensure implementation of engineering interventions. Perform regular inspections and conditional assessments of water services infrastructure. Advise on CAPEX requirements to fully manage and implement water service engineering solutions. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Advise on engineering tender specifications. Ensure training and development of technical personnel to promote skills/knowledge transfer and adherence to sound engineering principles and code of good practice. Manage the technical, environmental, contractual, risk, social and financial aspects of infrastructure development projects. Promote the Department's interests in projects implemented by external bodies. Ensure compliance with technical standards, legal requirements, time-frames and approved budgets during the implementation of water services infrastructure projects. Ensure the co-ordination and management of contracts with service providers on projects to ensure effective project implementation. Ensure the co-ordination of both external and internal stakeholders on infrastructure projects. Provide leadership and direction on projects. Strategic liaisons in strategic governance functions with sector partners e.g. COGTA, NT, SALGA and etc. Manage human resources and budgets allocated on projects to ensure efficient and effective project implementation. Promote transformation. Promote a culture of innovation and performance.

**ENQUIRIES**

: Mr R Mathye Tel No: 012 336 8984

**APPLICATIONS**

: Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION**

: Planning Recruitment and Selection

**POST 05/150**

: **SCIENTIST MANAGER GRADE A REF NO: 240223/02**

Branch: Regulation Compliance and Enforcement

Dir: Water Resource Regulation

(This is a re-advertisement; applicants who have applied previously must re-apply)

**SALARY**

: R939 408 per annum, (all-inclusive OSD salary package)

**CENTRE**

: Pretoria Head Office

**REQUIREMENTS**

: An MSc degree or relevant qualification in Natural Science. Six (6) years post BSc natural scientific experience preferably in Water Resource Management and Water Resource Regulation. Compulsory registration with SACNASP as a Professional Natural Scientist. A valid unexpired drivers license. Knowledge and understanding of legal compliance to the National Water Act, 1998 (Act 36 of 1998), and other specific Environmental Management Acts. The following competencies are essential: Financial, Project and Personnel management experience. Data analysis, Business processes to ensure data flow, Professional judgement, scientific mentoring and Policy analysis. Sound

knowledge of integrated water resource management and water resource protection. The following attributes will be strong recommendations: Strong leadership skills and the ability to promote transformation and service delivery excellence. Facilitation skills and the ability to interact with key stakeholders in the water sector, National Departments as well as Provincial and Local Government. Excellent communication skills including verbal, report writing, presentation and computer skills as well as innovative thinking and analytical/problem-solving skills. Sound strategic planning and project management skills. The incumbent must be willing to travel extensively nationally and willingness to work irregular hours. Interpersonal skills and ability to work in a multi-disciplinary team.

**DUTIES** : The incumbent will be responsible to develop and monitor implementation of regulatory tools, strategies, protocols, guidelines and standard operating procedures for water resource regulation and protection. Promote and continuously improve regulatory tools. The oversight and consolidation of provincial resource quality reports, the co-ordination and determination of workable solutions to minimise large scale quantity / quality impact on water resources. Management of personnel and resources in the sub-directorate. Provide assistance and support to the regional offices of the Department on Water Resource Regulation and protection. Be involved in the management of projects relevant to the Directorate.

**ENQUIRIES** : Ms N Mazwi (Director: Water Resource Regulation) Tel No: 012 336 7554  
**APPLICATIONS** : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at the Continental Building, Corner Visagie and Bosman Street.

**FOR ATTENTION** : Recruitment, Recruitment & Selection Unit

**POST 05/151** : **CONTROL ENGINEERING TECHNOLOGIST REF NO: 240223/03**  
 Branch: Infrastructure Management  
 SD Drawing Services  
 (This is a re-advertisement, applicants who have applied previously must re-apply)

**SALARY** : R785 700 per annum, (all-inclusive OSD salary package)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : A Bachelor of Technology (BTECH) in Engineering or relevant. Six years post qualification Engineering Technologist experience required. Compulsory registration with the ECSA as a Technologist. A valid and unexpired drivers license with the exception of persons with disabilities. Experience in providing technological advisory service and in evaluating and providing quality assurance of technical designs and drawings with specifications and making recommendations for approval by the relevant authority; Experience in planning technological and or technical support to engineers; Practical experience in mentoring of graduate interns and training; Understanding of ECSA professional mentorship will be an added advantage; Knowledge of contract administration, project management and proven knowledge of technical drawing and design. Understanding of procurement processes in the Public sector. Sound financial planning and management. Ability to communicate, conflict management, contract dispute resolution and negotiation skills. Computer literacy and the ability to use most of the MS Office programmes include MS Projects is highly recommended. Ability to work with design software like Autocad Civil 3d will be an added advantage. Willingness to mentor and guide candidates towards the professional registrations.

**DUTIES** : Provide and manage technological advisory services. Ensure adherence and promotion of safety standards in line with statutory requirements. Manage administrative and related functions. Mentorship of Graduate interns and willingness to be a registered mentor with ECSA. Manage and supervise technological and related personnel and assets. Manage administrative and related functions. Monitoring and supervise the evaluation of technological designs and drawings. Solve broadly defined technological challenges using application and proven techniques and procedures. Contribute and support the coordination of compilation and structuring of tender documents in line with the CIDB (Best Practice Guideline) Continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on engineering related matters. Manage and maintain interpersonal relationships with stakeholders.



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

**FOR ATTENTION** : Planning, Recruitment & Selection Unit

**POST 05/152** : **ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION REF NO: 240223/04 (X2 POSTS)**  
 Branch: Infrastructure Management: Head Office

**SALARY CENTRE REQUIREMENTS** : R420 318 per annum, (OSD)  
 : Pretoria Head Office  
 : A relevant Honours Degree in Environmental studies or related fields. Experience in any of the following fields will serve as an advantage: Water Resources Management, Environmental Sciences, Environmental Law, Natural Resource Economics, Compliance Monitoring and Enforcement. Computer literacy. A valid unexpired drivers license. Working knowledge of National Water Act, 1998 (Act No 36 of 1998) and related policies. Working knowledge of relevant Environmental Management legislation and related policies. Knowledge of Integrated Water Resources Management. Knowledge of PFMA and Treasury Regulations 16. Knowledge of Safety at Sport and Recreational Events Act. Knowledge of Occupational Health and Safety Act. Ability to review technical and scientific reports and provide recommendations. Exposure to construction environment management. Technical report writing skills. Ability to provide technical and scientific support to Department of Water and Sanitation (DWS) units and other government departments. Professional Judgment. Good communication, presentation and networking skills. People management skills. Planning, organising, conflict management and change management. Excellent problem solving and analysis. The ability to work independently, to interact with communities, Professional Service Providers (PSPs) and planning partners in the water sector. Willingness to travel extensively all over the country and work irregular hours.

**DUTIES** : Provide integrated environmental services towards the development, maintenance, rehabilitation and refurbishment of bulk water infrastructure projects. This include amongst others, the undertaking of environmental legislative screening investigations. Compilation of Environmental Management Programmes. Provide technical inputs to DWS environmental projects. Resolve social and ecological issues that arise during the construction, upgrading of infrastructure, and conducting environmental audits. Assist in developing and implementation of recreational water use policies and guidelines. Implementation of other related legislation dealing with access and use of state dams for recreational purposes. Advise on applications for commercial recreational water use at state dams especially with regards to PFMA and Treasury Regulation 16 requirements. Give support and guidance to the DWS Infrastructure Management cluster offices. Provide technical support to land use management within state dams. Evaluate and review scientific data in support of the compilation and implementation of the Resource Management Plans at state dams. Provide technical support to Cluster Offices on Public Private Partnership projects. Represent the Department in various fora including participation in the Project Coordination Committee / technical committee meetings for projects. Develop terms of reference and assist in the management of PSPs where required. Attend meetings and managing conflict among various stakeholders during the relocation and settlement negotiation process.

**ENQUIRIES APPLICATIONS** : Mr SP Nhlabathi Tel No: (012) 336 7592  
 : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION** : Planning, Recruitment & Selection Unit

- POST 05/153** : **ENGINEERING TECHNOLOGIST PRODUCTION GRADE A - C REF NO: 240223/05**  
 Branch: Infrastructure Management Head Office  
 SD: Contract Administration  
 (This is a re-advertisement, applicants who have previously applied may re-apply)
- SALARY** : R380 433 – R583 209 per annum, (OSD), (Offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Pretoria Head Office  
 : A Bachelor of Technology (B Tech) in Engineering. Three years post qualification engineering technologist experience. Compulsory registration with the ECSA as a Professional Engineering Technologist. A valid unexpired driver's license with the exception of persons with disabilities). Experience in contract administration, project management, knowledge technical design and understanding of different project contracts like GCC, NEC, FIDIC, JBCC, etc. Ability to work with design software like Autocad Civil 3d will serve as an added advantage. Understanding of procurement processes in the public sector. Sound financial planning and management. Ability to communicate, conflict management, contract dispute resolution and negotiation skills. Computer literacy and the ability to use most of the MS Office programmes include MS Projects is highly recommended.
- DUTIES** : Provide technological advisory services and procurement administration for appointment of PSPs. Manage technical contract administration services in conjunction with technologists and engineers. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, contract administration guidelines and procedures and incorporate new knowledge and technology in contract administration. Ensure quality assurance of technical designs and tender documents with specifications and make recommendation for approval by the relevant authority. Ensure the development, implementation and structuring of tender documents in line with the CIDB (Best Practice Guideline).
- ENQUIRIES APPLICATIONS** : Mr V Monene Tel No: 012 336 6943  
 : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Planning, Recruitment & Selection Unit
- POST 05/154** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A - C (CIVIL) REF NO: 240223/06**  
 Branch: Infrastructure Management  
 Dir: Civil Engineering  
 SD: Dam Design
- SALARY** : R326 031 - R495 099 per annum, (OSD), (offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Pretoria Head Office  
 : A National Diploma in Civil Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid unexpired driver's license. Experience in project and contract management. Knowledge of technical design and analysis. Research and development. Knowledge of legal compliance. Computer-aided engineering applications. Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Customer focus and responsiveness. Excellent communication skills. Good computer skills. People management, planning and organizing. Change management and people management skills.
- DUTIES** : Assist Engineers, Technologists and Control Engineering Technicians in the field, workshop and office activities. Promote safety in line with statutory and regulatory requirements. Produce technical designs with the specifications and submit for evaluation and approval to the relevant authority. Perform site supervision, contract management and project management at projects being implemented. Develop, implement and maintain databases. Continuous professional development to keep up with new technologies and procedures.

Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/council on engineering related matters.

**ENQUIRIES** : Mr E. Koadibane Tel No: 012 336 7694

**APPLICATIONS** : Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION** : Planning, Recruitment & Selection Unit

**POST 05/155** : **SCIENTIFIC TECHNICIAN PRODUCTION GRADE A – C REF NO: 240223/07**  
Branch: Provincial Coordination and International Cooperation: KwaZulu-Natal

**SALARY** : R326 031 – R495 099 per annum, (OSD), (Offer will be based on proven years of experience)

**CENTRE** : Durban

**REQUIREMENTS** : A National Diploma in Science Natural/water or related Sciences or relevant qualification. Three (3) years post qualification technical (scientific) experience. Compulsory registration with SACNASP as a certificated natural scientist. A valid and unexpired driver's license. Extensive experience in the Water Management, environmental field; industries; urban development; agriculture; waste management and mining. Understanding of the Department's role and function with respect to Water Quality and Water Resource Protection. Knowledge of the National Water (Act 36 of 1998) and related policies; strategies and guidelines. Understanding of the principles of integrated Water Resource Management. Experience in minimizing impacts from industries; agriculture; urban development and mining. Innovative thinking; negotiation; Good written and verbal communication skills. Computer Literacy.

**DUTIES** : Assess Implementation and enforcement of the National Water Act (36 of 1998) and relevant policies; strategies and regulations. Responsible for integrated water resources management. Processing of water use authorization and registration applications. Compliance monitoring; reporting and enforcement. Implementation of policies and procedures pertaining to water resources management. Promote water conservation and efficient water use through the authorization process. Provide specialist input on applications made in terms of environmental, mining and agricultural legislation.

**ENQUIRIES** : Ms C Moonsamy Tel No: 031 336 2700

**APPLICATIONS** : KwaZulu-Natal (Durban): Please forward your application quoting the reference number to the Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor.

**FOR ATTENTION** : The Manager (Human Resource)

**POST 05/156** : **CLEANER REF NO: 240223/08**  
Branch: Provincial Coordination and International Cooperation: North-West

**SALARY** : R107 196 per annum (Level 02)

**CENTRE** : Mmabatho

**REQUIREMENTS** : An ABET certificate. Experience in Auxiliary Services duties will serve as an added advantage. Basic knowledge of cleaning principles, Chemical use (dilution/mix), Knowledge of cleaning equipment to be used, Knowledge of Health and safety requirements, Knowledge of basic record keeping, Basic understanding of applying safety rules, basic understanding of applying or using chemicals correctly, Good communication interpersonal relations.

**DUTIES** : Provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, Waxing, Sweeping, Scrubbing and Vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of wastepaper. Freshing office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the restrooms by refilling the hand wash liquid soap. Replace toilet papers and empty wash waste bins. Report broken machines. Request cleaning materials. Assist with other duties as and when required.

**ENQUIRIES** : MJ Ntwe Tel No: 018 387 9500

**APPLICATIONS** : Mmabatho: Please forward your application quoting the relevant reference number to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City

**FOR ATTENTION**

: Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit99  
Ground Floor.  
Mr Ntwe MJ

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

**CLOSING DATE** : 24 February 2023

**NOTE** : Applications must be submitted on new Z83 form. “Applicants are advised that from 1 January 2021, a new application for employment (Z83) form will be effective which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for this SMS post. Enrolment for the course should be made on the NSG’s website at <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The recommended candidate(s) for OSD production posts MUST submit endorsed service certificates from the previous employer and endorsed PERSAL service records where applicable within 2 days of accepting the offer. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The employment offer to successful candidate will be subject to verified educational qualifications, previous experience, citizenship check, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

**OTHER POSTS**

**POST 05/157** : **MEDICAL SPECIALIST GRADE 1-3: (GENERAL SURGERY) REF NO: H/M/1**

**SALARY** : Grade 1: R1 156 308 - R1 227 255 per annum, OSD, (excluding Commuted Overtime)  
Grade 2: R1 322 100 - R1 403 235 per annum, OSD, (excluding Commuted Overtime)  
Grade 3: R1 534 356 - R1 918 284 per annum, OSD, (excluding Commuted Overtime)  
All -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)  
Employee must meet the prescribed requirements.

**CENTRE** : Bongani Regional Hospital; Welkom

- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical specialist in a normal Specialty in Surgery. Current valid registration with HPSA as a Medical Specialist in Surgery, Current registration with the HPCSA for the period of 2023/2024. Experience **Grade 1:** None after registration as a Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South African qualified employees. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. A valid driver's license. Be a South African citizen or be a permanent resident. Knowledge and Skills: Responsible management of resources, team-player willing to support other clinical disciplines when they are short-staffed, presentation skills, planning and organizing.
- DUTIES** : Rendering clinical services, medical administration and management teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standard. To be responsible for service delivery within the department. To fulfil the administrative, academic and research requirements in the facility. To supervise and manage Medical Interns and Community Service Medical Officers in the department. Render in-outreach support services to other levels of care and the district.
- ENQUIRIES** : Dr. RL Mkatsane Tel No: 057 916 8000
- APPLICATIONS** : To Be Send To: The Chief Executive Officer, Bongani Regional Hospital, Private Bag X29 Welkom, 9460, No. 01 Mothusi Road, Thabong, Bongani Regional Hospital, 3<sup>rd</sup> Floor – Human Resource Management.
- FOR ATTENTION** : Mr. T. Tsoho
- POST 05/158** : **MEDICAL SPECIALIST GRADE 1-3 (FAMILY MEDICINE) REF NO: H/M/2**
- SALARY** : Grade 1: R1 156 308 - R1 227 255 per annum, OSD, (excluding Commuted Overtime)  
Grade 2: R1 322 100 - R1 403 235 per annum, OSD, (excluding Commuted Overtime)  
Grade 3: R1 534 356 - R1 918 284 per annum, OSD, (excluding Commuted Overtime)  
All -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
- CENTRE** : Mangaung Metro District Health: Bloemfontein
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical specialist in a normal Specialty in Family Medicine. Current valid registration with HPSA as a Medical Specialist in Family Medicine, Current registration with the HPCSA for the period of 2023/2024. Experience **Grade 1:** None after registration as a Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South African qualified employees. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. A valid driver's license. Be a South African citizen or be a permanent resident. Knowledge and Skills: Ability to read, write and speak in at least two of the three languages of the Free State. Computer literacy (MS Office) is mandatory. Ability to perform basic laparoscopic surgery.
- DUTIES** : Render an efficient and cost- effective family medicine service to patients managed by the institutions and the District Health Care services by an outcome-based approach, and reduce maternal, stillborn and perinatal neonatal fatality rate. Assist with effectiveness and efficient administration of family medicine as a specialist. Ensure the rotational use of resources (medical/surgical sundries and equipment) Assist the Clinical Manager Medical with Antibiotic stewardship. Work as an active team member with the DCST Family Physician and MNCWH&Y district coordinator in conducting RCA of all maternal deaths in the District and come up with recommendation to mitigate MD. Effective and efficient training of clinical staff, including elective students.
- ENQUIRIES** : Dr S Mokwena; Clinical Manager Tel No: 051 – 271 0104
- APPLICATIONS** : To be send to: The District Director, Mangaung Metro District Health Service, no 4 President Brand Street, Bloemfontein 9300 or hand deliver to (For Attention HR/Admin Mr TA Mokoqo)

**POST 05/159** : **MEDICAL SPECIALIST GRADE 1-3: OBSTETRICS AND GYNAECOLOGY**  
**REF NO: H/M/3**

**SALARY** : Grade: R1 156 308 - R1 227 255 per annum, OSD, (excluding Commuted Overtime)  
Grade 2: R1 322 100 - R1 403 235 per annum, OSD, (excluding Commuted Overtime)  
Grade 3: R1 534 356 - R1 918 284 per annum, OSD, (excluding Commuted Overtime)  
All -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

**CENTRE REQUIREMENTS** : Dihlabeng Regional Hospital: Bethlehem  
: Appropriate qualification that allows registration with the HPCSA as Medical specialist in a normal Specialty in Ophthalmology. Current valid registration with HPSA as a Medical Specialist in Ophthalmology, Current registration with the HPCSA for the period of 2023/2024. Experience **Grade 1**: None after registration as a Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South African qualified employees. **Grade 2**: A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality **Grade 3**: A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. A valid driver's license. Be a South African citizen or be a permanent resident. Knowledge and Skills: Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.

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

**ENQUIRIES APPLICATIONS** : Dr WJ Selfridge (Head Clinical Service) 058 307 1032  
: To be send to: CEO: Dihlabeng Regional Hospital Private Bag X3, Bethlehem, or hand delivered @ Human Resources, First Floor, Dihlabeng Regional Hospital, Bethlehem, Free State. 9700

**FOR ATTENTION** : S Shabangu

**POST 05/160** : **MEDICAL SPECIALIST GRADE 1-3(FAMILY PHYSICIAN) REF NO: H/F/1**

**SALARY** : Grade 1: R1 156 308 - R1 227 255 per annum, OSD, (excluding Commuted Overtime)  
Grade 2: R1 322 100 - R1 403 235 per annum, OSD, (excluding Commuted Overtime)  
Grade 3: R1 534 356 - R1 918 284 per annum, OSD, (excluding Commuted Overtime)  
All -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

**CENTRE REQUIREMENTS** : Botshabelo District Hospital: Botshabelo  
: Appropriate qualification that allows registration with the HPCSA as Medical specialist in a normal Specialty in Family Medicine. Current valid registration with HPSA as a Medical Specialist in Family Physician, Current registration with the HPCSA for the period of 2023/2024. Experience: **Grade 1**: None after registration as a Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South African qualified employees. **Grade 2**: A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality **Grade 3**: A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. A valid driver's license.

**DUTIES** : Support the hospitals with all aspects of service delivery related to family practice. Support dissemination and implementation of clinical protocols and standards treatment guidelines aligned with national norms and standards.

Maintain personal competency as a family physician by spending 10 to 20% of time on continuing professional educational and clinical care at the regional or tertiary hospital. Spend at least 80% of time on supporting the improvement of health services within the hospital. Facilitate and participate in the training and mentorship of health professional and student within the health sciences. Support surveillance, health information, communication and referral system. Support and participate in risk management activities, clinical audit and quality improvement cycles. Implement effective monitoring and evaluation processes, data use and reporting. Initiate, support or participate in relevant research. Engage with local community, relevant organizations and private providers as required. Present regular on activities, health services and Programmes. Participate in provincial and national initiatives to save mothers, babies and children.

**ENQUIRIES** : Dr VA Torres Tel No: 051 533 0200/01  
**APPLICATIONS** : To: The Chief Executive Officer, Botshabelo District Hospital Private Bag X527, Botshabelo, 9781.

**FOR ATTENTION** : Me. M Mokoena

**POST 05/161** : **DEPUTY MANAGER NURSING (PN-A8) REF NO: H/D/1**

**SALARY** : R881 961 - R992 634 per annum, all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

**CENTRE** : Dihlabeng Regional Hospital: Bethlehem  
**REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council for (SANC) for (2023/2024). Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. A post-basic qualification in Nursing Administration and Qualification in Health or other sphere of management will be a recommended. Knowledge and Skills: Knowledge of and application of relevant legislations and policies.

**DUTIES** : To guide, lead, give professional and technical support to Nursing and Housekeeping Sections for the realization of strategic goals, objectives of Dihlabeng Regional Hospital and quality patient care by ensuring provision of nursing ethos and professionalism. Develop, monitor and implement policies, programmes, regulation, practices, procedures and standards for Nursing at Dihlabeng Regional Hospital. Maintain team work within and with other professionals. Manage and monitor proper utilization of human, financial and physical resources. Ensure effective participation of nurses in quality assurance and clinical governance programmes.

**ENQUIRIES** : Dr WJ Selfridge Tel No: 058 307 1032  
**APPLICATIONS** : To: The Acting CEO: Dihlabeng Regional Hospital, Private Bag X 3 Bethlehem, 9700, or Hand deliver.

**FOR ATTENTION** : T Harris

**POST 05/162** : **MEDICAL OFFICER GRADE 1-3 REF NO: H/M/4**  
 (Applicants might be required to enter into a commuted overtime contract.)

**SALARY** : Grade 1: R858 528 per annum  
 Grade 2: R981 639 per annum  
 Grade 3: R1 139 217 per annum  
 All -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements, per annum excluding Commuted Overtime and Rural Allowance.

**CENTRE** : Neurosurgery Department, Universitas Academic Hospital: Bloemfontein  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner (Independent Practice). Current registration with HPCSA (2023/2024). Experience: **Grade 1:** None after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) In respect of South African qualified employees. One-year relevant experience after registration as Medical practitioner with recognized a foreign health



professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 5 years after registration as medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 10 years after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: ACLS, ATLS, APLS Candidate will have to perform commuted overtime duties (Compulsory & non-negotiable). Render outreach and support services to other levels of care in our drainage areas (Free State Province). Reduce medical litigation by exercising good clinical ethos. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department/Head of Clinical Unit/ Medical Specialist: Neurosurgery Department. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

**DUTIES**

:  
: Prof A Van Aswegen Tel No: 051 405 3009

**ENQUIRIES**

**APPLICATIONS**

:  
: Send to: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein

**FOR ATTENTION**

:  
: Me A Lombard

**POST 05/163**

:  
: **ASSISTANT MANAGER NURSING: PHC: (PNB4) REF NO: H/A/1**

**SALARY**

:  
: R642 942 per annum, plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE**

**REQUIREMENTS**

:  
: Mangaung Metro District Health Services: Bloemfontein  
:  
: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as professional nurse. Current registration with SANC for (2023/2024). Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in curative skills in primary health care accredited with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 6 years of the period referred to above must be appropriate / recognizable experience in a specific specialty after obtaining the 1-year post – basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate / recognizable experience at Management Level. Valid driver's license. Knowledge And Skills: Experience in the Primary Health Care settings. Monitor and analyse data quality assessment. Ability to work under pressure and deliver within tight deadlines. Travelling extensively and work extra hours. Strong ability to build and work as a team member. Computer literacy. Good communication skills. Strong management and leadership skills. Support re-engineering of primary health care to promote access to quality health care service. Implement the assessments, compliance and attainment of ideal clinic status for all facilities in the local area. Support and oversee the implementation of key priority programs. Conduct regular support visits to the clinics. Provide the supervisory role of human resource management. Provide financial management and procurement processes. -Provide leadership and guidance on information management for the local area performance timeliness, reliability, validity accuracy and completeness identity. Develop and monitor risks within the local area of responsibility.

**DUTIES**

:  
: Support re-engineering of primary health care to promote access to quality health care service. Implement the assessments, compliance and attainment of ideal clinic status for all facilities in the local area. Support and oversee the implementation of key priority programs. Conduct regular support visits to the clinics. Provide the supervisory role of human resource management. Provide financial management and procurement processes. -Provide leadership and guidance on information management for the local area performance timeliness, reliability, validity accuracy and completeness identity. Develop and monitor risks within the local area of responsibility.

**ENQUIRIES**

**APPLICATIONS**

:  
: Mr WA Maletle at (060) 969 4559  
:  
: To: The District Manager, Mangaung Metro Health Services, FSPC, No 4 President Brand Street, Bloemfontein, 9300.

**FOR ATTENTION**

:  
: Mr TA Mokoqo

<b><u>POST 05/164</u></b>	:	<b><u>ASSISTANT MANAGER NURSING AREA (PNA7) REF NO: H/A/2</u></b>
<b><u>SALARY</u></b>	:	R588 378 per annum, plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Corporate Office: Bloemfontein Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as professional nurse. Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with SANC for (2023/2024). Knowledge And Skills: Knowledge of all health programs e.g. HIV/ ADIS, TB, EP and MCWH and a full understanding of key indicators within these programs. Good communication skills. Ability to work independently and in a multi-disciplinary team context. Analytic thinking independent decision making and problem-solving skill. Responsive and proactive with flexible approach. Good co-ordination and planning skills. Complaints management skills. E. Health strategy. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of data use, data triangulation and target setting as well as understanding measurements of routine data accuracy are essential. Ability to work under pressure, and should be able to deliver under tight deadlines together with willingness to work extra hours. Prepared to travel within the Free State Province. A self-starter with the ability to work under minimum/or no supervision, pay attention to detail and should have experience at managerial level. A demonstrable understanding of accountability and ability to engage at all levels of authority, be able to think analytically and contextually and have experience in conducting research and managing. Tanning skills and report writing are fundamental Good communication & interpersonal skills including patience as well as highly enthusiastic attitude. Good understanding of how the public health service functions. Collecting and recording of data. Knowledge of data security/confidentiality as well as being able to understand the Health Information policy. Excellent leadership ability, time management, conflict management, stress management, motivational skills. Knowledge Management and Research in the Public Sector is important.
<b><u>DUTIES</u></b>	:	Improve quality of health information in the Free State Province. Manage and utilization of resources in accordance with relevant directives and Legislations. Support the training of the new clinical records and HPRSN of the PHC, Co-ordinate and monitor data quality assessment. Co- ordinate, conducting and capturing of Patient experience survey by institutions/ facilities. Provide in-service training, mentoring and support subordinates to execute their functions effectively and efficient. Support creation of audited trail in facilities to meet recommendation from AG. Review PIDS and NIDS for the department, Participate in data quality and data alignment workshops on behalf of the Department and implement resolution thereof. Ability to analyse data and dissemination of information. Supervisory role for human resources and project related concerns in the unit to ensure that good quality data is provided to the provincial department as well as giving feedback to all stake holders. Provide leadership and guidance to information management directorate on performance information reliability, accuracy and completeness as well as the development of data quality monitoring tools and implementation thereafter. Conduct support visit on quarterly basis to the district and facilities on aspects such as data quality and implementation of policies DHIMS and guideline and SOPs. Lead the development and implementation of data elements and training them after. Identify and provide support to district and program managers. Design and implement training program that will improve data quality and use for the departmental staff members at all levels of care as well as performance tracking indicators. Support the directorate with planning and implementation of TB/HIV Integration (SMARTER) and DHIS 2 systems in the facilities as well as supporting preparations of district health plans in relation to information management. Analyse changes and patterns in key indicators, information management performance reports in order to make recommendations and strategies to close the gap. Implement capacity building activities to provincial, district and facility information offices in terms of data manipulation, data quality issues, records management and data element definitions and meta data. Conduct the ANC Survey for the Free State

Province. Support DDC at the hospital/PHC set up and Rationalization of registers for PHC. Management together with the daily data capturing processes in institutions. Implement data sign off processes in the institutions and Reconciliation of data.

- ENQUIRIES APPLICATIONS** : Dr Chikobvu Tel No: 051408 1738/ 051408 1704
- FOR ATTENTION** : To: Acting Director: HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.
- POST 05/165** : Me RD Stallenberg
- POST 05/165** : **OPERATIONAL MANAGER NURSING PNB 3: (NEONATAL HIGH CARE) REF NO: H/O/1**
- SALARY** : R588 378 - R662 220 per annum, plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Botshabelo District Hopsital: Botshabelo
- CENTRE REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional nurse. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Midwifery and Neonatology with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining the 1-year post – basic qualification. Current registration with SANC for (2023/2024). Knowledge And Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of the National Core Standards and Ideal Clinic realization program. Strong Management and Leadership skills. Computer Literacy.
- DUTIES** : Overall Supervision of staff and control quality patient care in the facility. Ensure formulation and availability of Clinical Patient Care Protocol and Policies in the department. Ensure effective implementation and evaluation of quality Primary Health Care Package. Accountable for overall and effective Management of Quality Nursing Services. Responsible for the implementation of the disciplinary measures.
- ENQUIRIES APPLICATIONS** : Me. M Mokoena Tel No: (051) 5330229
- FOR ATTENTION** : To: The Chief Executive Officer, Botshabelo District Hospital Private Bag x 527, Botshabelo 9781.
- FOR ATTENTION** : Me. M Mokoena
- POST 05/166** : **OPERATIONAL MANAGER NURSING PNB3: (PEADS) REF NO: H/O/2**
- SALARY** : R588 378 - R662 220 per annum, plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Botshabelo District Hopsital: Botshabelo
- CENTRE REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional nurse. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Advanced Nursing in Paediatrics with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining the 1-year post – basic qualification. Current registration with SANC for (2023/2024). Knowledge and skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of the National Core Standards and Ideal Clinic realization program. Strong Management and Leadership skills. Computer Literacy.
- DUTIES** : Overall Supervision of staff and control quality patient care in the facility. Ensure formulation and availability of Clinical Patient Care Protocol and Policies in the department. Ensure effective implementation and evaluation of quality Primary Health Care Package. Accountable for overall and effective Management of Quality Nursing Services. Responsible for the implementation of the disciplinary measures.
- ENQUIRIES** : Me. M Mokoena Tel No: (051) 5330229.

**APPLICATIONS** : To: The Chief Executive Officer, Botshabelo District Hospital Private Bag x 527, Botshabelo, 9781.

**FOR ATTENTION** : Me. M Mokoena

**POST 05/167** : **OPERATIONAL MANAGER PNB 3 (SPECIALIZING IN THEATER) REF NO: H/O/5**

**SALARY** : R588 378 - R662 220 per annum, plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE REQUIREMENTS** : Mofumahadi Manapo Mopeli Regional Hospital: Qwa-Qwa  
 : Diploma/Degree in Nursing or equivalent qualification that allow registration with SANC as a Professional Nurse plus a post-basic nursing qualification with a duration of at least 1-year in Advanced experience in Nursing. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining the 1-year post – basic qualification. Current registration with SANC for (2023/2024). Knowledge And Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Computer literacy. A valid driver's license will be an added advantage.

**DUTIES** : Supervise the provision of an effective and efficient patients peri-operative care through adequate nursing care in Operating theater. Supervise, Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Supervise assessment patient's condition pre-operatively and ongoing throughout surgery, and ensuring that instruments and necessary supplies are available for patients' surgery. Supervise preparation of operating room with surgical equipment, sterile linen and supplies that will be needed during surgery. Ensure that equipment is functioning correctly. Maintains patient safety standards in procedure room, operating room and recovery room. Prepare timely and accurate records of patients' history and recovery charts. Participate in the formulation, and implementation of relevant nursing guidelines, standards and procedures. Manage and monitor proper utilization of human, financial and material resources.

**ENQUIRIES APPLICATIONS** : Me. Kobeli MF: Acting Head of Nursing Tel No: (058) 718 3200/3204  
 : To: CEO: Private Bag X 820, Witsieshoek, 9870 or hand delivered @ Room 246, 1st floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek.

**FOR ATTENTION** : Mr. SR Makoko: Senior Human Resource Officer)

**POST 05/168** : **ASSISTANT MANAGER: ENVIRONMENTAL HEALTH GRADE 1 REF NO: H/A/3**

**SALARY** : Grade 1: R540 840 - R600 255 per annum  
 Grade 2: R618 396 - R686 304 per annum  
 Plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

**CENTRE REQUIREMENTS** : Mangaung Metro District Health Service: Bloemfontein  
 : Bachelor's Degree or B-Tech or equivalent qualifications in Environmental Health Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession. A minimum of 3 year's appropriate experience in the relevant profession after Registration with HPCSA. Current Registration for HPCSA for (2023/2024). Valid Driver's license. Knowledge And Skills: Excellent negotiation, facilitation and communication skills (Written and verbal). Good human relations and ability to teach and train staff within a team. Knowledge and experience in policy making processes. Appropriate understanding of Environmental Health Scope of practice and norms and standards. Basic computer literacy (MS word, Excel and PowerPoint presentation) to enhance service delivery. Ability to build and work effectively to maintain a high level service delivery. Ability to build and work as a team as part of multidisciplinary team at all levels and work effectively to maintain a high level service delivery. Basic understanding of HR/SCM and financial policies and practices. Ability to assist in formulation of policies, guidelines and operational plans.

**DUTIES** : Develop, monitor and implement environmental health related policies, guidelines, plans, norms and standards and procedures as it relates to

Foodstuffs Cosmetics and Disinfectants Act and related Regulations; Notifiable Medical Conditions Regulations, and Regulations Relating to the Management of Human Remains; Coordinate and implement the surveillance of food premises; surveillance of communicable diseases, and disposal of the dead. Collaborate with relevant stakeholders to build capacity of and support Environmental Health Practitioners in Province and Municipalities on the implementation of programmes for the surveillance of food premises, surveillance of communicable diseases, and disposal of the dead. Ensure private, provincial and municipal events compliance to environmental health regulations. Execute any related activities as directed by the immediate supervisor.

**ENQUIRIES APPLICATIONS** : Mr. Golele Tel No: (051) 271 0104  
 : To: HR, Mangaung Metro District Office, FSPC, President Brand No4, Bloemfontein 9300 P O Box 227, Bloemfontein, 9300 or hand delivered Mangaung Metro District Office, FSPC, President Brand No4, Bloemfontein, 9300.

**FOR ATTENTION** : Mr TA Mokoqo

**POST 05/169** : **CHIEF RADIOGRAPHER: GRADE 1 REF NO: H/C/12**

**SALARY** : R487 305 per annum, plus 13<sup>th</sup> Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

**CENTRE REQUIREMENTS** : Mangaung Metro District Health Services: Bloemfontein  
 : Degree/Diploma in Diagnostic Radiography. Registration with HPCSA AS Diagnostic Radiographer. A minimum of 3 years' experience in the profession after registration with HPCSA. Current registration with HPCSA for the year 2023/2024. Knowledge and Skills: Basic (22 weeks) obstetrics sonar and a valid driver's license.

**DUTIES** : Exercise clinical responsibility to ensure optimal service delivery: Ensure patient care during imaging for optimal diagnostic purpose of more advanced or specialized nature. Apply the correct protocols to obtain optimal imaging Practice radiation protection to minimize radiation dose to staff, patients and general public. Develop and implement quality system in line with national and international standards. Implement quality assurance programs for quality service delivery. Formulate, implement and monitor the execution of policies and protocols at institution level. Management of resources to ensure optimal service delivery at institution level: Supervision and evaluation of subordinates for efficient and effective workflow in the department. Organization of staff to provide efficient and effective service delivery. Training of a more advanced nature of subordinates. Identify skills development needs. Monitor proper utilization of equipment, store and expenditure

**ENQUIRIES APPLICATIONS** : Mr S Mokwena. Tel: 051-271 0104  
 : To: District Director, Mangaung Metro District, PO Box 441, Bloemfontein, 9300 or hand deliver at HR Office, FSPC NO 4 Pres Brand Street, Bloemfontein.

**FOR ATTENTION** : Mr Mokoqo

**POST 05/170** : **OPERATIONAL MANAGER GENERAL (MALE WARD) (PNA5) REF NO: H/O/3**

**SALARY** : R464 466 per annum, plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE REQUIREMENTS** : Botshabelo District Hopsital: Botshabelo  
 : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with SANC for (2023/2024). Knowledge And Skills: Good communication and Interpersonal skills. Ability to function with a multidisciplinary team. Knowledge and understanding of National Core Standards and Ideal clinic realization program. Strong management and leadership skills. Computer Literacy.

**DUTIES** : To ensure a comprehensive nursing treatment and care services is delivered to patients in a cost effective and equitable manner. Ensure compliance to professional and ethical practice. Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework. Provision of effective training and research. Maintain professional growth/legal

standards and self-development. Manage effectively the utilization and supervision of HR. Coordinate mother and child program. Provide holistic nursing care to patients in a specialty unit, in a cost effective, efficient and equitable manner. Ensure compliance to national core standards and ten -point plan. Management of assets. Identify, manage and control risks. Data management and report writing.

**ENQUIRIES** : Mr. TM Manamathela Tel No: (051) 533 0211/ 0210  
**APPLICATIONS** : To the Chief Executive Officer, Botshabelo District Hospital, Private Bag X 527, Botshabelo, 9781. Hand delivery to: Botshabelo District Hospital  
**FOR ATTENTION** : Me. M Mokoena

**POST 05/171** : **OPERATIONAL MANAGER GENERAL (MDR-TB UNIT) REF NO: H/O/4**  
Re-Advertised (Those who previously applied are encouraged to apply)

**SALARY** : R464 466 – R562 803 per annum, plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

**CENTRE** : Dr J S Moroka District Hospital MDR-TB Unit: Thaba Nchu  
**REQUIREMENTS** : Diploma/Degree in Nursing or equivalent that allows registration with the South African Nursing Council as professional Nurse. A minimum of 7 years appropriate /recognizable experience in nursing after Registration with the SANC as a professional nurse in General Nursing. Current Registration with SANC for (2023/2024). A valid driver's license. Knowledge and Skills: A background in DR-TB ward will be advantageous. Good communication & interpersonal skills including patience as well as highly enthusiastic attitude. Good management of human resource and good and services. Good understanding of how the public health service functions. Ability to analyse data and dissemination of information. Excellent leadership ability, time management, conflict management, stress management, and motivational skills. Ability to teach and mentor subordinates and key stakeholders within the facility. Ability to encourage and participate Research projects.

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

**ENQUIRIES** : Me M.A. Morigihlane Tel No: (051) 408-1794  
**APPLICATIONS** : To: Acting Chief Executive Officer Dr JS Moroka Hospital Private Bag X707 Selossha Thaba Nchu, 9783.  
**FOR ATTENTION** : Dr C Lesenyeho-Lejakane

**POST 05/172** : **DISTRICT INFORMATION OFFICER (PNA5) REF NO: H/D/2**

**SALARY** : R464 466 per annum, plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

**CENTRE** : Fezile Dabi District: Sasolburg  
**REQUIREMENTS** : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with SANC for (2023/2024). Knowledge and Skills: Good communication and Interpersonal skills.

- DUTIES** : Co-ordination of functions within the unit that will ensure an effective and efficient Information Technology/Data Management. Support Services for all data users and data capturers and the supervision of subordinates e.g Data Clerks and their functions at District level and local area. Implement fully DHMIS policy and Standard Operating Procedure (SOP) at District level. Training staff regarding data elements and indicators, collation, processing, interpretation and feedback to the facilities, and/or use of tick registers. Training staff on data quality. Assessment and use for all staff for purpose of auditing trails at District level using reconciliation forms. Support visit to verify all the data collection tools are available and to make sure that the data is correctly recorded and signed off by operational manager and communicate with the District managers regarding errors. Ensure aggregated and patient based data into the relevant health systems (e.g. DHIS, TIER.Net and ETRINet, HPRS etc.) is captured correctly on a daily basis within agreed timeframes with a high standard of accuracy. Identify, resolve or query missing data and errors observed during data entry, electronic checks or manual reviews daily, weekly and monthly and give feedback to facilities regarding errors. Conduct data quality checks and provide basic feedback to District manager and health care workers on a weekly basis. Draw a follow up report from web. DHIS and management report from Tier.net and give to District manager. Do validation checks and ensure that edits are done timeously. Provide support if the District has a Local Area Network (LAN) set up between reception/District manager computer and consulting room computers check the main server computer monthly to ensure that backups from each consulting room have been saved to the server computer. Ensure that all new staff are orientated on health information management system in the District. Provide support and participation regarding development of policies, circulars, guidelines, procedures and various records and documentation for department. Ensure that all computers are fully operational at local area for hospital and PHC and report any malfunctioning of IT related problems to the Network Controller. Receive ART quarterly TIER.net export (zipped xml format) from data capture and hospital information officer and compile comprehensive reports. Obtain report from systems analysed data with appropriate pivot tables and charts from sub district and use to generate District feedback. Conduct weekly spot checks — correlation of registers with what has been captured in systems, filing practices for data verification and audits. Conduct internal audits.
- ENQUIRIES** : Me. S Korkie at 082 552 7224
- APPLICATIONS** : To: Private Bag X 2005, Sasolburg, 1947 hand delivery: 17 Fichardt Street, Sasolburg – Fezile Dabi District Office
- FOR ATTENTION** : Me. W.R. van Loggerenberg
- POST 05/173** : **CLINICAL PROGRAMME COORDINATOR (TB) (PNA5) REF NO: H/T/1**
- SALARY** : R464 466 per annum, plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
- CENTRE** : Botshabelo District Hopsital: Botshabelo
- REQUIREMENTS** : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in TB Disease after registration with the SANC as Professional Nurse in General Nursing. Current registration with SANC for (2023/2024). Knowledge and Skills: Proven experience in TB Management Programmes. Good communication and Interpersonal skills including patience as well as highly enthusiastic attitude. Good understanding of how the public health service functions. Ability to analyses data and dissemination of information. Excellent leadership ability, time management, conflict management, stress management, and motivational skills. Ability to teach and mentor other key stakeholders within the health sector. Experience in Project Management Involvement with Research projects. Valid Driver's License. Knowledge of key priority health programs. Knowledge and understanding of National Core Standards and Ideal clinic realization program. Strong management and leadership skills. Computer Literacy.
- DUTIES** : Manage, coordinate TB program and the implementation of TB disease Guidelines. Interpret and analyses the monthly report and advice in this regard. Participate in data quality and data alignment workshops on behalf of the Institution and implement resolution thereof. Participation in districts health

plans discussion in relation to TB/DR TB and Communicable Control Disease management. Analyse changes and patterns in key indicators performance reports in order to make recommendations and monitor quality improvement plans of the districts. Identify challenges and provide support to clinics and hospitals and provide feedback to the directorate and districts management teams and other relevant program managers. Provide in-service training, mentoring and support subordinates to execute their functions effectively and efficiently. Ability to prepare reports to provincial and national departments of health, and to be able to share challenges relating to the program with the district teams.

**ENQUIRIES** : Mr. TM Manamathela Tel No: (051) 533 0211/ 0210  
**APPLICATIONS** : To: The Chief Executive Officer, Botshabelo District Hospital Private Bag X 527, Botshabelo, 9781.  
**FOR ATTENTION** : Me. M Mokoena

**POST 05/174** : **PROFESSIONAL NURSE SPECIALITY (MATERNITY) (PNB1-PNB2) REF NO: H/C/1**

**SALARY** : Grade 1: R400 644 - R464 466 per annum  
 Grade 2: R492 756 - R606 042 per annum  
 Plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE** : Botshabelo District Hospital. Botshabelo  
**REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Midwifery and Neonatal Nursing Science with a duration of at least 1 year, accredited with SANC. Current registration for (2023/2024).  
**Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. Knowledge And Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of the National Core Standards and Ideal Clinic realization program. Strong Management and Leadership skills. Computer Literacy.

**DUTIES** : Ensure that a holistic nursing care service is delivered to patients in a cost effective, efficient an equitable manner by Nursing Units. Ensure compliance to professional and ethical practice. Detailed key performance areas can be obtained from the contact person.

**ENQUIRIES** : Mr. TM Manamathela Tel No: (051) 533 0211/ 0210  
**APPLICATIONS** : To: The Chief Executive Officer, Botshabelo District Hospital, Private Bag X 527, Botshabelo, 9781. Hand delivery to: Botshabelo District Hospital  
**FOR ATTENTION** : Me. M Mokoena

**POST 05/175** : **PROFESSIONAL NURSE SPECIALITY (TRAUMA) (PNB1 – PNB2) REF NO: H/C/2**

**SALARY** : Grade 1: R400 644 – R464 466 per annum  
 Grade 2: R492 756 - R606 042 per annum  
 Plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE** : Botshabelo District Hospital: Botshabelo  
**REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Critical Care and Trauma Nursing with a duration of at least 1 year, accredited with SANC. Current registration for (2023/2024). Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. Knowledge And Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of the National Core Standards and Ideal Clinic realization program. Strong Management and Leadership skills. Computer Literacy.

**DUTIES** : Ensure that a holistic nursing care service is delivered to patients in a cost effective, efficient an equitable manner by Nursing Units. Ensure compliance to professional and ethical practice. Detailed key performance areas can be obtained from the contact person.

**ENQUIRIES** : Mr. TM Manamathela Tel No: (051) 533 0211/ 0210



**APPLICATIONS** : To The Chief Executive Officer, Botshabelo District Hospital Private Bag X 527, Botshabelo 9781. Hand delivery to: Botshabelo District Hospital

**FOR ATTENTION** : Me. M Mokoena

**POST 05/176** : **PROFESSIONAL NURSE SPECIALTY (OPHTHALMOLOGY) (PNB1 – PNB2) REF NO: H/C/3**

**SALARY** : Grade 1: R400 644 – R464 466 per annum  
Grade 2: R492 756 - R606 042 per annum  
Plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE REQUIREMENTS** : Botshabelo District Hospital: Botshabelo  
Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Ophthalmology with a duration of at least 1 year, accredited with SANC. Current registration with SANC (2023/2024). **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. Knowledge And Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of the National Core Standards and Ideal Clinic realization program. Strong Management and Leadership skills. Computer Literacy.

**DUTIES** : Ensure that a holistic nursing care service is delivered to patients in a cost effective, efficient an equitable manner by Nursing Units. Ensure compliance to professional and ethical practice. Detailed key performance areas can be obtained from the contact person.

**ENQUIRIES APPLICATIONS** : Mr. TM Manamathela, Tel No: (051) 533 0211/ 0210

**FOR ATTENTION** : To: The Chief Executive Officer, Botshabelo District Hospital Private Bag X 527, Botshabelo, 9781. Hand delivery to: Botshabelo District Hospital  
Me ME Mokoena

**POST 05/177** : **PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFERY) (PNB1- PNB2) REF NO: H/P/3**

**SALARY** : Grade 1: R400 644 – R464 466 per annum  
Grade 2: R492 756 - R606 042 per annum  
Plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE REQUIREMENTS** : Stoffel Coetzee District Hospital: Smithfield  
Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Advanced Midwifery with a duration of at least 1 year, accredited with SANC. Current registration with SANC (2023/2024). **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining the 1-year post – basic qualification of the period referred to above. A valid driver's license. Knowledge And Skills: Good communication skills. Good interpersonal skills. Ability to work under pressure. Computer Literacy.

**DUTIES** : Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, efficient and equitable manner. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Compile Unit base Stats and submit to Operational Manger General Unit for verification and submission to relevant stakeholders. Be an all-rounder by assisting in other units of the hospital where needs arise. Act as shift leader in Unit (where necessary). Coordinate the provision of effective training and where possible including research projects for nursing services specific to Maternity unit. Provide and demonstrate an understanding save patient care practices. Manage patient's records according to relevant Legislation. Manage stock and equipment in accordance with clinical and economic imperatives. Demonstrate an understanding of nursing legislation and related legal and ethical nursing

practices. Detailed Key Performance Area can be obtained from the contact person.

**ENQUIRIES** : Mr JM Molupe Tel No: (051) 6831120/0168

**APPLICATIONS** : To: CEO Stoffel Coetzee District Hospital, Private Bag X5, Smithfield, 9966 or hand deliver.

**FOR ATTENTION** : Mr. TJ Molise

**POST 05/178** : **PROFESSIONAL NURSE SPECIALTY (CRITICAL CARE/ ICU) (PNB1-PNB2) REF NO: H/P/4**

**SALARY** : Grade 1: R400 644 – R464 466 per annum  
Grade 2: R492 756 - R606 042 per annum  
Plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE REQUIREMENTS** : Mofumahadi Manapo Mopeli Regional Hospital: Qwa-Qwa  
iploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Critical Care with a duration of at least 1 year, accredited with SANC. Current registration with SANC for (2023/2024). **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining the 1-year post – basic qualification of the period referred to above. A valid driver's license. Knowledge And Skills: Good Communication and interpersonal Skills. Demonstrate Knowledge of legal and ethical guidelines relating to nursing practices. Understanding of key priority programs. Computer literacy. A valid driver's licence will be an added advantage. Ability to work under pressure and long standing periods.

**DUTIES** : Respond rapidly to medical emergencies experienced by patients in ICU. Develop and implement individualized nursing care plan, based on patient's needs. Continuous invasive monitoring of critically ill and unstable patients. Conduct various test, including blood gas analysis and interpretation thereof identify change in patient condition and respond appropriately. Administer prescribed treatments, assist and prepare for various invasive medical procedures. Document and record all the activities pertaining to patient treatment and other related unit's activities. Manage critically ill patient on mechanical ventilators. Work collaboratively with other members of multidisciplinary team members. Manage and monitor proper utilization of human, financial and material resources.

**ENQUIRIES** : Ms MF Kobeli: Assistant Director: Nursing Tel No: (058) 718 3200

**APPLICATIONS** : To: CEO: Private Bag X 820, Witsieshoek, 9870 or hand delivered Room 246, 1st floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek

**FOR ATTENTION** : Mr SR Makoko: Senior Human Resource Officer)

**POST 05/179** : **PROFESSIONAL NURSE SPECIALTY (PEADS) (PNB1 – PNB2) REF NO: H/C/4**

**SALARY** : Grade 1: R400 644 – R464 466 per annum  
Grade 2: R492 756 - R606 042 per annum  
Plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE REQUIREMENTS** : Botshabelo District Hopsital: Botshabelo  
Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification Advanced Paediatrics with a duration of at least 1 year, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 1 years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining the 1-year post – basic qualification. Current registration with SANC for (2023/2024). Knowledge And Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and

<b><u>DUTIES</u></b>	:	understanding of the National Core Standards and Ideal Clinic realization program. Strong Management and Leadership skills. Computer Literacy. Ensure that a holistic nursing care service is delivered to patients in a cost effective, efficient and equitable manner by Nursing Units. Ensure compliance to professional and ethical practice. Detailed key performance areas can be obtained from the contact.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. TM Manamathela Tel No: (051) 533 0211/ 0210
<b><u>FOR ATTENTION</u></b>	:	To: The Chief Executive Officer, Botshabelo District Hospital Private Bag X 527, Botshabelo 9781. Hand delivery to: Botshabelo District Hospital Mr ME Mokoena
<b><u>POST 05/180</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALITY (ADVANCED MIDWIFERY) (PNB1-PNB2) REF NO: H/P/5</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R400 644 – R464 466 per annum Grade 2: R492 756 - R606 042 per annum Plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Fezile Dabi District Health Services: Sasolburg Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Advanced Midwifery with a duration of at least 1 year, accredited with SANC. Current registration with SANC for (2023/2024). <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining the 1-year post – basic qualification of the period referred to above. A valid driver's license. Knowledge And Skills: Good interpersonal and communication skills.
<b><u>DUTIES</u></b>	:	Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, efficient and equitable manner. Act as shift leader in Unit (where necessary) Coordinate the provision of effective training and research for nursing services. Provision of administrative services. Provision of clinical services, usage of machineries and equipment.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Me Pule Tel No: 016 492 0507
<b><u>FOR ATTENTION</u></b>	:	To: Private Bag X 2005, Sasolburg, 1947 hand delivery: 17 Fichardt Street, Sasolburg – Fezile Dabi District Office Me. W.R. van Loggerenberg
<b><u>POST 05/181</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER (PHC) (CLINICAL MENTOR) - PHC) (PNB1 – PNB2) REF NO: H/P/6 (X2 POSTS)</u></b> Re-Advertised (Those who previously applied are encouraged to apply)
<b><u>SALARY</u></b>	:	Grade 1: R400 644 – R464 466 per annum Grade 2: R492 756 - R606 042 per annum Plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	HIV/AIDS Directorate - Fezile Dabi District: Sasolburg Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Clinical Nursing Science, Health assessment treatment and care (Primary Health Care) with a duration of at least 1 year, accredited with SANC. Current registration with SANC for (2023/2024). <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC. A valid driver's license. Knowledge and Skills: Good communication and interpersonal skills. Strong ability to work within a team. Ability to work independently, under pressure and meet deadlines. Be willing to travel extensively. Good communication and interpersonal skills. Strong ability to work within a team. Knowledge of policies and HIV/AIDS management and ALL treatment policies and guidelines. Appropriate experience in the Management of HIV/AIDS Programs. NIMART & ACC Trained.
<b><u>DUTIES</u></b>	:	Provide clinical mentoring, in-service training & professional development of Health Workers in all clinical programs Dissemination & regular review of protocols, policies & mandates for all clinical programs & ensure the

implementation of new developments by Clinicians. Coaching & mentoring of Participants after training to ensure the completion of workbooks & clinical practice. Strengthens the comprehensive clinical care in order to improve the performance outcomes of the programs. Liaise with different stakeholders to ensure optimal service delivery. Monitoring & evaluation of all clinical programs. Compile reports.

**ENQUIRIES** : Me L. Van Turha Tel No: 051- 408 1703  
**APPLICATIONS** : To: CEO, Fezile Dabi District, PO Box 2005, Sasolburg, 1947 or hand deliver.  
**FOR ATTENTION** : Me. W.R. van Loggerenberg

**POST 05/182** : **PROFESSIONAL NURSE: SPECIALTY (THEATER) (PNB 1 – PNB 2) REF NO: H/P/7**

**SALARY** : Grade 1: R400 644 – R464 466 per annum  
 Grade 2: R492 756 - R606 042 per annum  
 Plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE** : Mofumahadi Manapo Mopeli Regional Hospital: Qwa- Qwa  
**REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. Current registration with SANC for (2023/2024). **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Professional Nurse with post basic nursing qualification in Operating theater nursing science **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred to above. Knowledge And Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Computer literacy. A valid driver’s license will be an added advantage.

**DUTIES** : Ensure the provision of an effective and efficient patients perioperative care through adequate nursing care in Operating theater. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Assessing patient’s condition pre-operatively and ongoing throughout surgery, and ensuring that instruments and necessary supplies are available for patients’ surgery. Prepare operating room with surgical equipment, sterile linen and supplies that will be needed during surgery. Ensure that equipment is functioning correctly. Maintains patient safety standards in procedure room, operating room and recovery room. Prepare timely and accurate records of patients’ history and recovery charts. Participate in the formulation, and implementation of relevant nursing guidelines, standards and procedures. Manage and monitor proper utilization of human, financial and material resources.

**ENQUIRIES** : Me. Kobeli MF: Acting Head of Nursing Tel No: (058) 718 3200/3204  
**APPLICATIONS** : To: CEO: Private Bag X 820, Witsieshoek, 9870 or hand delivered @ Room 246, 1st floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek

**FOR ATTENTION** : Mr. SR Makoko: Senior Human Resource Officer)

**POST 05/183** : **PROFESSIONAL NURSE SPECIALTY (PNB1): (X10 POSTS) PNB1 (TRAUMA, ICU, THEATRE, MATERNITY, PEADS NEPHROLOGY, NEONATOLOGY) (X12 POSTS) GRADE 1-2**

**SALARY** : Grade 1: R400 644 – R464 466 per annum  
 Grade 2: R492 756 - R606 042 per annum

**CENTRE** : Bongani Regional Hospital: Welkom  
**REQUIREMENTS** : Diploma, Degree in nursing or equivalent that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus post-basic nursing qualification in (Trauma, ICU, Theatre, Maternity, Peads, Nephrology, Neonatology.) With a duration of at least 1 year, Accredited with SANC. Current registration with the South African Nursing Council (SANC). **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration with SANC as a Professional Nurse. Current registration with the South African Nursing Council (SANC) as a Professional Nurse. **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration with SANC as a

Professional Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 – year post – basic qualification of the period referred to above. Knowledge And Skills: Good communication skills and interpersonal relations. Ability to work under pressure. Computer Literacy.

**DUTIES** : Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, efficient and equitable manner. Perform a clinical nursing practice in accordance with the scope of practice and nursing standard as determined by the relevant health facility. Act as shift leader in Unit (where necessary). Coordinate the provision of effective training and research for nursing services. Provide safe patients care. Manage patient's records according to relevant legislation. Manage stock and equipment in accordance with clinical and economic imperatives. Demonstrate and understanding of nursing legislation and related legal and ethical nursing practices. Detailed Key Performance Areas. Can be obtained from the contact person.

**ENQUIRIES** : Mr. C Monareng Tel No: 057 916 8000  
**APPLICATIONS** : To be send to: The Chief Executive Officer, Bongani Regional Hospital, Private Bag X29 Welkom, 9460, No. 01 Mothusi Road, Thabong, Bongani Regional Hospital, 3<sup>rd</sup> Floor – Human Resource Management

**FOR ATTENTION** : Mr. T. Tsoho

**POST 05/184** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: H/A/4**

**SALARY** : R393 711 per annum, plus 13<sup>th</sup> Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE** : Information Management, Research and Knowledge Management: Corporate Office: Bloemfontein

**REQUIREMENTS** : Appropriate Bachelor's Degree majoring in Statistics/ B. Com Statistics / Degree in Health Sciences / Degree in Health Economics or any other relevant Bachelor's degree field at NQF 7 as recognized by SAQA, plus 3-5 years' functional experience in monitoring and evaluation of data management processes, which 3 years' must be supervisory level. Valid driver's license. Knowledge and Skills: Knowledge of government prescripts (Public Service Act, 1994, Public Service Regulations, 2016, Promotion of Access to Information Act, 2000 and Public Finance Management Act, 1999) Knowledge of data use, data triangulation and target setting as well as understanding measurements of routine data accuracy are essential and strategic planning. Experience in facility/institution data collection processes the enables data quality and monitoring and evaluation processes. Knowledge of research/evaluation principles and methodologies. Knowledge of health information systems and data sources relating to health systems. Experience in health data collection and management systems is an added advantage Facilitation skill. Leadership skills. Report writing skills. Analytical skills. Problem solving skills. Strategic planning skills. Training skills and wworking knowledge of Microsoft excel. Good communication & interpersonal skills including patience as well as highly enthusiastic attitude. Good understanding of how the public health service functions. Knowledge of data security/confidentiality as well as being able to understand the Health Information policy. Excellent leadership ability, time management, project management, stress management, motivational skills and strong negotiation skills. Health related statistical experience and knowledge of organizational behavior are added advantages.

**DUTIES** : Implement the Departments/ district Monitoring and Evaluation Policy and /or implementation Strategy (in line with national and provincial frameworks). Implement Departments/district Monitoring and Evaluation Reporting format (inclusive of reporting time-frames) in line with the Departments Annual Performance Plan as well as the. Ensure that the capacity of the Department/district on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. This includes provision of information sessions and/or advice to managers, senior managers, inclusive of resource/verification documents as required by the Auditor General. Monitor and report on the performance of the Department in relation to the following: Outcome based Provincial Plan, Department Annual Performance Plan, etc. Implement M &E contextual frame work for the directorate/ district that will support data collection, data management systems and reporting process for all the levels of care as well as knowledge of key data quality indicators. Provide leadership and guidance to information management

directorate/district on performance information reliability, accuracy and completeness as well as the development of data quality monitoring tools and implementation thereafter. Provide leadership to the directorate/district on compliant with M&E Policies and Implementation of Strategic & Performance plan as well as risk management plans. Identify and provide support to district and program managers with operations research and program evaluation activities. Implement M &E training program that will improve data quality and use for the departmental staff members at all levels of care as well as performance tracking indicators. Provide M&E technical oversight to information management M&E activities in the relevant districts and facilities. Provide the information directorate with M&E related strategic planning and provide target setting support to districts; and programs. Provide M&E training needs of all relevant staff at the district and levels of care to ensure implementation of effective mechanism for institutional performance monitoring and evaluation and reporting in all the facilities. Support the districts with possible solutions for the identified M &E gaps on data quality issues as well as critical analysis of the district health plans in relation to information management. Implement and maintain all required action plans of the M+E system to ensure successful achievement of the M+E goals of the directorate/district. To perform specialist duties on monitoring and evaluation to improve data quality. A self-starter with the ability to work under minimum/or no supervision, pay attention to detail and should have experience at managerial level. A demonstrable understanding of accountability and ability to engage at all levels of authority, be able to think analytically and contextually and have experience in conducting research and managing. Tanning skills and report writing are fundamental. Ability to work under pressure, and should be able to deliver under tight deadlines together with willingness to work extra hours.

- ENQUIRIES** : Dr Chikobvu Tel No: 051 408 1738/ 051 408 1704
- APPLICATIONS** : To: Acting Director: HRM and Planning, PO Box 227 Bloemfontein, 9300 or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.
- FOR ATTENTION** : Me RD Stallenberg
- POST 05/185** : **ASSISTANT DIRECTOR M & E COMMUNICABLE DISEASES REF NO: H/A/5**
- SALARY** : R393 711 per annum, plus 13<sup>th</sup> Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
- CENTRE** : TB/DR-TB & CDC: Corporate Office: Bloemfontein
- REQUIREMENTS** : Diploma/ Degree in Nursing, plus 3-5 years' functional experience in communicable disease, which 3 years' must be supervisory level. Valid driver's license. Current registration with SANC (2023/2024). Knowledge and Skills: Good communication & interpersonal skills including patience as well as highly enthusiastic attitude. Good management of human resource and good and services Good understanding of how the public health service functions. Ability to analyse data and dissemination of information. Excellent leadership ability, time management, conflict management, stress management, and motivational skills. Ability to teach and mentor subordinates and key stakeholders. Ability to encourage and participate in Research projects.
- DUTIES** : Manage & coordinate TB/DR-TB & CDC in the province. Ability to respond effectively to emerging communicable diseases. Participate in data quality and data alignment workshops on behalf of the province and implement resolution thereof. Participation in district health plan discussion in relation to TB/DR-TB & CDC. Provide in-service training, mentoring and support subordinates to execute their functions effectively and efficiently. Support creation of audited trail requirements of the Auditor General and evidence to account for financial and nonfinancial activities within the directorate. Supervisory role for human resources in the directorate to ensure that good quality TB/DR-TB and CDC care is provided to the community of the Free State. Design and implement training programs that will improve data quality and performance indicators. Ability to prepare reports to provincial and national departments of health, and to be able to share challenges relating to the program with the district teams.
- ENQUIRIES** : Me M.A. Morigihlane Tel No: (051) 408-1794
- APPLICATIONS** : To: Acting Director: HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein

**FOR ATTENTION** : Me RD Stallenberg

**POST 05/186** : **SOCIAL WORKER GRADE 1-4 REF NO: H/S/1 (X3 POSTS)**

**SALARY** : Grade 1: R269 301 – R312 186 per annum  
Grade 2: R331 191 – R380 337 per annum  
Grade 3: R401 691 - R465 669 per annum  
Grade 4: R494 028 – R607 593 per annum  
Plus 13<sup>th</sup> Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

**CENTRE REQUIREMENTS** : Lejweleputswa District  
Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. **Grade 1:** None, **Grade 2:** A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP, **Grade 3:** A minimum of 20 years appropriate experience in social work after registration as Social Worker with the SACSSP, **Grade 4:** A minimum of 30 years appropriate experience in social work after registration as Social Worker with the SACSSP. Knowledge and Skills: Good interpersonal relations. Sound knowledge in problem solving in human relationships, empowerment and liberation of people. Computer literacy. Advantage added: Background and knowledge of HIV/AIDS programs.

**DUTIES** : Provide social work services through the promotion of social change and problem solving in human relationships to enhance social wellbeing. Render social work services in facilities in allocated areas where they conduct assessments with clients, (individual, couple, family, group therapy). Support the implementation of adherence to treatment strategies. Work in multi-disciplinary team to implement health services. Organize and present health promotion and prevention programs.

**ENQUIRIES APPLICATIONS** : Me. SR. Motsamai Tel No: (051) 408 1702  
To: The Acting District Director, Kopano District Office, for attention (Me GE Ncanana) Private Bag X15, Welkom, 9460, or hand deliver: Kopano Building Meulen Street, Welkom, 9460.

**POST 05/187** : **CASE MANAGERS REF NO: H/C/5 (X3 POSTS)**

**SALARY** : Grade 1: R268 584 per annum, plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

**CENTRE REQUIREMENTS** : Universitas Academic Hospital: Bloemfontein  
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 (2023/2024). Knowledge And Skills: Computer literacy, good communication skills, 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. Good communication skills and the ability to transfer information through practical interaction with a wide range of personnel. Good verbal and written skills. Ability to work under stressful conditions. Computer Literacy. Knowledge of different patient care equipment.

**DUTIES** : 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. 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. Compilation of comprehensive reports for reporting i.e. weekly, monthly and quarterly

reports. Coordination of work with finance department and clinical and nursing department.

**ENQUIRIES**  
**APPLICATIONS**

- : Me. SVQ Maarohanye Tel No: 051-405 3684
- : To: The Chief Executive Officer, Universitas Hospital Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1104, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
- : Me. D Duiker

**FOR ATTENTION**



**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**ERRATUM:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 04 dated 03 February 2023 (**For Dr. George Mukhari Academic Hospital**): Nuclear Medicine Radiographer: the enquiry and post numbers has been amended as follows: Dr. NE Nyakane Tel No: 012 521 4625 and Number of posts: 02 with Post No: 04/206 and also post of Professional Nurse (PNA 2-4) General Nursing (Mother and Child) the post number has been amended as follows: ten (X10) posts with Ref No: Refs/016089, the closing date is on the 24th February 2023. Kindly note that the following post was advertised in Public Service Vacancy Circular 04 dated 03 February 2023 (**For Steve Biko Academic Hospital**), The Post as follows (1) Administration Officer Level 7 with Ref No: SBAH 0016/2023 has been withdrawn from publication with immediate effect.

**OTHER POSTS**

- POST 05/188** : **HEAD OF CLINICAL UNIT GRADE 1 MEDICAL ANAESTHESIA REF NO: PHOLO 2023/01/01**  
Directorate: Anaesthesia
- SALARY CENTRE REQUIREMENTS** : R1 807 380 – R1 918 284 per annum, (all inclusive)  
: Pholosong Hospital  
: The appointment to Head Clinical Unit (Medical): Grade 1 requires appropriate qualification (Specialist in Anaesthetics). Registration certificate with HPCSA, plus 5 years' experience after registration with HPCSA as a Medical Specialist in Anesthetics. HPCSA current registration (2023) (annual registration card). Knowledge, Skills, Attributes and Abilities: Possess sound knowledge of Human Resources Management, budgeting, programme, planning, implementation and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good communication skills, leadership, decision making and clinical skills. Sound knowledge of clinical procedures and protocols. Assessment and management of critical ill patients. Have the ability to evaluate new technologies and decide on the cost effective implementation thereof. Ability and experience in teaching, research and administration. Willingness to provide after hour specialist services.
- DUTIES** : Effective overall management of the service, their organization and monitoring to identify needs and to formulate and implement staffing and health care programmes. Provision of consultative service. Development of and implementation of guidelines, protocols and clinical audits, revising as needed, to optimize patient care within available resources. Management and control of equipment. Optimize use of Human and other resources. Strategize and implement outreach programmes. Provide training and support to students, medical interns, community service doctors, nursing staff, medical officers and specialist in the unit.
- ENQUIRIES APPLICATIONS** : 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.
- 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](http://www.dpsa.gov.za/documents). Only shortlisted candidate will submit certified 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. 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.

**CLOSING DATE**

: 24 February 2023

**POST 05/189**

: **CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: HEID/CM/01/2023 (X1 POST)**  
Directorate: Clinical

**SALARY CENTRE REQUIREMENTS**

: R1 227 255 per annum (inclusive package), plus benefits  
: Heidelberg Hospital  
: Grade 1: Registration with the HPCSA as a Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. A minimum of 6 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. An additional Hospital management qualification will be an added advantage. Supervisory experience within a hospital domain will be an added advantage. 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 Heidelberg Hospital. Participate actively administrative duties of the departments. Offer comprehensive quality level hospital services to patients. Optimally supervise departments, mentor, and coach junior medical staff. Support district health services. Participate in continuing medical education, as required by the HPCSA. Participate and network with other hospitals and in the cluster. Perform Clinical audits and provide support to other departments/disciplines to ensure effective and comprehensive clinical services regarding patients care and treatment. Lead and drive Continuing Professional Development (CPD) and Morbidity & Mortality (M&M) Programme. Ensure that quality assurance, including clinical audit is conducted in the department in line with Ideal Hospital Framework and lead the department. Conduct patient redress and compile reports for medico-legal cases. 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 hospital. Assist EXCO in the discharge of any responsibilities which have been delegated. Participate in the management of activities of Heidelberg Hospital as a whole and attend all applicable management meetings. Implement cost containment measures, analyze budget and ensure effective and efficient use of resources. Monitor commuted overtime and ensure adherence to RWOP's policy. Maintain discipline and deal with grievances and labour related issues in terms of the laid down policies and procedures Management of personnel performance and reviews thereof, (Contracting, reviews and final assessments) and perform any other duties delegated by the Superiors.

**ENQUIRIES APPLICATIONS**

: Dr I Molatlhegi Tel No: 016 341 1207  
: Can be hand delivered at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private Bag X612, Heidelberg 1438, Physical Address: Corner H.F. Verwoerd and Hospital Streets, 1441 or online application through GPG Job Professional Centre. Please note that the successful candidate will be subject to OHS Medical Surveillance as required in the HBA regulations within the OHS Act 85 of 1993, compulsory security and reference check. The institution reserves the right not to fill the post.

**NOTE**

: Applicants are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)). Accompanied by a

comprehensive C.V, highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents 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 appointment will be verified. Applications received after closing date and time will not be considered. Whites, Coloureds and People with disability are encouraged to apply. The candidates will be expected to be available for selection on the date, time, and place determined by the department.

- CLOSING DATE** : 24 February 2023
- POST 05/190** : **MEDICAL SPECIALIST GRADE 1 ANAESTHESIA REF NO: PHOLO 2023/01/02**  
Directorate: Anaesthesia
- SALARY CENTRE REQUIREMENTS** : R1 156 308 – R1 227 255 per annum, (all inclusive)  
: Pholosong Hospital  
: MBCHB or equivalent qualification. Registration certificate with the HPCSA as a Medical Specialist Anaesthesiology. Annual fees renewal registration with HPCSA. Knowledge and skills in Clinical Anaesthesia, Ophthalmology, Medical AND Surgical care. Demonstrate the ability to supervise and teach junior staff. The ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organizing, leadership, decision-making and interpersonal skills. **Grade 1:** requires appropriate qualification plus registration with HPCSA as a Medical Specialist in Anaesthesiology. **Grade 2:** requires appropriate qualification, registration certificate plus 5 year's experience after registration with HPCSA as a Medical Specialist in Anaesthesiology. **Grade 3:** requires appropriate qualification, registration certificate plus 10 years' experience after registration with HPCSA as a Medical Specialist in Anaesthesiology.
- DUTIES** : Assist the medical personnel with effective overall management of the provision of Anaesthetic services. Provide emergency specialist cover for the department, including after hours and public holidays. Provide a consultative service on Anaesthesia related matters within staffing norms. Commuted overtime will be required. Assist with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimise patient care in theatre and wards with the resources available. Optimise delegated use of Human and other resources. Assist with auditing the activity and outcome of service of the Anaesthetic Department. Be part of the relevant committees at the hospital. Be actively involved in the teaching programmes. Be involved in managing patients in the Critical Care Units.
- ENQUIRIES APPLICATIONS** : 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.
- 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](http://www.dpsa.gov.za/documents). (Only shortlisted candidate will submit certified 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. 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.
- CLOSING DATE** : 24 February 2023

**POST 05/191** : **MEDICAL SPECIALIST GRADE 1 – GRADE 3 REF NO: PHOLO 2023/01/03**  
Directorate: Paediatrics

**SALARY** : Grade 1: R1 156 308 – R1 227 255 per annum, (all inclusive)  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as Medical Specialist in Paediatrics. Registration with the HPCSA as Medical Specialist in a normal specialty and current registration (2023). No experience. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

**DUTIES** : To participate and assist in teaching/ training programme of both undergraduates and postgraduates. To conduct clinical research/ audits and/or participate in the research program in the department, including supervising MMed students. Attend meetings and training as approved by Head of Unit and/or Head of Department. 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. Aptitude for increasing the “footprint” Paediatric services across the Pholosong hospital cluster. Clinical skills to manage high volume patient numbers have clinical experience to help with any subspecialty clinic work, as determined by the needs of the department of Paediatrics at Pholosong Regional Hospital. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment). Supervising the management of and managing paediatric patients, and coordinate any services required for patient care. To provide clinical care/ services in the general paediatric wards (both inpatients and outpatients services). To assist in providing clinical services in paediatric subspecialties as determined by the department of Paediatrics. Successful candidates will be required to work in the following subspecialty clinics: Rheumatology, Neurodevelopment and any other clinic in need as determined by the Department of Paediatrics at the time of Appointment.

**ENQUIRIES** : Dr H. Mlahleki 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](http://www.dpsa.gov.za/documents). Only shortlisted candidate will submit certified 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. 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.

**CLOSING DATE** : 24 February 2023

**POST 05/192** : **DENTIST GRADE 1/2/3 REF NO: DENTA&E-01 (X2 POSTS)**  
Directorate: Admissions & Emergencies  
Duration: Two (2) years Contract

**SALARY** : R833 340 – R1 139 217 per annum, (inclusive package), exc. commuted overtime  
**CENTRE** : Wits Oral Health Centre  
**REQUIREMENTS** : Registration with HPCSA as a Dentist in category independent practice. Current proof of HPCSA registration (proof to be submitted if shortlisted).

Minimum of two (2) years' appropriate experience post community service as a Dentist preferably with exposure to public oral health services. Previous work experience in the Oral health Services Academic platform and a post-graduate qualification in Oral Health Sciences will be an added advantage. Competencies Required: Knowledge of Departmental Policies, Code of conduct, Batho Pele, Patients Right's charter, Communication skills, Conflict resolution capabilities, Problem solving and Interpersonal skills.

**DUTIES** : Dentist will be responsible for rendering clinical services (screening/admissions/emergencies/waiting lists) including participation in all departmental activities and related administration. Provide support to the Clinical manager in ensuring an efficient standard of patient care and oral services are maintained. Assist with clinical audits. The successful candidate will be expected to work with and supervise students on the training platform.

**ENQUIRIES APPLICATIONS** : Dr P Molokomme, [Phuti.Molokomme@wits.ac.za](mailto:Phuti.Molokomme@wits.ac.za)  
: New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 255 Block 2 (Yellow Block), Parktown. No faxed applications will be accepted.

**NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document and the highest required qualifications as well as and current proof of HPCSA where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

**CLOSING DATE** : 24 February 2023

**POST 05/193** : **ASSISTANT MANAGER NURSING (PHC SPECIALTY AREA) RE NO: SUB-G124**  
Directorate: Nursing

**SALARY CENTRE REQUIREMENTS** : R642 942 per annum, (plus benefits)  
: Sub-District G  
: A Basic R425 qualification (i.e., Diploma/ degree in nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse. Registration with the SANC as Professional Nurse and. A Post basic qualification with a duration of at least 1 year accredited with the SANC in the specialty relevant to PHC setting. 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/ recognizable experience in the PHC setting after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. Other skills/requirement: Knowledge of the application of nursing act, Public Service Regulations, Basic Condition of Employment Act, Labour Relations Act, Public Finance Management Act, Treasury Regulations, Human resource management; Leadership, organizational, decision making and problem-solving skills. Understanding the application of Batho Pele Principle. Patient's Rights Charter and quality assurance system. Ability to communicate (verbally and written). Good people management and presentation skills. Interpersonal social mobilisation, networking and report writing as well as Team building and Policy formulation. Computer literacy and a valid Driver's license are essential.

**DUTIES** : To ensure that a comprehensive quality nursing treatment and care service is delivered to patients in a cost effective, efficient, and equitable manner by the facilities. To always ensure compliance to professional and ethical standards. Promote quality of nursing care and ethos as directed by the professional scope of practice and standards as determined by SANC. Facilitate provision of a comprehensive package of service at PHC level and ensure that the facilities adhere to the principles of Batho Pele. Ensure effective

implementation of Service and Quality Improvement Plans, Occupational Health, and Safety as well as Quality Assurance Program etc. Ensure compliance with ideal clinic, clinical guidelines and protocols, norms and standards within the facilities. Adhere to Office of the Health Standard Compliance and ensure effective achievement on Ministerial Priorities, Ideal Clinic Compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of day, weekly, monthly, quarterly and annual reports. General administration duties and management soft skills is mandatory.

**ENQUIRIES** : Mr. P. Mathole Tel No: (011) 213 9708  
**APPLICATIONS** : Must be submitted only through this email: [SubDistrictG.JobApplications@gauteng.gov.za](mailto:SubDistrictG.JobApplications@gauteng.gov.za) Applicants must indicate the post reference number as subject line of the email.

**NOTE** : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference no is correctly quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after closing date will not be considered. Note: Johannesburg Health District does not have budget for resettlement and S&T claims.

**CLOSING DATE** : 24 February 2023

**POST 05/194** : **OPERATIONAL MANAGER NURSING (PHC SPECIALTY) REF NO: SUB-G123 (X3 POSTS)**  
 Directorate: Nursing

**SALARY** : R588 378 per annum, (plus benefits)  
**CENTRE** : Vlakfontein Clinic, Eikenhof Clinic and Orange Farm Ext 7 Clinic  
**REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with the SANC as Professional Nurse and. A post-basic nursing qualification with duration of at least 01 year, accredited with SANC in the specialty relevant to PHC setting. A minimum of 09 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience in the PHC setting after obtaining the 1 year post basic qualification in the relevant specialty. 2 years' experience at management / supervisory level will be an added advantage. Other skills/requirement: Financial management and human resource management; leadership, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy.

**DUTIES** : To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the facility. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the principles of Batho Pele. Ensure effective implementation of Service and Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, norms and standards within the clinic. Adhere to the Office of the Health Standards Compliance requirements and

ensure effective achievement on ministerial priorities, Ideal clinic 127 compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS), develop and implement staff training plan. Attend to grievances of staff and administer discipline and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly and annual reports. General administration duties and management soft skills is mandatory.

**ENQUIRIES APPLICATIONS** : Mr. P. Mathole Tel No: (011) 213 9708  
 : Must be submitted only through this email: [SubDistrictG.JobApplications@gauteng.gov.za](mailto:SubDistrictG.JobApplications@gauteng.gov.za) Applicants must indicate the post reference number as subject line of the email.

**NOTE** : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. People With Disabilities Are Encouraged To Apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after closing date will not be considered. Note Johannesburg Health District does not have budget for resettlement and S&T claims.

**CLOSING DATE** : 24 February 2023

**POST 05/195** : **ASSISTANT MANAGER: INTERNAL MEDICINE REF NO: REFS/016128 (X1 POST)**  
 Directorate: Nursing

**SALARY CENTRE REQUIREMENTS** : R588 378 – R682 089 per annum, plus benefits  
 : Tembisa Provincial Tertiary Hospital  
 : Basic R425 qualification (i.e. diploma /degree in nursing) or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. Registration with SANC. A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least three (3) years of this period referred to above must be appropriate/recognizable experience at management level.

**DUTIES** : To ensure clinical nursing practise by the nursing team in accordance of the scope of practice. To promote quality of nursing care as directed by the professional scope of practise and standards. To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To do hospital calls as required by the service. To demonstrate effective communication with patients, relatives and other health professionals. To work as part of the multidisciplinary team on a supervisory level. Ensure effective and efficient budget control and assets control for the department. Develop nursing policies and procedures. Ensure implementation of SCM and HR policies. Conduct clinical audits in Nursing Directorate and monitor if audits are done in wards. Oversee patient care. Management of budgetary decision. Set work schedule. Coordinate meetings.

**ENQUIRIES APPLICATIONS** : Ms. V. Ramalapa Tel No: (011) 923 2195  
 : Applications can be hand delivered to Human Resource Office, Tembisa Provincial Tertiary Hospital. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) at <http://professionaljobcentre.gpg.gov.za> or use the email address: [Tembisahr1.hr@gauteng.gov.za](mailto:Tembisahr1.hr@gauteng.gov.za)

**NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled, signed and completed in accordance with DPSA Circular 19 of 2022. Applicants are

not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and an updated detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidates may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. TPTH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 24 February 2023
- POST 05/196** : **ASSISTANT MANAGER NURSING SERVICES REF NO: HEID/ASN/01/2023 (X1 POST)**  
Directorate: Health
- SALARY CENTRE REQUIREMENTS** : R588 378 - R624 207 per annum  
: Heidelberg Hospital  
: Basic qualification accredited with the South African Nursing Council (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 a Professional Nurse. A registration with SANC as a Professional Nurse. Diploma or Degree in Nursing and administration or management. A minimum of eight (8) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/ recognizable experience at management level. Previous experience in Medical and Surgical Ward will be an added advantage. Computer literacy is essential. Presentation and report writing skills, Strong Leadership skills, Good Communication and Problem-solving skills, Planning and Organizing skills and Financial Management skills. Problem solving, conflict resolution skills, able to work under pressure. Sound interrelationship is necessary in understanding of National Core Standards. Nursing strategy. PFMA, Labour Relations and other related legislative framework. Ability to work under pressure.
- DUTIES** : Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistence communication of relevant accurate and comprehensive information on health care. Develop/ establish and maintain constructive working relationship with nursing and other stakeholders (i.e inter-sectoral and multi-disciplinary teamwork). Participate in the analysis. Formation and implementation of Nursing guideline, practices, policies and procedures. Manage effective utilization and supervision of human, financial and material resources. Coordination of provision effective training and research. Maintain professional growth/ ethical standards and development of self and subordinates
- ENQUIRIES APPLICATIONS** : Ms LLP Msiza Tel No: (016) 341 1100  
: Applications can be hand delivered at Heidelberg hospital, Hospital Street, Heidelberg, 1441 or posted to Heidelberg hospital, Private Bag X612, Heidelberg, 1438, Physical Address: Corner H.F. Verwoerd and Hospital Streets, 1441 or online application through GPG Job Professional Centre.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)). Accompanied by a comprehensive C.V, highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents 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 appointment will be verified. Applications received after closing date and time will not be considered. Whites, Coloureds and People with disability are encouraged to apply. The candidates will be expected to be available for selection on the date, time, and place determined by the department. Please note that the successful candidate will be subject to OHS Medical Surveillance as required in the HBA regulations within the OHS Act 85 of 1993, compulsory security and reference check. Notes: The institution reserves the right not to fill the post

- CLOSING DATE** : 24 February 2023
- POST 05/197** : **ASSISTANT MANAGER NURSING-NIGHT SUPER REF NO: PHOLO 2023/01/04**  
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R588 378 – R682 089 per annum, (all inclusive)  
: Pholosong Hospital  
: Basic Diploma/Degree that allows registration with South African Nursing Council (SANC) as a Professional Nurse and Midwife. Diploma or Degree in Nursing Administration/ Management. A minimum of eight (8) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Current year SANC registration (2023). At least three (3) years of the period referred to above must be appropriate/ recognizable experience at management level. Basic Computer literacy is mandatory. Skills: Strong Leadership skills, Good Communication, Conflict management/ Problem-solving skills and ability to work under pressure.
- DUTIES** : Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Manage allocation/ utilization of human, financial and physical resources for different departments including effective bed management. Ensure effective and consistent communication of relevant, accurate and comprehensive information on health care to Executive and other relevant stakeholders as directed. Give support to staff regarding clinical matters and engage in problem solving/ conflict management. Develop/ establish and maintain constructive working relationship with clinical and non-clinical staff that will allow consistency in patient care by a Multi-disciplinary team. Be flexible, responsive and give staff support. Manage and resolve complaints and patient safety incidences timeously. Supervise implementation of Nursing guidelines, practices, policies and procedures. Maintain professional growth/ ethical standards and development of self and subordinates through on-going training and Research.
- 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](http://www.dpsa.gov.za/documents). Only shortlisted candidate will submit certified 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. 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
- CLOSING DATE** : 24 February 2023

**POST 05/198** : **OPERATIONAL MANAGER NURSING PNB3 SPECIALTY- CRITICAL CARE REF NO: PHOLO 2023/01/05**  
Directorate: Nursing- ICU and High Care

**SALARY** : R588 378 – R662 220 per annum, (all inclusive)  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : Diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse with midwifery. A post basic qualification, with a duration of at least 1 year in Critical Care Nursing Science accredited with SANC. Current registration with SANC as a Professional Nurse (2023). A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as Professional Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Critical Care Unit after obtaining the 1-year post basic qualification in the Critical Care nursing specialty. Nursing Management will be an added advantage. Knowledge and understanding of nursing processes and other legal/ Ethical framework. Leadership, Communication, decision making, problem solving and Computer skills.

**DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Ensure compliance to basic Principles of Nursing/ patient care by team including Infection prevention and control principles, etc. effectively manage the utilization and supervision of Human, Financial and material resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and self-development. Ensure effective communication via Health Information system programs. Knowledge and implementation of DOH Policies, Standard Operating procedures and Protocols. Ensure that Nursing Norms and Standards are maintained and upheld. Accurate collation and consolidation of statistics to ensure evidence based nursing practice. Manage and resolve Patient safety incident and complaints timeously.

**ENQUIRIES** : Ms. M.G. Makgoba Tel No: (011) 812 5162  
**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](http://www.dpsa.gov.za/documents). Only shortlisted candidate will submit certified 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. 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.

**CLOSING DATE** : 24 February 2023

**POST 05/199** : **OPERATIONAL MANAGER NURSING PNB3 SPECIALTY ORTHOPAEDIC NURSING REF NO: PHOLO 2023/01/06 (X1 POST)**  
Directorate: Nursing- Orthopaedic Ward

**SALARY** : R588 378 – R662 220 per annum, (all inclusive)  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : Diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse with midwifery. A post basic qualification, with a duration of at least 1 year in Orthopaedic Nursing Science accredited with SANC. Current registration with SANC as a Professional Nurse (2023). A minimum of 9 years appropriate/recognizable experience in nursing after

		<p>registration with SANC as Professional Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Orthopaedic Department after obtaining the 1-year post basic qualification in the Orthopaedic Nursing Science specialty. Nursing Management will be an added advantage. Knowledge and understanding of nursing processes and other legal/ Ethical framework. Leadership, Communication, decision making, problem solving and Computer skills.</p>
<b><u>DUTIES</u></b>	:	<p>Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Ensure compliance to basic Principles of Nursing/ patient care by team including efficient Pre-Operative/ Post-Operative care, Infection prevention and control principles, etc. Manage effectively the utilization and supervision of Human, Financial and material resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and self- development. Ensure effective communication via Health Information system programs. Knowledge and implementation of DOH Policies, Standard Operating procedures and Protocols. Ensure that Nursing Norms and Standards are maintained and upheld. Accurate collation and consolidation of statistics to ensure evidence based nursing practice. Manage and resolve Patient safety incident and complaints timeously.</p>
<b><u>ENQUIRIES</u></b>	:	Ms. M.G. Makgoba Tel No: (011) 812 5162
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Only shortlisted candidate will submit certified 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. 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.
<b><u>CLOSING DATE</u></b>	:	24 February 2023
<b><u>POST 05/200</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (PN-A7 REF NO: CHBAH 629 (X1 POST)</u></b> Directorate: Nursing (Infection Control)
<b><u>SALARY</u></b>	:	R588 378 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e., Diploma or Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. Registration with the South African Nursing Council (SANC). A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in general nursing. At least three (3) years of the period above must be experience as an Operational Manager /IPC Programme Coordinator. Post basic qualification in Health Services Management, Diploma/certificate in Infection Prevention & Control and Driver's licence will be added as an advantage. Competencies/Knowledge/Skills: Computer literacy, leadership, ward management/ward administration, planning, organizing, coordination, 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. Preparedness to work in stressful conditions as the need arises. Demonstrate effective communication at all

- levels of service delivery. Demonstrate an in-depth understanding legislation and ethical practices relating to public service, public health, nursing and other multidisciplinary health professions acts.
- DUTIES** : Implement Infection prevention and control operational plan. Monitor and evaluate multidisciplinary team compliance to clinical standards and Ideal Hospital Standards. Identify health care associated infections, investigate the type of infection and infecting organism, conduct surveillance in hospital infections and participate in outbreak investigation. Participate in the training and education of personnel. Provide expert consultative advice regarding the health of staff and other appropriate hospital programme in matters relating to transmission of infections. Compile and analyse reports to improve quality care. Compile hospital weekly and monthly reports. Liaise with district health structures and with other facilities where appropriate. Manage performance of the IPC team. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
- ENQUIRIES** : Mr MB Mulaudzi Tel No: (011) 933 0134
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 24 February 2023
- POST 05/201** : **CHIEF OCCUPATIONAL THERAPIST REF NO: JUB 07/2023**  
Directorate: Therapeutic and Medical Support Services
- SALARY** : R487 305 per annum
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : Relevant degree in Occupational Therapy. A post graduate qualification diploma or degree in Occupational Therapy will be an added advantage. Registration with HPCSA as an independent practitioner and current registration. A minimum of three years' experience post community service. Proven experience in a clinical care setting will be an added advantage.

Experience with PMDS and supervision of occupational therapist/s and or midlevel workers. Proven student training experience. Knowledge of quality assurance procedures and methods. National Core Standards, Health, and Safety infection control principles. Computer literacy (Microsoft word, Microsoft Excel. PowerPoint etc. Good leadership, negotiation, problem solving, communication and interpersonal skills, strategic planning, and organizational skills. Must have a good understanding of public hospital operational system. Good written and communication skills.

**DUTIES** : The incumbent will be responsible for the management of all the Occupational Therapy service related to the care facility including treatment, recordkeeping, effective quality service delivery, human resource management of Occupational therapist Midlevel workers, financial and stock management, quality improvement projects, risk management, training and development of the OT staff. Your clinical duties will include the executing the Occupational Therapy process with your clinical case load in an MDT setting, allocating workload and leave management. Assist in the management of all resources of the Occupational Therapy department and implement sectional and provincial quality assurance measures in the department. Participate in the formulation and review of strategies in allocated area of work as required. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated area of work. Provide training to allocated Occupational Therapy students as required and contribute to research activities, deal with grievances and labour relations issues in terms of laid down policies.

**ENQUIRIES** : Mr Madavha MP Tel No: (012) 717 9382  
**APPLICATIONS** : Documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

**NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

**CLOSING DATE** : 24 February 2023 at 15:00

**POST 05/202** : **CLINICAL PROGRAMME COORDINATOR REF NO: REFS/016127 (X1 POSTS)**  
 Directorate: Nursing

**SALARY** : R464 466 – R522 756 per annum, plus benefits  
**CENTRE** : Tembisa Provincial Tertiary Hospital  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma /degree in nursing) or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. Registration with SANC. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

**DUTIES** : Render a nursing service within the scope of practice of every category of nurses by ensuring that all wards implement the Nursing care standards and procedures as set out at nursing colleges. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality nursing. Coordinate college matter with regards to student training and accommodation in the hospital, be a link for student training with feeder colleges and SANC ensure compliance with training requirement for all students and nursing staff (all categories) in the ward and all SOP and requirement for student training. Conduct training need analysis and implement all applicable strategies to empower staff training according to Training and Development Policy. Coordinate the orientation and induction program in the hospital. Supervise staff and Nurses residence. Have knowledge of Ideal Hospital Realization framework. Maintain a constructive working relationship with nursing and other stakeholders both internal and external. Utilize human material and physical

		resources efficiently and effectively. Adhere to provincial hospital and departmental policies, procedures, guidelines and regulations.
<b><u>ENQUIRIES</u></b>	:	MS. V. Ramalapa Tel No: (011) 923 2195
<b><u>APPLICATIONS</u></b>	:	Applications can be hand delivered to Human Resource Office, Tembisa Provincial Tertiary Hospital Applications may also be uploaded online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> at <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a> or use the email address: <a href="mailto:TembisaHR5.HRM@gauteng.gov.za">TembisaHR5.HRM@gauteng.gov.za</a> .
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled, signed and completed in accordance with DPSA Circular 19 of 2022. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and an updated detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidates may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. TPTH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	24 February 2023
<b><u>POST 05/203</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR: INFECTION PREVENTION CONTROL (IPC) GRADE 1 REF NO: IPC02/23</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R464 466 – R522 756 per annum, excluding benefits
<b><u>CENTRE</u></b>	:	WITS Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Valid Grade 12 Certificate. Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma / degree in Nursing) or Equivalent qualification that allows registration with SANC as a Professional Nurse with SANC, a minimum of seven (7) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 4 years' working experience in infection prevention control. Infection Control certificate with recognized institution will be an added advantage. Must be computer literate and have good communication and presentation skills. Knowledge in infection prevention control, waste management Regulations and Policies. Knowledge of Guidelines in application of clinical infection prevention control policies, current Health and public Legislations. Experience of working in an Oral health environment will be an added advantage.
<b><u>DUTIES</u></b>	:	Facilitate, coordinate and review National, Provincial and Regional legislation regarding infection control, waste management Policies and Protocols and monitoring thereof. Implement and maintain an effective Hospital Infection Surveillance System in alignment with infection prevention control policies. Monitor the utilization of finance, human and material resources. Promotion of awareness on outbreaks. Develop and monitor implementation on infection prevention control and waste management standards operating procedure (SOP's) for the institution. Conduct training, compile monthly, quarterly and annual Infection prevention control and waste management reports. Ensure that nosocomial infections are investigated and reported. Ensure compliance to Infection prevention control and waste management policies. Conduct periodic audits to ensure compliance to infection prevention control and waste management policies. Develop and monitor an ongoing hand washing hygiene

in the Hospital. Assist in quality improvement and OHS matters within the institution. Represent Infection prevention and control and waste management at all management and other stakeholder meetings as required. Participate in committees as delegated. Assist with induction of students on IPC and waste management in order to strengthen compliance with IPC standards within the institution. Assist in developing IPC systems and processes for sterilization department in the institution. Implement and monitor proper cleaning standards as per National IPC guidelines. Work in collaboration with environmental health to maintain proper standards within the institution.

- ENQUIRIES** : Ms T Mquqo Thabela.mquqo@wits.ac.za
- APPLICATIONS** : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Hospital Street, Area 254 (Yellow Block) Wits Dental Hospital Reception, Parktown. No Faxed/email applications will be accepted
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document and the highest required qualifications as well as and current proof of SANC where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
- CLOSING DATE** : 24 February 2023
- POST 05/204** : **RADIOTHERAPY RADIOGRAPHER REF NO: SBAH 0012/2023 (X3 POSTS)**  
Directorate: Radiation Oncology
- SALARY** : Grade 1: R413 688 per annum, plus benefits  
Grade 2: R487 305 per annum, plus benefits  
Grade 3: R574 020 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : BSc Radiography: Diagnostic and Honours: Radiotherapy. Current registration with the HPCSA as a Radiotherapy Radiographer.
- DUTIES** : Delivery of radiation treatment including VMAT and stereotatic treatments. Set up patients using guided equipment (AlignRT). Participate in localization and treatment planning procedures. Apply excellent patient care by attending to patients physical and emotional needs. Provide required information to patients and their families. Perform administrative duties. Organize work flow in duty area. Grade 2-3 Discipline and conflict management of junior staff members. Clinical guidance and evaluations of students.
- ENQUIRIES** : Ms. P Pillay Tel No: 012 354 2309
- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver`s license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 24 February 2023
- POST 05/205** : **PROFESSIONAL NURSE SPECIALTY – ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: PHOLO 2023/01/07 (X3 POSTS)**  
Directorate: Nursing- Obstetrics and Gynaecology
- SALARY** : R400 644 – R464 466 per annum, (all inclusive)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Pholosong Hospital
	:	Basic Diploma/Degree that allows registration with South African Nursing Council (SANC as a Professional Nurse). 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 in nursing as a Professional nurse with the SANC in General nursing. Current year SANC registration (2023). Sound interpersonal and communication skills.
<b><u>DUTIES</u></b>	:	Provision of high quality, holistic and Specialized Antenatal, Intrapartum and Postnatal care including Neonatal care within set standards and within Professional/ legal framework. Implement Obstetric priority programs, EMTCT, MBFI, ESMOE, etc. 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. Maintain Professional and Ethical growth/ development through training and Research. Perform nursing administrative duties including Shift leading and relieving the Operational manager. Must be willing to work day and night shift.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Only shortlisted candidate will submit certified 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. 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.
<b><u>CLOSING DATE</u></b>	:	24 February 2023
<b><u>POST 05/206</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY - OPERATING THEATRE NURSING</u></b> <b><u>REF NO: PHOLO 2023/01/08 (X1 POST)</u></b> Directorate: Nursing- Theatre and CSSD
<b><u>SALARY</u></b>	:	R400 644 – R464 466 per annum, (all inclusive)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pholosong Hospital
	:	Basic Diploma/Degree that allows registration with South African Nursing Council (SANC as a Professional Nurse). One (01) year Post basic qualification Operating Theatre Nursing Science registered with SANC. A minimum of four (4) years appropriate/ recognizable nursing experience in nursing as a Professional nurse with the SANC in General nursing. Current year SANC registration (2023). Sound interpersonal and communication skills.
<b><u>DUTIES</u></b>	:	Provision of high quality, holistic and patient-centered Pre-Operative, Intra-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. Ability to carry out Nursing administrative duties including shift leading and relieving the Operational manager including CSSD supervision. Maintain Professional and Ethical growth/ development through training and Research. Must be willing to work day and night shift.
<b><u>ENQUIRIES</u></b>	:	Ms. M.G. Makgoba Tel No: (011) 812 5162



- 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](http://www.dpsa.gov.za/documents). Only shortlisted candidate will submit certified 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. 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.
- CLOSING DATE** : 24 February 2023
- POST 05/207** : **PROFESSIONAL NURSE SPECIALTY- CRITICAL CARE NURSING REF NO: PHOLO 2023/01/09 (X1 POST)**  
Directorate: Nursing- ICU and High Care
- SALARY CENTRE REQUIREMENTS** : R400 644 – R464 466 per annum, (all inclusive)  
Pholosong Hospital  
Basic Diploma/Degree that allows registration with South African Nursing Council (SANC as a Professional Nurse). One (01) year Post basic qualification Critical Care Nursing Science registered with SANC. A minimum of four (4) years appropriate/ recognizable nursing experience in nursing as a Professional nurse with the SANC in General nursing. Current year SANC registration (2023). Sound interpersonal and communication skills.
- DUTIES** : Provision of high quality, holistic and specialized Nursing care within set standards within Professional and legal framework in a highly specialized Critical Unit. Effective utilization of Human, financial and material resources including utilization of Critical care beds. 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. Ability to carry out Nursing administrative duties including shift leading and relieving the Operational manager. Be flexible and be able to prioritize and respond to patient care needs. Maintain Professional and Ethical growth/ development through on-going training and Research. 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](http://www.dpsa.gov.za/documents). Only shortlisted candidate will submit certified 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. 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.
<b><u>CLOSING DATE</u></b>	:	24 February 2023
<b><u>POST 05/208</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY – ADVANCED MIDWIFERY &amp; NEONATAL NURSING SCIENCE/ NEONATAL ICU/ CHILD NURSING/ CRITICAL NURSING REF NO: PHOLO 2023/01/10 (X1 POST)</u></b> Directorate: Nursing- Neonatal Unit/ Neonatal ICU
<b><u>SALARY</u></b>	:	R400 644 – R464 466 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Pholosong Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic Diploma/Degree that allows registration with South African Nursing Council (SANC as a Professional Nurse). One (01) year Post basic qualification Advanced Midwifery and Neonatal Nursing Science/ Neonatal ICU Science/ Child Nursing Science/ Critical Nursing Science registered with SANC. A minimum of four (4) years appropriate/ recognizable nursing experience in nursing as a Professional nurse with the SANC in General nursing. NB: Preference will be given to candidates with Neonatal background/ experience. Current year SANC registration (2023). Sound interpersonal and communication skills.
<b><u>DUTIES</u></b>	:	Provision of high quality, holistic and specialized Neonatal care within set standards and within Professional/ legal framework. Implement priority programs, EMTCT, MBFI, etc. and adhere to Principles of Infection Prevention and Control. Effective utilization of human, financial and material resources including utilization of Critical care beds. Be flexible and be able to prioritize, respond and advocate for best Neonatal clinical outcomes. Maintain Professional and Ethical growth/ development through training and Research. Perform nursing administrative duties including Shift leading and relieving the Operational manager. Must be willing to work day and night shift.
<b><u>ENQUIRIES</u></b>	:	Ms. M.G. Makgoba Tel No: (011) 812 5162
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Only shortlisted candidate will submit certified 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. 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.
<b><u>CLOSING DATE</u></b>	:	24 February 2023
<b><u>POST 05/209</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY- TRAUMA NURSING REF NO: PHOLO 2023/01/11 (X2 POSTS)</u></b> Directorate: Nursing- Accident and Emergency
<b><u>SALARY</u></b>	:	R400 644 – R464 466 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Pholosong Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic Diploma/Degree that allows registration with South African Nursing Council (SANC as a Professional Nurse). One (01) year Post basic qualification Trauma Nursing Science registered with SANC. A minimum of four (4) years appropriate/ recognizable nursing experience in nursing as a Professional nurse with the SANC in General nursing. Current year SANC registration (2023). Sound interpersonal and communication skills.

- DUTIES** : Provision of high quality, holistic and specialized Nursing care within set standards within Professional and legal framework in a highly specialized Accident and Emergency Unit. Be flexible, able to handle high patient flow pressure, be able to prioritize and respond to patient care needs in an emergency. Effective utilization of Human, financial and material resources. Adhere basic Principles of Infection Prevention and Control. Ability to carry out Nursing administrative duties including shift leading and relieving the Operational manager. Maintain Professional and Ethical growth/ development through on-going training and Research. Must be willing to work day and night shift.
- ENQUIRIES** : Ms. M.G. Makgoba Tel No: (011) 812 5162
- 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](http://www.dpsa.gov.za/documents). Only shortlisted candidate will submit certified 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. 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.
- CLOSING DATE** : 24 February 2023
- POST 05/210** : **PROFESSIONAL NURSE GRADE 1 – (SPECIALTY NURSING) (PN-B1) REF NO: CHBAH 630 (X3 POSTS)**  
Directorate: Nursing Services (Ophthalmology Department)
- SALARY** : R400 644 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- 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. Registration with the South African Nursing Council as a Professional Nurse. A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. A post basic qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science – Ophthalmology Nursing. Competencies/Knowledge/Skills: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
- DUTIES** : Provide optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Act as shift leader in the unit (where necessary). Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Mr. N.B. Mulaudzi Tel No: (011) 933 0134
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main

Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed applications will be considered.

**NOTE**

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

**CLOSING DATE**

: 24 February 2023

**POST 05/211**

: **PROFESSIONAL NURSE GRADE 1 – (SPECIALTY NURSING) (PN-B1) REF NO: CHBAH 631 (X3 POSTS)**  
Directorate: Nursing Services (Ophthalmology Department)

**SALARY**

: R400 644 per annum, (all-inclusive package)

**CENTRE**

: Chris Hani Baragwanath Academic Hospital (CHBAH)

**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. Registration with the South African Nursing Council as a Professional Nurse. A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. A post basic qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science – Ophthalmology Nursing. Competencies/Knowledge/Skills: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

**DUTIES**

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

		Management and Development System (contracting, quarterly reviews and final assessment)
<b><u>ENQUIRIES</u></b>	:	Mr. N.B. Mulaudzi Tel No: (011) 933 0134
<b><u>APPLICATIONS</u></b>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed applications will be considered.
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	24 February 2023
<b><u>POST 05/212</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: JUB 04/2023</u></b> Directorate: Hospital Management
<b><u>SALARY</u></b>	:	R393 711 – R475 596 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Jubilee District Hospital
<b><u>REQUIREMENTS</u></b>	:	An appropriate degree or diploma in Human Resources/Public management or equivalent qualification with a minimum of Five (5) Years' experience in Human Resource Management in the Public Service, of which three years must be in a supervisory level. Proven supervisory experience. Knowledge and understanding of Public Service legislative framework. Extensive knowledge and experience of the PERSAL system and Human Resource Administration processes. Computer literate (MS Word, MS Excel, and Power Point. Knowledge of the Public Service Act, Public Finance Management Act, Labour Relations Act, Skills Development Act, and other Legislative Prescripts that govern Human Resource Management. Good written and advanced communication skills. Must have leadership, planning, organizing and problem solving and conflict management skills. Must be able to manage and lead a team. Ability to multitask and prioritize. Ability to work in a high volume and highly pressurized environment.
<b><u>DUTIES</u></b>	:	Lead and manage the Human Resource teams. Manage HR budget. Implement and interpret policies, directives and guidelines. Implement and maintain sound quality management systems, including applicable legislations,

policies, good practice, and standards. Manage Recruitment & Selection processes. Provide training, guidance and support to HR staff and line managers. Approve and qualify all mandates and transactions related to appointments, transfers, terminations, salary administration and management of condition of service etc. Manage ODS appointments, grade progression for OSD and non-OSD. Ensure that PERSAL related transactions and mandates forwarded Gauteng Department of Finance (GDF) are captured correctly. Manage staff establishment and post filling. Draw up a post-filling plan. Implement policy and procedures on Incapacity leave and Ill-Health Retirement (PILLIR). Provide strategic and operational support to staff and line managers. Manage the Performance Management and Development System (PMDS) and the implementation thereof. Manage Labour Relations unit and Training unit. Compile and submit reports or any other HR related submissions. Manage audit queries. Manage and implement RWOPS/ORW, Declaration of Financial Disclosure /e-Disclosures. Monitor overtime and capturing of the authorization for overtime. Manage leave and work attendance by staff. Ensure that leaves are correctly captured on PERSAL. Collect specimen signatures. Implement effective Human Resources and general administrative management within the unit. Serve on EXCO and all relevant statutory committees as required. Develop and implement relevant strategic and Operational Plans with monitoring and evaluations to achieve Hospital Objectives. Prepare and submit consolidated monthly, quarterly and annual reports to the manager HRM. Maintain ethical and professional conduct.

- ENQUIRIES** : Ms DV Mthethwa Tel No: 012 717 9301
- APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department, Private Bag X449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. Those who applied before are requested to re-apply.
- CLOSING DATE** : 24 February 2023 a: 15:00
- POST 05/213** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: JUB 05/2023**  
Directorate: Supply Chain Management  
Re-Advert
- SALARY** : R393 711 – R475 596.per annum, (plus benefits)
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : The Applicant should be in possession of Grade 12 and appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Supply Chain Management, Public Management, Public Administration, Logistic Management or with five (5) years relevant experience of which three (3) years should be on salary level 7/8 in all the elements of Supply Chain Management. The applicant should have in-depth knowledge of government and departmental policies, prescribed Rules and Regulations that governs SCM. S/he must have knowledge of financial policies as guided by Public Finance Management Act and Treasury Regulations supply chain management Framework and a clear understanding of processes and procedures involved in the daily running of the different elements of supply chain management. S/he must have good interpersonal relationship, leadership, and communication skills. Must be able to read and write reports regarding progressive performance of the units. The Applicant must have knowledge of financial matters, human resource issues, quality management as well as risk management. The incumbent must be able to plan and organize. Must be innovative and able to work under pressure. Must possess negotiation skills and be able to analyze and interpret policies. Ability to work independently without close supervision and to multitask. The incumbent should be self-

- driven, creative, flexible, and highly motivated. Excellent co-ordination skills. Willingness to work irregular hours and to travel when required. Proven report writing and presentation skills. Proven computer literacy. Knowledge of SAP-SRM and reconciliation of Procurement system with payment system (BAS).
- DUTIES** : The successful candidate will be reporting to the office of the CEO and will be responsible for the management of the following elements of Supply Chain Demand Management – Ensuring availability of Demand plan as well as Procurement plan. Processing of RLS01 and VA2 requests of the whole Institution. Researching of market related prices for buy-out items. Acquisition Management – Sourcing of Quotation Adjudication Committee for approval. Logistics management – Creation of shopping cards. Expediting of creation of purchase orders from HPC. Ensuring availability of stock all the time. Ensuring prompt and accurate posting of transactions of the ledger cards. Deliveries of stock to end users are timeously executed. GRV's are captured within the specified time by department. Management of 0 – 9 files. Management of commitments. Clearing of web cycles. Asset Management – Ensuring that state property is taken care of. Maintenance of assets registers. Barcoding of Assets. Verification of Assets. Disposal Management – Ensuring that goods are disposed in a manner that is prescribed by the departmental regulations. Compile relevant reports relating to bids, RFQ's, contracts and operating leases as per departmental standards. Others – Human Resource Management, provide general office support, attend to Auditor general findings and recommendations and queries raise by end users.
- ENQUIRIES** : Ms D.V Mthethwa Tel No: 012 717 9301
- APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. Those who applied before are requested to re-apply. 24 February 2023 at 15:00
- CLOSING DATE** :
- POST 05/214** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: JUB 06/2023**  
Directorate: Finance Department  
Re-Advert
- SALARY** : R393 711 – R475 596 per annum, (plus benefits)
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : The Applicant must be in possession of Grade 12 with three-year National Diploma (NQF Level 6) or bachelor's degree (NQF Level 7) in Accounting/Financial Management/Management Accounting. Five (5) Years' experience in Financial Management in the Public Service, of which three years must be in a supervisory level. The Applicant should have Knowledge of the Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act, DORA, and Administrative Procedure Manual. Knowledge on Departmental Transversal Systems, Basic Accounting Systems (BAS), Personnel and Salary Administration (PERSAL), SAP and SRM systems, PAAB and HIS systems. Knowledge of Budget procedures, Financial Planning and analysis. Understand Human Resource Practices. Financial Management Skills, Problem solving and decision Management's skills. Good communication skills, strategic leadership capability, Presentation skills and report writing skills. Training and development skills and be computer literate.
- DUTIES** : Provide effective management and control of all finances of the Hospital and ensure that appropriate financial regulations and procedures are in place. Manage expenditure and revenue collection daily. Ensure implementation of internal controls and safekeeping of all the financial records. Ensure compliance to policies and prescripts. Compile monthly, quarterly and annual

expenditure reports. Develop, implement and monitor measures designed to optimize revenue collection from patients. Manage the implementation of service level agreements. Manage payments of suppliers within 30 days. Financial management control and compliance with delegation regularly. Oversee general financial management including inputs into policy formulation on an ongoing basis. Develop and maintain policies and processes. Monitor revenue collected, and expenditure incurred and submit reports and plans as required. Provide advice and guidance to role players on revenue and expenditure procedures. Manage the provision of salaries and payroll. Monitor budget and setting targets. Ensure Budget shifts are captured on BAS. Forecast, set targets and monitor budget quarterly. Monitor and advise on efficient allocation of budget for the entity. Identify areas of over/under expenditure and misallocation. Facilitate and manage shifting of funds and pass journals. Render financial business support and risk management, audit action plan progress reports. Ensure that cashier, banking and debt management, monitoring and reporting services are rendered. Provide financial administration and accounting services (Ledgers, journals, accounting and reporting (interim and annual financial statements). Prepare and consolidate Medium- term Expenditure Framework (MTEF) and Adjustment Budget Estimates within the programmes. Ensure alignment of demand plan management, procurement plan to the Budget. Ensure that the procurements of goods and services are in line with the procurement and demand plan.

- ENQUIRIES** : Ms DV Mthethwa Tel No: (012) 717 9301
- APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. Those who applied before are requested to re-apply. 24 February 2023 at 15:00
- CLOSING DATE** :
- POST 05/215** : **ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN REF NO: ASDFIN/01**  
Directorate: Finance
- SALARY** : R393 711 per annum (Level 09), excluding benefits
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : A tertiary qualification (NQF level 6/7) in Financial Management/Accounting/Supply Chain Management/Logistics and other related fields. Three to five (3-5) years relevant experience in Financial Management and Supply Chain Management. Knowledge and experience in budget, expenditure, procurement, assets and revenue. Good understanding of Financial management and Supply Chain Policies & Procedures such as PFMA, Treasury regulations, PPPFA, SCM procedures and delegations of authority including transversal systems. Must have certificate in Good understanding of conditional grants. Good communication and report writing skills, Presentation and interpersonal skills. Computer literate with extensive knowledge of excel Spreadsheet. Able to work under pressure.
- DUTIES** : The incumbent will manage Finance and Supply Chain Management including Assets management. Co-ordinate and compile the Institutional budget and ensure compliance with prescripts. Compile statutory reports and ensure timeous submission of monthly, quarterly and annual reports including MTEF reports such as budget, expenditure, revenue and supply chain. Monitor expenditure trends against budget and conditional grants. Coordinate the compilation of the institutional demand management and procurement plan. Verify payment processes in the institution. Ensure proper controls and systems are in place to manage the workflow in the division and attend to audit queries. Manage and supervise staff. Ensure timeous collection of revenue.



- ENQUIRIES** : Ms MS Raphalo [Synthia.raphalo@wits.ac.za](mailto:Synthia.raphalo@wits.ac.za)
- APPLICATIONS** : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 255 Block 2 (Yellow Block), Parktown. No faxed applications will be accepted.
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document and the highest required qualifications, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
- CLOSING DATE** : 24 February 2023
- POST 05/216** : **ASSISTANT DIRECTOR: PATIENT AFFAIRS REF NO: PHOLO 2023/01/12 (X1 POST)**  
Directorate: Patient Affairs
- SALARY** : R393 711 – R463 764 per annum, (all inclusive)
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : National Diploma/Degree (NQF level 6/7) in Public Management/Administration/Business Administration or any relevant equivalent qualification (NQF level 6/7) with 5 - 10 years proven experience in Patient Administration.5 years 'experience should be at level of Senior Admin Officer level 7\8 in Hospital Patient Administration environment. Experience in managing people and projects with the ability to plan strategically. Computer literacy: Microsoft Office applications i.e. Word, Excel, Power Point and Outlook. Knowledge, skills and training. Competencies Required good knowledge and understanding of the policies and procedures governing patients 'administration in the public sector. Understanding of current Patient Affairs/Administration with specific reference to both Outpatients and Inpatient Management. Ability to make progressive decisions and work under pressure. Ability to exercise good judgement and discretion in applying and interpreting departmental policies and procedure and develop unit Standards operating procedures. Proactive approach to problem solving and ability to prioritize issues and other work related matters and to comply with timeframes. Ability to translate strategic objectives into practical planning framework. Must have high level of reliability and ethics, commitment to work beyond the call of duty, Relate well to a diversity and range of stakeholders.
- DUTIES** : Manage the following areas to ensure efficiency and cost effectiveness: Patient Administration, Ward Clerks, Patients Medical Records, Mortuary Services, Porter. Ensure that patient registrations are carried out correctly and accurately. Implementation of integrated Lean management philosophy into the hospital's mandate, guidelines or policies. Ensure efficient and effective booking system throughout the clinical business unit. Continuously provide report related to patient Administration. Develop patient Administration standard operating procedures and ensure that they are implemented effectively. Ensure compliance with all statutory regulations and policies. Assist in ensuring that the hospital has appropriate and effective monitoring systems in place to guarantee value for money and high-quality service. Monitor staff appraisal (PMDS).Train, develop and monitor staff to improve service delivery. Co-ordinate the drawing of strategic plans, business plans, and operational plans in patient administration. Ensure that controls are in place to prevent abuse of state properties. Maintain effective and efficient utilization of all allocated resources. Ensure that patients are registered and their files are retrieved timeously and so that they proceed to their clinics. Regularly conduct internal audit in patient Administration, Medical Records and Mortuary. Ensure effective and efficient cash management of all state monies collected. Contribute as a member of a multi-disciplinary management team towards the effective management of the hospital. Management of the hospital. Management of budget allocated to sub-programmers.

- ENQUIRIES APPLICATIONS** : Mr J.M. Segabutla Tel No: (011) 812 5170/5163  
 : 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. Only shortlisted candidate will submit certified 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. 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.
- CLOSING DATE** : 24 February 2023
- POST 05/217** : **MIDDLE MANAGER: COMMUNICATION REF NO: PHOLO 2023/01/13 (X1 POST)**  
 Directorate: Communication
- SALARY CENTRE REQUIREMENTS** : R393 711 – R463 764 per annum, (all inclusive)  
 : Pholosong Hospital  
 : Grade 12 and, an appropriate recognized three (3) year National Diploma/Degree (NQF Level 6/7) in a Communications/ Marketing/Public Relations or related field. 5 year's relevant health experience within the media and communication environment of which 3 years should be at supervisory Level 7/8. Drivers' license will be an added advantage. Good understanding of relevant legislations and prescripts including systems and procedures of the Public Service. Excellent working knowledge of writing, sub-editing and understanding of the media environment in Gauteng and South Africa. Research, scripting, content management, editing, proof reading and project management skills. Computer proficiency (Microsoft Office Suite). Excellent communication (verbal and written), presenting and reporting skills. Must have good interpersonal relations. Must be able to work under pressure and put up extra hours where necessary. Knowledge Skills: Departmental Policies and procedures. Public Finance Management Act. Basic knowledge of all legislations, Project management, Batho Pele. Planning and Organising, Problem solving, listening, observations and event management.
- DUTIES** : Provide an efficient and effective communication support service to the institution. Implement Public Relation/communication strategies in line with the strategic objective of the Department's communication strategy. Manage marketing and branding of the institution. Support Programme Coordinators to facilitate Public Relations functions in the institution. Co-lead all internal and external communication initiatives of the institution. Market and liaise with the media. Co-ordinate production of departmental publications. Market and co-ordinate hospital's events. Draft briefing notes for press briefings. Draft press statement, media invitations and media responses. Maintain the media database on a regular basis. Provide monthly reports. Maintain the media database on a regular basis. Maintain institution's newsletter and electronic website. Write regular opinion pieces for the department and promote departmental programs in the media. Supervise, develop and manage employee's performance in accordance with the Employee Performance Management and Development System. Be a secretary and liaison between the Hospital Board and participate in a various committee Internal and external.
- ENQUIRIES APPLICATIONS** : Dr N. 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.
- 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](http://www.dpsa.gov.za/documents). Only shortlisted candidate will submit certified 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. 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.
- CLOSING DATE** : 24 February 2023
- POST 05/218** : **PHYSIOTHERAPIST GRADE 1 REF NO: HEID/PHSIO/01/2023 (X1 POST)**  
Directorate: Clinical Support and Therapeutic Services
- SALARY** : R378 318 per annum, (inclusive package), plus benefits  
**CENTRE** : Heidelberg Hospital  
**REQUIREMENTS** : Degree in Physiotherapy i.e: a 4 year degree .Currently registered with the HPCSA as an independent Practice Physiotherapist. A minimum of 1 year community service completed. Sound knowledge of clinical theory, practice and ethics relating to the delivery of Physiotherapy services within a hospital setting. Knowledge of current health and public service legislation, regulations and policies. Computer literacy. Personal Attributes Good communication skills (verbal and written), computer skills and good interpersonal skills, Ability to work in a multi-disciplinary team and in a changing environment and under pressure.
- DUTIES** : To provide optimal evidence-based Physiotherapy treatment to patients. To perform and complete administrative functions including data compilation and monthly report submission. Participate in the mentoring and training of community service therapists and students. Participate in the departmental policy on training and professional development. To ensure departmental standards are met and effective patient service delivery in line with National Standards.
- ENQUIRIES** : Mr N Sithole Tel No. 016 341 1100  
**APPLICATIONS** : Applications can be hand delivered at Heidelberg hospital, Hospital Street. Heidelberg, 1441 or posted to Heidelberg hospital, Private Bag X612, Heidelberg, 1438, Physical Address: Corner H.F. Verwoerd and Hospital Streets, 1441 or online application through GPG Job Professional Centre.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)). Accompanied by a comprehensive C.V, highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents 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 results in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Applications received after closing date and time will not be considered. Whites, Coloureds and People with disability are encouraged to apply. The candidates will be expected to be available for selection on the date, time, and place determined by the department. Please note that the successful candidate will be subject to OHS Medical Surveillance as required in the HBA regulations within the OHS Act 85 of 1993, compulsory security and reference check. Note: The institution reserves the right not to fill the post.
- CLOSING DATE** : 24 February 2023

- POST 05/219** : **LABOUR RELATION OFFICER REF NO: HRHEID/LRO/2022**  
Directorate: Nursing
- SALARY** : R269 214 - R317 127 per annum (Level 07), (plus benefits)  
**CENTRE** : Heidelberg Hospital  
**REQUIREMENTS** : A Diploma or Degree in Human Resource Management Or Labour Law and a minimum of 3 years' experience in Labour Relations. A minimum of Grade 12 Certificate with 5 years' experience in the Labour Relations. PERSAL certificates will be an added advantage. Computer Literacy. Computer literacy (Microsoft office suite, certificate should be attached). Excellent report writing skills. Complex problem-solving skills. Negotiation, facilitation and organizing skills. Experience in the investigation of misconduct cases and the handling of grievances. Knowledge of relevant Labour Legislations. A valid Driver's license.
- DUTIES** : Investigate grievances and write reports, Investigate misconduct and handle abscondments. Arrange grievance hearings and disciplinary hearings. Represent the hospital in grievance hearings and disciplinary hearings. Provide training to employees. Provide weekly, monthly, quarterly and annual statistics and reports. Render secretarial support. Develop a year plan for Bi and Multilateral meetings. Strike management. Facilitate mandates for conciliations and arbitrations. Prepare bundles and arrange witnesses. Develop Labour Relations policies in consultation with Central Office. Give advice to management, employees and unions on a daily basis. Appoint Presiding Officers and Investigating Officers. Forward appeals to the Appeals committee. Compliance to timeline and policies.
- ENQUIRIES** : Mr TA Maclare Tel No: (016)341 1100  
**APPLICATIONS** : Applications can be hand delivered at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private Bag X612, Heidelberg, 1438, Physical Address: Corner H.F. Verwoerd and Hospital Streets, 1441 or online application through GPG Job Professional Centre.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents, but must fill a new Z83 form (obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)). Accompanied by a comprehensive C.V, highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents 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 appointment will be verified. Applications received after closing date and time will not be considered. Whites, Coloreds and People with disability are encouraged to apply. The candidates will be expected to be available for selection on the date, time, and place determined by the department. Please note that the successful candidate will be subject to OHS Medical Surveillance as required in the HBA regulations within the OHS Act 85 of 1993, compulsory security and reference check. Notes: The institution reserves the right not to fill the post.
- CLOSING DATE** : 24 February 2023
- POST 05/220** : **HUMAN RESOURCE OFFICER TRAINING REF NO: PHOLO 2023/01/14**  
Directorate Human Resource
- SALARY** : R269 214 – R463 764 per annum, (all inclusive)  
**CENTRE** : Pholosong 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 hospital EEC & Training Committee and Moderating Committee, Be part of Provincial EEC , Be part of Provincial EEC co-ordinate and Implement Onboarding programme and In-service trainings on HR policies for all personnel in the district. Ensure

- compliance to PRAAD policy. Coordinate PMDS for the district. Perform any other delegated duties.
- ENQUIRIES APPLICATIONS** : Ms. M.J. Mokoena Tel No: (011) 812 5179  
: 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](http://www.dpsa.gov.za/documents). Only shortlisted candidate will submit certified 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. 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.
- CLOSING DATE** : 24 February 2023
- POST 05/221** : **ADMINISTRATION OFFICER: MEDICAL RECORDS MANAGEMENT REF NO: PHOLO 2023/01/15**  
Directorate Patient Affairs
- SALARY CENTRE REQUIREMENTS** : R269 214 – R463 764 per annum, (all inclusive)  
: Pholosong Hospital  
: Grade 12-certificate or equivalent qualification. Three (3) to five (5) years Public Sector experience in Document and Records /Archives Management. Higher/National/Advanced Certificate in Archives and Records Managements or related qualification will be an added advantage. Excellent verbal and written communication skills. Good interpersonal relation skills and ability to work under pressure and meet deadlines. Computer certificate (Proof must be attached), typing skills, organizational/administrative skills. Knowledge of Promotion of Administrative Justice Act, Promotion of Access to Information Act, Popia Act and all applicable governmental prescripts and legislations. Ability to maintain good record keeping (electronic and manual).
- DUTIES** : Ensure efficient and effective booking system throughout the clinical business. Assist with administration and implementation of PAIA in the department. Manage both PAIA Office and Medical Records staff. Monitor all PAIA request and adhere to PAIA SOP. Facilitate awareness sessions for PAIA/PAJA/POPIA/MISS and National Archives Act in the hospital. Supervise staff and monitor their performance. Develop a monthly section 32 report. Manage and maintain confidentiality of documents efficiently and effectively. File documents in a way, which is orderly and enables easy access to information. Supervise the processing and process for archiving and Disposal of medical records. Compile monthly statistics and any other administration duties as delegated from time to time by authorized personnel.
- ENQUIRIES APPLICATIONS** : Mr. J.M. Segabutla 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 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](http://www.dpsa.gov.za/documents). Only shortlisted candidate will submit certified 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. 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.

- CLOSING DATE** : 24 February 2023
- POST 05/222** : **STAFF NURSE GRADE 1 REF NO: CHBAH 633 (X36 POSTS)**  
Directorate: Nursing
- SALARY CENTRE** : R179 172 per annum, plus benefits  
: Chris Hani Baragwanath Academic Hospital (CHBAH):  
Medicine & Psychiatry (X10 Posts)  
Surgical & Ophthalmology (X10 Posts)  
Clinical Support (X6 Posts)  
Obstetrics Gynae (X5 Posts)  
Paediatrics (X5 Posts)
- REQUIREMENTS** : Appropriate qualification that allows registration with SANC as a Staff Nurse. Registration with SANC as a Staff Nurse Competencies/knowledge/skills: Demonstrate knowledge and understanding of relevant legal and ethical framework i.e., Acts, policies, SOP's, guidelines, and protocols governing the public service and Nursing Practise. Demonstrate basic knowledge of Ideal Hospital Realization and maintenance. Effective utilization of resources, maintenance of proper and accurate record keeping. Demonstrate basic communication with patients, supervisors, and colleagues. Willing to rotate through department and work night duty. Maintain professional growth/ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.
- DUTIES** : Provide basic clinical nursing care in accordance with the scope of practice and nursing standards. Implementation and development of basic patient care plans to provide quality patient care. Prepare patients for diagnostic and surgical procedures. Utilize resources economically, effectively, and efficiently.
- ENQUIRIES APPLICATIONS** : Mr MB Mulaudzi Tel No: (011) 933 0134  
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record

checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 24 February 2023
- POST 05/223** : **FOOD SERVICE AIDS REF NO: STDH/20220015 (X5 POSTS)**  
Directorate: Support services
- SALARY** : R107 196 – R126 270 per annum, plus benefits
- CENTRE** : Sizwe Tropical Disease Hospital
- REQUIREMENTS** : Abet level 4/ Grade 10. Cleaning experience will be an added advantage. Knowledge of cleaning procedures, colour coding and bucket system as well as the use of cleaning equipment. Ability to read and write. Be reliable and punctual. Must be prepared to work shifts, weekend and Public holidays. Work as a team and rotate to various sections.
- DUTIES** : Provision of cleaning services in the hospital, rendering comprehensive cleaning services which includes cleaning offices, wards corridors, and boardrooms by means of: sweeping, scrubbing, mopping floors, dusting and waxing office furniture. Vacuuming and shampooing floors, dusting and cleaning of bins daily, collecting and removing waste papers. Clean kitchen basins and restrooms, refill hand soap liquid soap, replace toilet papers and hand towels. Report any broken cleaning material and machinery.
- ENQUIRIES** : Ms RE Mabaso Tel No: (011) 531 – 4311
- APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
- NOTE** : The application must include only fully completed and signed new Z83 form, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of interview. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 24 February 2023

**DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION**

- APPLICATIONS** : **Central corridor address:** Applications to be submitted at 115 Main Street, Mathomo Mall, Johannesburg.  
**East Corridor:** Applications to be submitted at Faranani Multi Purpose, Modjadji Street, Tsakane and Ferrari Street, Opposite Police Station, Edenpark.  
**Head of Office (Johannesburg):** 35 Surrey House, Cnr Rissik & Fox Street, Johannesburg Central,  
**North Corridor:** 111 Swaan Street, East Lynne, Pretoria.  
**South Corridor:** CCMA Buliding, Cnr Kruger Avenue & Edward Street, Vereeniging.  
**West Corridor:** Cnr Braam & Rietief Street, Toekomsrus Stadium, Toekomsrus.15048 Conner Uthlanong & Kagiso Drive (Provincial Archives)
- FOR ATTENTION** : HR: Recruitment and Selection
- CLOSING DATE** : 28 February 2023
- NOTE** : Applicants can apply manually using new Z83 form accompanied by a detailed CV. Certified copies of qualifications and other supporting 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 01<sup>st</sup> January 2021, a new application form which can be downloaded at [www.dpsa.gov.za-vacancies](http://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. Enquiries: Mr. Ouwen Gaveni Tel No: (011) 355 –2861, Mr. Nkhumeleni Magadze Tel No: (011) 355 – 2677, Ms. Vivien Khanye Tel No: (011) 355 - 2606

#### **MANAGEMENT ECHELON**

- POST 05/224** : **CHIEF FINANCIAL OFFICER REFS/ SACR/2023/02**  
Directorate: Office of the Chief Financial Officer
- SALARY CENTRE REQUIREMENTS** : R1 308 051 per annum, (all-inclusive package)  
: Johannesburg (Head office)  
: The successful candidate should have a grade 12 plus Bachelor's degree (NQF 7) in commerce/Finance. A minimum of 6 years' experience on the level of a Senior Management in a financial environment. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty, Extensive knowledge of the financial and related prescripts of the Public Service, costing methodologies and performance measurement. Sound knowledge of accounting procedures and requirements. Ability to develop, interpret and implement accounting policies and regulations. Working knowledge of GRAP, BAS, PFMA and MTEF. Proven strategic leadership and business partnering skills, problem solving, decision making, communication and analytical skills. Knowledge of the Department's constitutional mandate and its relationship with National and other stakeholders. Sound interpersonal relations. Computer literacy. A valid driver's license is essential.
- DUTIES** : Provide Strategic leadership, information and advice to the Accounting Officer in relation to financial matters. Prepare and provide financial report and Annual Financial statements required in terms of Public service statutory framework. Support the Accounting Officer and the senior managers in the execution of their functions in terms of the PFMA and other related legislations. Assist the Accounting Officer on finance related matters, including all processes in the budget cycle of the Department, costing of the Departmental business plans, monitoring and evaluation of expenditure and leading performance audits on all budget objectives. Provide financial information and expenditure reports to management. Develop and implement financial management strategies to ensure the long term sustainability of the Department. Represent the Department in all matters relating to financial management and budget administration in the Department. Compile all necessary responses pertaining to the Audit General and other queries on financial matters. Ensure effective and efficient supply chain management in line with the Treasury Regulations. Ensure effective and efficient asset and inventory management in line with PFMA. Establish and maintain effective and transparent systems of financial management, risk management, internal control, budgeting administration, asset management, and supply chain management. Ensure compliance with the legislative framework of the Government. Carry out any other responsibilities and duties as determined by the Accounting Officer.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/225** : **DIRECTOR: SECURITY AND FACILITY MANAGEMENT REF NO: REFS/ SACR/2023/03**  
Directorate: Security and Facility Management
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum, (all inclusive-package)  
: Johannesburg (Head office)  
: The successful candidate should have a matric certificate plus a Degree (NQF Level 7) in Office Administration/Facility Management, Public/Business Administration or Property Management or Records Management. Safety and security management training. Minimum of at least 5-7 years' experience in Safety and Security, Records and Facilities Management of which 5 years and upwards must have been at middle management level. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty.



Skills; Organizing. Report writing. Ability to operate computer. Interpersonal relationship. Problem solving. Project management. Budgeting. Analytical thinking. Conflict resolution. Verbal and written communication. Presentation and training. Supervision. Planning. Knowledge: Public finance management act. Public Service Regulations. Conducting of threat and risk assessment. Conducting of Security audit. National Information Security Policy. Understanding of norms and standards for Office Accommodation. Minimum Information Security Standards (MISS). Implementation of Control of Access to Public Premises and vehicle Act. Departmental Security Policy and Operational Procedures. Implementation Health and Safety Policy.

**DUTIES** : Ensure the effective and efficient operation of the unit. Manage the total security function (physical, Personnel, Document and Communication). Develop and implement security policy in line with government security requirements. Identify risk and threats to the security of the Department. Assess and improve the effectiveness of security measures and procedures. Represent the Department in all matters relating to financial management and budget administration in the Department. Compile all necessary responses pertaining to the Auditor General and other queries on financial matters. Manage and utilize resources allocated to the Department according to PFMA. Manage the development and implementation of policies of the unit. Development and implementation of security system. Develop and implement contract for outsourced services. Develop and implement plans for facility management. Develop and implement office accommodation model in terms of norms and standards. Ensure proper record management of the department by implementing the policy, procedure and file plan in accordance with national archives act. Develop and maintain a healthy working relationship with stakeholders of other institutions both internal and external including other security and intelligence capabilities such as NIA, SAPS etc. Administer all vetting or screening of officials and companies. Participate in the development and implementation of the Departmental Business Continuity Plan. Ensure the development and implementation of Registry and Records Management Policies and Standards, File Plan implementation. Develop and implement a Departmental sustainable space provision plan, total Facilities Management Plan/ Strategy that involves but not limited to, sourcing model, procuring and delivery services and management performance. Create enabling environment for core to implement programme this include but not limited to the provision of office space at Corridors and Regional level.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/226** : **DIRECTOR: NORTH CORRIDOR REF NO: REFS/ SACR/2023/04**  
Directorate: North Corridor

**SALARY** : R1 105 383 per annum, (all inclusive-package)  
**CENTRE** : Pretoria

**REQUIREMENTS** : The successful candidate should have matric certificate plus an undergraduate qualification in Public Management / BA Degree / B. Comm / Degree in Business Management (NQF level 7) as recognized by SAQA. Minimum of 5 years of experience at middle / senior management level in operations management environment, coordination and facilitation, implementation and monitoring of programmes at community level, as well as stakeholder management and communication. A valid driver's Licence. Knowledge: Detailed understanding of operations management, Social Cohesion and Nation Building and Inter-Governmental Relations. Knowledge of wide range of work procedures and or processes such as Public Sector operations, Strategy Partnerships, IDP processes, Service Delivery Models, Drafting of service level agreements (SLA), Memorandum of understanding (MOU). Skills: Decision making. Leadership. Negotiations. Financial management. Planning and organizing. People management. Problem and conflict management. Stakeholder management. Verbal and written communication. Report writing. Relationship management. People management. Project management. Financial management. Report writing. Planning. Monitoring.

**DUTIES** : Management of Intergovernmental and stakeholders relations. Manage the development, review and implementation of policies and monitor compliance thereof. Manage the provision of administrative support services to the corridor. Manage mainstreaming and implementation of social cohesion. Manage facilitate the sponsorship of corridor programmes. Ensure and monitor the implementation of Sport, Arts, Culture and Heritage programmes.

- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/227** : **DIRECTOR: TRANSFORMATION PROGRAMMES REF NO: REFS/ SACR/2023/05**  
Directorate: Transformation Programmes
- SALARY** : R1 105 383 per annum, (all inclusive-package)  
**CENTRE** : Johannesburg (Head office)  
**REQUIREMENTS** : The successful candidate should have a matric certificate plus a Bachelor's Degree in General Management/ Public Management/ Human Resource Management (NQF level 7), or equivalent qualification recognized by SAQA with a 5-10 years of experience in the environment of which at least 3 years should be in middle management/ Deputy Director. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty. A valid driver's license. Skills: Decision making. Management of projects. Technical Analytic skills. Negotiation. Financial Management. Strategic and Operational. Planning and Organizing. Problem solving. Conflict management. Verbal and written communication. Leadership. Computer Literacy. Report writing. Relationship management. Knowledge of: Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Knowledge of Basic Conditions Employment Act, Community Development, Project Management principles, Legislations and prescripts.
- DUTIES** : Develop transformational policies, programmes and strategies and monitor the implementation thereof. Manage, coordinate, advise on and support the implementation of transformation programmes and activities. Identify transformation programmes and empowerment interventions. Advise internal units on the integration of transformation programmes within the Department and branch operational plans. Establish forums and engage stakeholders on the promotion and implementation of programmes and projects. Advice on translating government targets into department specific targets. Conduct impact assessments and report thereon.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

#### **OTHER POSTS**

- POST 05/228** : **CHIEF ENGINEER: MECHANICAL REF NO: REFS/ SACR/2023/06**  
Directorate: Infrastructure Development
- SALARY** : R1 090 224 – R2 068 053 per annum, (all inclusive-package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.
- CENTRE** : Johannesburg (Head office)  
**REQUIREMENTS** : The successful candidate should have a Grade 12 certificate plus a Degree (NQF Level 7) in Engineering. Registration with the Engineering Council of South Africa as a professional Engineer: Mechanical. Valid driver's license. Computer literacy. Appropriate experience after qualification has been obtained. Six (6) years' experience post qualification. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. All Best Practices Guides issued by the Construction Industry Development Board. Council for Built Environment Act of 2000. 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.
- DUTIES** : Determine engineering functional and technical norms and standards in line with nationality prescribed norms and standards. Apply engineering norms and standards in terms of all projects. Validate that infrastructure projects implemented by Implementing Agents 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. Develop policies, procedures and criteria for infrastructure projects from an engineering perspective. Prepare commissioning plans from an engineering perspective. Undertake extensive analyses from an engineering perspective to inform strategies related to the architectural services to directly support and realise the goals of the Department. Develop Project Initiation Reports, Strategic Briefs, Concept and Viability Reports or sign off in the case of outsourced services. Provide engineering inputs to all AS

Built Plans. Provide engineering inputs to the End of Year Evaluation and preparation of the End of Year Report. Provide engineering inputs to the User Asset Management Plan. Make technical inputs to the finalisation of the project list. Assist with Technical Condition Assessments from engineering perspective. Develop Business Cases for projects. Determine document management system requirements from an engineering perspective. Provide engineering inputs to prepare the Infrastructure Programme management Plan. 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 Implementation Agent (IA). Review and sign off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementation Agent (IA). Review and recommend Variation Orders in terms of contract management practice and financial implications. 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 and designs, in accordance with strategic decision-making points as defines in the Provincial Infrastructure Delivery Framework (IDMS). Manage the updating of project/ programme documentation and information and submit all built environment documentation and financial documentation to the Assistant Director Finance. Manage the interface between the end-user/ community structures and Implementing Agent. Prepare and submit progress reports (Financial and non-financial indicators). Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budget on completion of projects. Collect and update systems (if applicable) in terms of Technical Condition Assessments. Orientate users I terms of optimal usage of Facilities. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage and participate in Post Project Occupancy Evaluation exercises. Determine functional and technical norms and standards that should be updated from and architectural perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. 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. Provide credible information for updating of the project management system and the Infrastructure Reporting Model. Study professional journals and publications to stay abreast of new developments. Monitor and study the sector, legal frameworks, standard changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/ or required. Interact with relevant Professional Bodies/ Councils. 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. Implement quality control of work delivered by employees.

- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/229** : **CHIEF ENGINEER: STRUCTURAL/CIVIL REF NO: REFS/ SACR/2023/07**  
Directorate: Infrastructure Development
- SALARY** : R1 090 224 – R2 068 053 per annum, (all inclusive-package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.
- CENTRE** : Johannesburg (Head office)
- REQUIREMENTS** : The successful candidate should have a Grade 12 certificate A Matric certificate and an Engineering Degree (B Eng/BSC (Eng) (NQF Level 7). Must be registered as a Professional Engineer with ECSA. 6 years' experience post qualification. And a Valid Drivers License. Skills: Strategic capability and leadership. Problem solving and analysis. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer. People management. Planning and organizing. Conflict management. Negotiation. Change management. Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting.

Professional judgement. Research and Development. Creating a high-performance culture. Knowledge: Public service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/ Resolutions of Public Sector bargaining Councils. Basic conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related protocols and Regulations. PFMA/DORA/Treasury Regulations. Practice notes, instructions, Circulars. Provincial, Departmental Supply Chain Management Policies. Construction Industry Development Board act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public service Act of 1994 and Regulations of 2001. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Health Act and Regulations Act 61 of 2003. Engineering Profession Act of 2000. Competency Standards for Construction Procurement as issued by CIDB. Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. All different contract options for infrastructure projects.

**DUTIES**

: Provide support to prepare IPMP, prepare the IFIP, allocate projects and finalise procurement schedules. Develop and enforce standards designs (where applicable and in line with Educational designs) verify all building plans. Manage procurement for construction projects in close collaboration with departmental SCM. Manage implementation of projects, including contract management, in line with budgets, timeframes and quality standards. Prepare and present progress reports. Manage implementation of condition assessments. Perform Final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor, and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g., short-term assignments and secondments within and across operations, in support of individual development plans, requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the availability and management of funds to meet the MTEF objectives within the engineering environmental services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Assist with the establishment of the statutory structures as required in terms of the Act. Monitor OHS training interventions at all Health Facilities in terms of equipment. Monitor training and related activities. Monitor safety audits. Monitor waste management policies and procedures. Monitor effective implementation of waste management and compliance with legislative requirements. Ensure continuous professional development to keep up with new technologies and procedure. Research on technical engineering technology to improve expertise. Liaise with relevant bodies and councils on engineering related matters. Undertake planning for future human resource needs. Maintain discipline. Manage performance and development of

development 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. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/230**

: **CHIEF ENGINEER: ELECTRICAL REF NO: REFS/ SACR/2023/08**  
Directorate: Infrastructure Development

**SALARY**

: R1 090 224 – R2 068 053 per annum, (all inclusive-package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.

**CENTRE**

: Johannesburg (Head office)

**REQUIREMENTS**

: A Matric certificate and an Engineering degree (B Eng/BSC (Eng). Must be registered as a Professional Engineer with ECSA. 6 years' experience post qualification. And a Valid Drivers License. Skills: Strategic capability and leadership. Problem solving and analysis. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer. People management. Planning and organizing. Conflict management. Negotiation. Change management. Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgement. Research and Development. Creating a high-performance culture. Knowledge: Public service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/ Resolutions of Public Sector bargaining Councils. Basic conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related protocols and Regulations. PFMA/DORA/Treasury Regulations. Practice notes, instructions, Circulars. Provincial, Departmental Supply Chain Management Policies. Construction Industry Development Board act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000and Regulations. Public service Act of 1994 and Regulations of 2001. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Health Act and Regulations Act 61 of 2003. Engineering Profession Act of 2000. Competency Standards for Construction Procurement as issued by CIDB. Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Construction Industry Development Board Act of 2000and Regulations. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. All different contract options for infrastructure projects.

**DUTIES**

: Provide support to prepare IPMP, prepare the IFIP, allocate projects and finalise procurement schedules. Develop and enforce standards designs (where applicable and in Line with Educational designs) verify all building plans. Manage procurement for construction projects in close collaboration with departmental SCM. Manage implementation of projects, including contract management, in line with budgets, timeframes and quality standards. Prepare and present progress reports. Manage implementation of condition assessments. Perform Final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor, and report on all resources. Compile risk logs and manage significant

risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g., short-term assignments and secondments within and across operations, in support of individual development plans, requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the availability and management of funds to meet the MTEF objectives within the engineering environmental services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Assist with the establishment of the statutory structures as required in terms of the Act. Monitor OHS training interventions at all Health Facilities in terms of equipment. Monitor training and related activities. Monitor safety audits. Monitor waste management policies and procedures. Monitor effective implementation of waste management and compliance with legislative requirements. Ensure continuous professional development to keep up with new technologies and procedure. Research on technical engineering technology to improve expertise. Liaise with relevant bodies and councils on engineering related matters. Undertake planning for future human resource needs. Maintain discipline. Manage performance and development of development 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. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/231** : **CHIEF ARCHITECT REF NO: REFS/ SACR/2023/09**  
Directorate: Infrastructure Development
- SALARY** : R939 408 – R1 755 627 per annum, (all inclusive-package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.
- CENTRE** : Johannesburg (Head office)
- REQUIREMENTS** : The successful candidate should have a Grade 12 certificate and an NQF Level 7 in Architecture. Certificate Course in infrastructure Delivery Management. Must be registered with SACAP as a professional Architect. 6 years post qualification Architect experience required. Experience in Project Management. Skills: Financial Management, Presentation, Communication, Computer, Project Management, Leadership, Stakeholder relationship management, Change management, Planning and Organising, Human Resource Management. Knowledge: Public Service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Occupational Health and safety Act of 1993 and Regulations. Labour Relations Act of 1995/ Resolutions of Public Sector Bargaining Councils. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Architectural Profession Act 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977, regulations and Municipal Regulations.
- DUTIES** : Provide support to prepare IPMP, prepare the IFIP, allocate projects and finalise procurement schedules. Develop and enforce standards designs (where applicable and in line with Educational designs). Verify all building plans. Manage procurement for construction projects in close collaboration with departmental SCM. Manage implementation of projects, including contract management, in line with budgets, timeframes and quality standards. Prepare and present progress reports. Manage implementation of condition assessments. Provide inputs at the Education Forum in the Province to interpret, customize and adopt guidelines for functional and technical norms and standards. Assess feasibility of space through post project evaluation and update life cycle costing norms based on learning generated. Assess feasibility

of proposed projects. Provide technical inputs for the formulation of the procurement strategy and drafting of the Infrastructure Programme Implementation Plan. Provide technical inputs to prepare the Infrastructure Programme Implementation Plan. Provide inputs to the updating of the Service Delivery Agreement. Finalise the design of Master Plans. Validate that designs are in line with standardised norms and standards. Perform final review and approvals or audits on architectural designs according to design principles or theory. Coordinate design efforts and integration across disciplines to promote seamless integration with current technology. Finalise the project brief as received from the Department of Education. Finalise Accommodation Schedules. Finalise Operational Narratives. Validate relevant Project Execution Plans in terms of architectural inputs. Validate buildings plan in line with National and Local Government Building Regulations. Manage the execution of architectural strategy through the provision of appropriate structures, systems, and resources. Set architectural standards, specifications, and service levels. Monitor and maintain efficiencies according to organisational goals to direct or redirect architectural services for the attainment of organisational objectives. Finalise designs from an architectural perspective. Prepare technical documentation for Supply Chain Management processes. Serve on the relevant Supply Chain Management Committees to make technical inputs as a member of these Committees (if appointed). Undertake site visits at agreed intervals to monitor performance. Review progress reports submitted by districts and intervene where required. Review cost and scope variations from an architectural perspective. Design and implement interventions for projects that are not performing in line with cash flow projections, quality standards and timeframes. Validate invoices from an architectural perspective. Validate Project Execution Plans from an architectural perspective. Provide inputs to the setting of standards for documentation from an architectural perspective. Monitor that the required documentation from an architectural perspective are submitted to the Centralised Document warehouse. Monitor that As Built Plans are corrected and submitted before final payments are made. Attend meetings with the Department of Education to pro-actively identify problems and jointly agree on solutions as defined in the Provincial Infrastructure Delivery Management Framework from an architectural perspective. Provide inputs and credible data for the financial and non-financial performance reports from an architectural perspective. Make inputs to progress reports for all the relevant Governance Infrastructure Structures from an architectural perspective. Provide inputs for monthly progress reports for monitoring implementation of Annual Performance Plan and any specific reports required from legislature, Provincial Treasury, etc. from an architectural perspective. Validate reports on projects implemented by Alternative Implementing Agents have been completed and provide consolidated progress reports for the Education Infrastructure portfolio from an architectural perspective. Study professional journals and publications to stay abreast of new developments. Monitor and study legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Apply findings research in the work environment. Interact with relevant Professional Bodies/ Councils. Sign performance agreements for the personnel based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback (aligned to quarterly performance assessments) to personnel on performance. Mentor and coach personnel. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, and core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in compliance with Public Finance Management Act and the Treasury Regulations. Manage funds in compliance with any conditions stated in the Division of Revenue Act and signed Service Delivery Agreements. Limit under spending or overspending on any built environment project. Manage the effective spending of infrastructure grant funding in order to get value for money.

<b><u>ENQUIRIES</u></b>	:	Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
<b><u>POST 05/232</u></b>	:	<b><u>DEPUTY DIRECTOR: INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: REFS/ SACR/2023/33</u></b> Directorate: Infrastructure Management
<b><u>SALARY</u></b>	:	R908 502 per annum, (all-inclusive package). The Department will award a higher salary notch based on the experience of the applicant.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg (Head Office) The successful candidate should have grade 12 plus a Degree in Built Environment. Public Sector Management and/or related Management experience in Delivery and oversight of infrastructure programmes. (5 years post qualification) 5 years' middle management experience. A valid drivers' license. Construction Industry Development Board Act of 2000 and Regulations. All Best Practices Guides issued by the Construction Industry Development Board. Council for Built Environment Act of 2000. PFMA/DoRA/Treasury Regulations, Practice notes, Instructions, Circulars. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administration of Administrative Justice Act of 2000. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public Service Act of 1994 and Regulations of 2001.
<b><u>DUTIES</u></b>	:	Identify Infrastructure strategic objective. Determine greatest needs Department addressed as the highest priorities in terms of infrastructure delivery-including both Capital and Maintenance projects. Prepare Medium Term, Annual and Adjustments Budget. Finalize and approve Infrastructure Programme Management Plans with inputs from built environment professionals. Sign off on inputs provided to the preparation of the Infrastructure Programme Implementation Plan by implementing Agent(s) with inputs from built professionals. Review and sign-off infrastructure Programme Implementation Plans with inputs from the built environment professionals. Review and recommend signing of Agency and Service Delivery Agreements with inputs from the built environment professionals. Conduct condition assessments with inputs from the built environment professionals. Prepare maintenance plans and budget based on assessments. Manage procurement of maintenance through SCM. Implement day to day maintenance projects and programmes. Manage maintenance contracts in collaboration with SCM. Prepare maintenance plans and budgets with municipalities. Monitor implementation of maintenance by municipalities. Sign-off Project Execution plans based on recommendations of the built environment professionals. Sign-off scope and/or cost variations based on recommendations of the built environment professionals. Sign-off on Design documentation, site evaluation reports, hand over reports and close out reports based on recommendations by built environment professionals. Sign-off on specifications (document review) based on recommendations of built environment professionals. Undertake regular project site meetings and visits. Implement commissioning plans effectively and efficiently. Finalize and approve all infrastructure monitoring reports (performance and financial reports) environment professionals. Update Project/Programme Management systems with inputs from the built environment professionals. Manage Post Project with inputs from the built environment professionals and prepare reports. Make inputs to the End of the Year Evaluation and preparation of the report. Make inputs of post Project Occupancy evaluations and preparation of report. Manage feedback learning generated in terms of the application of approved norms and standards. Manage social facilitation with inputs from the built environment professionals. Monitor EPWP targets and reports on targets. Use of funds in terms of contracts issued effectively, efficiently and in compliance with Public Finance Management Act. Review and make recommendations on Task and Work Orders with inputs from the built environment professionals. Authorize invoice certified by implementation Agents with inputs from the built environment professionals. Update financial documentation and records. Prepare financial reports including management information. Update the Infrastructure Reporting Model in terms of stage 5-9. Align Sub Directorate core business and strategic objectives to that of the Department. Provide clarity to staff to understand their roles and responsibilities. Maintain discipline. Manage



performance and development of employees. Undertake human resources and other related administrative function. 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. Implement quality control of work delivery by employees.  
Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**ENQUIRIES**

**POST 05/233**

**DEPUTY DIRECTOR - CREATIVE ARTS REF NO: REFS/ SACR/2023/11**  
Directorate: Creative Arts

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

R766 584 per annum, (all-inclusive package)  
North Corridor, Region B C & D  
The successful candidate should have a Grade 12 Certificate plus a Degree (NQF level 7) in Arts/ a National Diploma in Project Management/ Public Management (NQF level 6) or equivalent. A minimum of 3-5 years' relevant experience in Assistant Director/ 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**

Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/234**

**DEPUTY DIRECTOR: CREATIVE ARTS REF NO: REFS/ SACR/2023/12**  
Directorate: Creative Arts

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

R766 584 per annum, (all-inclusive package)  
North Corridor, Region B C & D  
The successful candidate should have a Grade 12 Certificate plus a Degree (NQF level 7) in Arts/ a National Diploma in Project Management/ Public Management (NQF level 6) or equivalent. A minimum of 3-5 years' relevant experience in Assistant Director/ 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**

Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/235**

**DEPUTY DIRECTOR: CREATIVE ARTS REF NO: REFS/ SACR/2023/13**  
Directorate: Creative Arts

**SALARY**  
**CENTRE**

R766 584 per annum, (all-inclusive package)  
West Corridor, Region C & D

<b><u>REQUIREMENTS</u></b>	:	The successful candidate should have a Grade 12 Certificate plus a Degree (NQF level 7) in Arts/ a National Diploma in Project Management/ Public Management (NQF level 6) or equivalent. A minimum of 3-5 years' relevant experience in Assistant Director/ 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
<b><u>POST 05/236</u></b>	:	<b><u>DEPUTY DIRECTOR: SPORT AND RECREATION REF NO: REFS/SACR/2023/14</u></b> Directorate: Sport and Recreation
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R766 584 per annum, (all-inclusive package) West Corridor, Region A & B
<b><u>REQUIREMENTS</u></b>	:	The successful candidate should have a Grade 12 certificate plus 3 year tertiary Qualification (Degree (NQF Level 7)/B-Tech (NQF Level 7)/National Diploma (NQF Level 6) in a Sport and or Recreation field) or relevant qualification. A minimum of 3-5 years' experience in Assistant Director / Middle management position within the Sport and Recreation environment. Skills: Strategic planning; Policy analysis and development; Planning and Organizing; Decision making; Project management; Communication; Computer literacy; Interpersonal relations; problem solving; conflict resolution; budgeting and supply chain management basic understanding.
<b><u>DUTIES</u></b>	:	Develop, review and implement policies; management, planning, development, coordination of Sport and Recreation programmes in the corridor; Monitor compliance with legislative requirements, policies and procedures; Report and monitor the promotion of sport and recreation at the corridor in compliance with ISO 9001; Create an enabling environment for local and provincial programs to be implemented; Identify and develop talent. Host sport and recreational events at corridor and provincial level. Manage risks, audit findings, APP and Operational Plan targets. Manage budget and expenditure as per PFMA. Management and development of personnel. Coordinate intergovernmental relations and projects, stakeholder management. Coordinate research and impact studies. Assist in the promotion of social cohesion, nation building and national identity in the province.
<b><u>ENQUIRIES</u></b>	:	Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
<b><u>POST 05/237</u></b>	:	<b><u>DEPUTY DIRECTOR: SPORT AND RECREATION REF NO: REFS/SACR/2023/15</u></b> Directorate: Sport and Recreation
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R766 584 per annum, (all-inclusive package) South Corridor, Region A, B & C
<b><u>REQUIREMENTS</u></b>	:	The successful candidate should have a Grade 12 certificate plus 3 year tertiary Qualification (Degree (NQF Level 7)/B-Tech (NQF Level 7)/National Diploma (NQF Level 6) in a Sport and or Recreation field) or relevant qualification. A minimum of 3-5 years' experience in Assistant Director / Middle management position within the Sport and Recreation environment. Skills: Strategic planning; Policy analysis and development; Planning and Organizing; Decision making; Project management; Communication; Computer literacy; Interpersonal relations; problem solving; conflict resolution; budgeting and supply chain management basic understanding.
<b><u>DUTIES</u></b>	:	Develop, review and implement policies; management, planning, development, coordination of Sport and Recreation programmes in the corridor; Monitor compliance with legislative requirements, policies and procedures; Report and monitor the promotion of sport and recreation at the corridor in compliance with

ISO 9001; Create an enabling environment for local and provincial programs to be implemented; Identify and develop talent. Host sport and recreational events at corridor and provincial level. Manage risks, audit findings, APP and Operational Plan targets. Manage budget and expenditure as per PFMA. Management and development of personnel. Coordinate intergovernmental relations and projects, stakeholder management. Coordinate research and impact studies. Assist in the promotion of social cohesion, nation building and national identity in the province.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/238** : **DEPUTY DIRECTOR – SPORT AND RECREATION REF NO: REFS/SACR/2023/16**  
Directorate: Sport and Recreation

**SALARY** : R766 584 per annum, (all-inclusive package)  
**CENTRE** : Central Corridor, Region A & E  
**REQUIREMENTS** : The successful candidate should have a Grade 12 certificate plus 3 year tertiary Qualification (Degree (NQF Level 7)/B-Tech (NQF Level 7)/National Diploma (NQF Level 6) in a Sport and or Recreation field) or relevant qualification. A minimum of 3-5 years' experience in Assistant Director / Middle management position within the Sport and Recreation environment. Skills: Strategic planning; Policy analysis and development; Planning and Organizing; Decision making; Project management; Communication; Computer literacy; Interpersonal relations; problem solving; conflict resolution; budgeting and supply chain management basic understanding. Relations; problem solving; conflict resolution; budgeting and supply chain management.

**DUTIES** : Develop, review and implement policies; management, planning, development, coordination of Sport and Recreation programmes in the corridor; Monitor compliance with legislative requirements, policies and procedures; Report and monitor the promotion of sport and recreation at the corridor in compliance with ISO 9001; Create an enabling environment for local and provincial programs to be implemented; Identify and develop talent. Host sport and recreational events at corridor and provincial level. Manage risks, audit findings, APP and Operational Plan targets. Manage budget and expenditure as per PFMA. Management and development of personnel. Coordinate intergovernmental relations and projects, stakeholder management. Coordinate research and impact studies. Assist in the promotion of social cohesion, nation building and national identity in the province.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/239** : **DEPUTY DIRECTOR: SPORT AND RECREATION REF NO: REFS/SACR/2023/17**  
Directorate: Sport and Recreation

**SALARY** : R766 584 per annum, (all-inclusive package)  
**CENTRE** : Central Corridor, Region D F & G  
**REQUIREMENTS** : The successful candidate should have a Grade 12 certificate plus 3 year tertiary Qualification (Degree (NQF Level 7)/B-Tech (NQF Level 7)/National Diploma (NQF Level 6) in a Sport and or Recreation field) or relevant qualification. A minimum of 3-5 years' experience in Assistant Director / Middle management position within the Sport and Recreation environment. Skills: Strategic planning; Policy analysis and development; Planning and Organizing; Decision making; Project management; Communication; Computer literacy; Interpersonal relations; problem solving; conflict resolution; budgeting and supply chain management basic understanding. Relations; problem solving; conflict resolution; budgeting and supply chain management.

**DUTIES** : Develop, review and implement policies; management, planning, development, coordination of Sport and Recreation programmes in the corridor; Monitor compliance with legislative requirements, policies and procedures; Report and monitor the promotion of sport and recreation at the corridor in compliance with ISO 9001; Create an enabling environment for local and provincial programs to be implemented; Identify and develop talent. Host sport and recreational events at corridor and provincial level. Manage risks, audit findings, APP and Operational Plan targets. Manage budget and expenditure as per PFMA. Management and development of personnel. Coordinate intergovernmental relations and projects, stakeholder management. Coordinate research and

impact studies. Assist in the promotion of social cohesion, nation building and national identity in the province.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/240** : **DEPUTY DIRECTOR - CREATIVE ARTS REF NO: REFS/ SACR/2023/18**  
Directorate: Creative Arts

**SALARY** : R766 584 per annum, (all-inclusive package)  
**CENTRE** : East Corridor, Region C D & F  
**REQUIREMENTS** : The successful candidate should have a Grade 12 Certificate plus a Degree (NQF level 7) in Arts/ a National Diploma in Project Management/ Public Management (NQF level 6) or equivalent. A minimum of 3-5 years' relevant experience in Assistant Director/ 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.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/241** : **DEPUTY DIRECTOR – LIBRARY & INFORMATION SERVICES REF NO: REFS/ SACR/2023/19**  
Directorate: Provincial Archives, Library and Information Services

**SALARY** : R766 584 per annum, (all-inclusive package)  
**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : The successful candidate should have a Grade 12 certificate plus a 3 year tertiary qualification (National diploma/degree in library science/ information science. A minimum of 3-5 years in management at Assistant Director Level. Skills: Organizing own work; Problem solving; Customer care: Good interpersonal relations; Creative thinking; Computer literacy e.g. Micro Soft Office and Internet; Numeracy; Ability to work under pressure; Language proficiency; Communication; Analytical thinking; Managerial; Project management; Strategic planning; Financial management. Knowledge: Library and information science matters; Prescripts and legislations; Procedures and processes; Public Finance Management Act; Public Service Act and Regulations; Other applicable Legislations governing Public Service practices; Departmental strategy; Public Service policy and strategy on library and archive matters; Promotion of access to information Act 2 of 2000(PAIA).

**DUTIES** : Manage the line function of library services and information resources; Provide the library and information management systems; Facilitate the classification and cataloguing; Monitor the selection and acquisition of library material; Facilitate the provision of reference and information services; Plan the marketing of the library services. Manage the development of library policies and procedures; Conduct research on relevant information; Develop and ensure implementation of policies and procedures; Review and evaluate the outcomes of the policy and procedures; Develop operational plan. Manage human, financial and physical resources.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/242** : **DEPUTY DIRECTOR: DEPUTY DIRECTOR ARCHIVES REF NO: REFS/ SACR/2023/20**  
Directorate: Provincial Archives, Library and Information Services

**SALARY** : R766 584 per annum, (all-inclusive package)  
**CENTRE** : Kagiso – Gauteng Provincial Archives  
**REQUIREMENTS** : The successful candidate should have a Grade 12 certificate plus a 3-year tertiary qualification (National diploma (NQF level 6) /degree (NQF level 7) in Archival Studies/ Information Science A 3 year National diploma/degree. A 1

year Archival Studies certificate/1 year Records management Certificate will serve as an added advantage. A minimum of 3-5 years in management at Assistant Director Level. Skills: Organising. Ability to perform routine tasks. Ability to operate computer (both hardware and software). Problem solving. Ability to operate equipment. Interpersonal relationship. Research. Analytical thinking. Conflict resolutions. Policy analysis. And development. Policy objectives formulation. Budgeting. Facilitation. Ability to relate different matters which have common denominations. Knowledge: Finance: Financial regulations and instructions that must be followed during the normal course of work. That could include matters such as assisting in the budgeting process/compiling a small budget. Administrative procedures relating to specific working environments including norms and standards. Planning and organizing: How to do basic planning i.r.o. supplies needed/processes to follow to perform tasks.HR Matters such as what resources are available. What training are available. Following labour relations practices/guidelines. Maintaining discipline and motivating personnel. Assist in the merit assessment etc. and general supervisory functions. Planning and organizing: How to plan for activities and resources needed which are not of a complex nature, such as the planning and co-ordination of own work and that of sub-ordinates. Reporting procedures, Research/analysing, Meeting procedures, Use of internet and other database, Procurement directives and procedures, Compilation of management reports, Program/project planning Computer: Basic knowledge required to operate a computer system including knowledge of word processing and spreadsheet packages. Computer: Detail knowledge of the operation/utilisation of specific computer software packages and efficient utilisation of both hardware and software.

**DUTIES**

: Contribute strategically to the Archival and Records Service in Gauteng by facilitating the development of policy and legislation to ensure legislative compliance. Advice client bodies on records management throughout the records lifecycle, from creation or acquisition, through active use, maintenance, and storage phases, to the eventual destruction of records or transfer to the repository. Initiates and facilitates records inspections at client bodies. Assist client bodies with the development of records retention schedule. Obtains and issue Provincial written authorisation to dispose of records. Organise and facilitate public outreach programs and exhibitions. Provide advice and ensure compliance in the implementation of electronic records management systems. Negotiate acquisition of new collections. Control the budget and ensure spending in compliance with the PFMA. Represent the Gauteng Provincial Archives at local, provincial and national Archives and Records Service meetings. Manage and lead the Archives and Records Service section staff to ensure a high-quality customer service and service delivery to the client bodies and the public. Ensure proper preservation of Gauteng memories and archival records of historical value. Ensure awareness and compliance with the Promotion of Access to Information Act. (PAIA). Ensure access to historically valuable records and memories to the researchers and the public. Ensure capacity in the Archives and Records Service by providing advice and organising workshops and training seminars and information in areas of expertise. Assess and approve records management documents from client bodies. Manage the collection, creation, and preservation of oral history.

**ENQUIRIES**

: Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/243**

: **DEPUTY DIRECTOR: AUDIT MANAGEMENT REF NO: REFS/SACR/2023/21**  
Directorate: Risk and Integrity Management

**SALARY CENTRE REQUIREMENTS**

: R766 584 per annum, (all-inclusive package)  
: Johannesburg (Head Office)  
: The successful candidate should have a grade 12 certificate plus a 3 year Degree (NQF level 7)/Diploma (NQF level 6)/ in Auditing/Financial Management and Accounting or relevant qualification. A minimum of 5 years of relevant experience of which 3 years should be a supervisory position. Completed articles will be an added advantage. Skills: Decision making. Management of projects. Technical analytic skills. Negotiation. Financial management. Planning and Organizing. Conflict management. Verbal and written communication. Leadership computer literacy. Report writing. Relationship Management. Knowledge: Public Service Regulatory Framework, e.g. Public service Act, Public Service Regulations, Public Finance

<b><u>DUTIES</u></b>	:	management Act. Treasury Regulation; Batho Pele Principles; Code of Conduct etc. Understanding of the Department's Strategic Objective.
	:	Provide inputs to the formation of the audit plan covering critical processes/activities. Manage responses to queries from AG, GAS and legislature affecting the office of Chief Risk Officer. Draw-up an audit action plan and track its implementation with relevant managers. Monitoring and evaluation of the effectiveness of internal control measures. Coordinate engagement/exit meeting between line managers, GAS and AG. Facilitate information collation with business units within the agreed upon timelines from receipt of information requests. Verification of information prior to submission to the auditors (where possible). Monitor progress on the implementation of action plans on audit findings. Co-ordinate and participate in the monthly/quarterly meetings with management to discuss progress made in implementing action plans. Ensure updating of the tracking register upon discussions with management. Ensure compilation and submission of POE on action implemented.
<b><u>ENQUIRIES</u></b>	:	Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
<b><u>POST 05/244</u></b>	:	<b><u>DEPUTY DIRECTOR: INTEGRITY MANAGEMENT REF NO: REFS/SACR/2023/22</u></b> Directorate: Risk and Integrity Management
<b><u>SALARY</u></b>	:	R766 584 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg (Head Office)
<b><u>REQUIREMENTS</u></b>	:	The Successful candidate should have a Diploma (NQF 6)/ Degree (NQF 7) in Forensic Audit/ Risk/ Security or relevant qualification. A minimum of 3-5 years relevant experience of which at least 3 years should be in supervisory level. SKILLS: Decision making. Planning and Organising. Problem solving. Conflict Management. Verbal and written communication. Leadership. Computer Literacy. Report writing. Communication skills. Knowledge: Public Service Regulatory Framework; Public service Act; Public service Regulations; PFMA; Treasury Regulations; Batho Pele Principles; Code of Conduct; Public Service Integrity Management Framework.
<b><u>DUTIES</u></b>	:	Develop the fraud prevention plan and ethics management plan. Implementation of the fraud prevention and ethics management plan. Conduct ethics risk assessment. Ensure follow ups on the implementation of ethics action plans identified. Identification and assessment of corruption risks. Ensure follow ups on the implantation of action plans on corruption risks identified. Updating of a database of cases reported on corruption and unethical conduct reflecting with status on the investigation of cases reported. Promotion of integrity and ethical behaviour. Implementation of the code of conduct. Conduct employee educational and awareness programmes. Develop and ensure updating of the RWOPS register. Develop and ensure updating of the gift register. Facilitate the submission of financial disclosures electronically. Develop and update a register of employee's interests. Ensure verification of interests disclosed. Reporting on non-compliance.
<b><u>ENQUIRIES</u></b>	:	Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
<b><u>POST 05/245</u></b>	:	<b><u>DEPUTY DIRECTOR: GEOGRAPHICAL NAMES REF NO: REFS/SACR/2023/23</u></b> Directorate: Heritage
<b><u>SALARY</u></b>	:	R766 584 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg (Head Office)
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF6) / Degree (NQF 7) in Social science/ History. A minimum of 3-5 years' relevant experience as Assistant Director / Middle Management. Knowledges: PFMA; Legislations and prescripts. Skills: Decision making, Management of projects, Technical Analytic skills, Negotiation, Financial Management, Strategic and operational, Planning and Organizing, Problem solving, Conflict management, Verbal and written communication, Leadership, Computer literacy, Report writing, Relationship management.
<b><u>DUTIES</u></b>	:	Ensure the implementation of Gauteng naming policy and other relevant legislation; Ensure compliance with the SAGN Act and Gauteng naming Policy framework and regulations; Ensure implementation of executive decisions by Geographical Names Committee; Assist Local government to develop geographical names systems; Conduct research on unrecorded names and identify wrongly spelt and corrupted names in the province; Develop and

manage the provincial names register, liaising with relevant stakeholders; Coordinate the Geographical names awareness campaign and public participation sessions.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/246** : **DEPUTY DIRECTOR: MUSEUMS & MONUMENT REF NO: REFS/SACR/2023/24**  
Directorate: Heritage

**SALARY** : R766 584 per annum, (all-inclusive package)  
**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : The successful candidate must have Grade 12/ Matric certificate plus a National Diploma (NQF 6)/ Degree (NQF 7) in heritage and Museums studies/ Bachelors of Arts in Social Sciences or Equivalent qualification. A minimum of 3-5 years' relevant experience of which at least 3 years should be in Supervisory s/ Management level\ Assistant Director; Knowledge: Basic financial procedures that must be followed during (e.g. receiving of finds) payments on behalf of the State, Basic HR matters such as what resources are available, what training are available, following labour relations practices/guidelines. Maintaining discipline and motivating personnel. Assist in merit assessment etc. and general supervisory functions. Reporting procedures. Research/analyzing. Procurement directives and procedures. Skills: Organizing, Ability to operate computer (both hardware and software) problem solving, Conflict resolution, Project management, Policy analysis and development, Policy/objectives formulation, Budgeting, Facilitation, Research, Analytical thinking, Ability to relate different matters which have common denominators, Interpersonal relationships, Maintaining discipline.

**DUTIES** : Monitor the development of museums in the Province; Liaise with Academic Institutions on museum development; Monitor and ensure adherence to policies, Develop and manage museums systems; Manage and provide advice on exhibitions in museums.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/247** : **DEPUTY DIRECTOR: SECURITY MANAGEMENT AND OFFICE ADMIN REF NO: REFS/ SACR/2023/25**  
Directorate: Security Management and Office Administration

**SALARY** : R766 584 per annum, (all-inclusive package)  
**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : The successful candidate must have Grade 12/ Matric certificate plus relevant related Degree (NQF level 7) /Diploma (NQF level 6) in Public/Business Administration, Safety and Security. A minimum 5 years' experience in supervisory position in administration and safety and security, experience in Public Sector. Experience in events management. Skills: decision making. Management of projects. Financial and organizing problem solving, conflict management, verbal and written communication. Leadership. Computer literacy. Relationship management. Knowledge: National Archives Act. Access to public Premise and Vehicle Act. Minimum Information Security Standards. Public Financial Management Act.

**DUTIES** : Management of resources, including human resources and financial. Assist HR to conduct Pre-employment screening for new employees (Verification of qualification, citizenship and criminal record) monitor and ensure that services rendered by security and cleaning or any service providers is of quality (value for money). Manage all aspects of vetting investigation and administer within the unit. Conduct research and advice department on matters relating to vetting. Manage the development and implementation of records management policy, procedures and filing systems. Ensure filing of documents in accordance with National Archives Act and internal filing system to enhance access to and retrieval of information. Produce quarterly report on daily report on daily request and retrieval of files. Ensure the screening of both and employees and services providers. Monitor the extend of adherence to security policy and measures. Conduct constant research on effective and efficient security measures. Reveals systematic weakness, recurring risks and inform managers and employees of system weakness and risks. Manage the security function of the departmental (personnel, documents, physical, communication, information (IT) Surveillance). Develop and monitor security contract. Investigate all losses, security breaches in order to determine liability and

accountability. Conduct security threats and risk audits. Draft internal security policy based on MISS policy. Facilitate advice and ensure implementation of security risk policy, procedures, and standards on a nationwide basis. Ensure safety of personnel, property, premises, and information of the department. Liaise with other relevant Security Agencies for security related matters i.e NIA, SAPS, EMS etc. Ensure the development of all Security policies. Facilitate and coordinate and implement security plans for national days including departmental events. Develop and manage the distribution of documents all offices and all departments via messenger services and courier services. Liaise with both National and Provincial Archivist and perform all obligations in terms of relevant legislations.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/248** : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: REFS/SACR/2023/26**  
Directorate: Office of the Head of Department

**SALARY** : R766 584 per annum, (all-inclusive package)  
**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : Minimum grade 12 plus a National diploma/ degree in business administration/Public administration (NQF Level 6 or NQF level 7)). 3 – 5 years' experience in the public sector. Experience in events management, project management. 3 years should be in an Assistant Director or Middle Management position. Skills: decision making. Analytical skills. Negotiation. Financial management, planning and direction, people management, problem solving, good verbal and written communication, computer literacy, stakeholder and partnership management. Report writing, Knowledge: Public Service regulations.

**DUTIES** : Manage the administrative and logistical support services in the office of the Head of Department (HOD). Manage and maintain a system of protection of information within the office of the Head of Department (HOD). Manage and provide administrative protocol services at key departmental events. Liaise with internal and external stakeholders. Coordinate and consolidate Executive Council (EXCO) reports. Manage the coordination and consolidate the responses to legislature reports. Manage the overall day to day smooth running of office.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/249** : **DEPUTY DIRECTOR: VISUAL ARTS, CRAFT AND DESIGN INDUSTRIES REF NO: REFS/ SACR/2023/27**  
Directorate: Creative Industries

**SALARY** : R766 584 per annum, (all-inclusive package)  
**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : A recognized undergraduate qualification in Visual Arts, craft and Design (NQF level 7) or relevant qualification. A minimum of 3-5 years' experience in Visual Arts, craft and design environment. A valid driver's license. Knowledge and understanding: Knowledge of principles, legislation and policies related to cultural and creative industries. Computer Literacy. Skills: Strategic planning; Policy analysis and development; Planning and Organizing; Decision making; Project management; Communication; Computer literacy; stakeholder management, problem solving, service delivery innovation, leadership, risk management, Interpersonal relations; budgeting, analytical thinking and research. Ability to relate different matters which have common denominators.

**DUTIES** : To support policy regulatory direction in the cultural and creative industries. Assist in developing policies in the Visual arts, craft and design. Manage, planning, development, coordination of Visual arts, craft and design programmes. To coordinate exhibition and trade fairs. Facilitate interaction with all stakeholders in the sector. To initiate, support and facilitate research and development in the sector. To support in the implementation of the Creative Industries sector policies and strategies. Provide input into the compilation of the strategic and operational plans for the Directorate. Manage the implementation of the workplans. Monitor the development and implementation of programs and projects for creation of quality jobs and income generating opportunities.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861



- POST 05/250** : **DEPUTY DIRECTOR: PROCUREMENT REF NO: REFS/ SACR/2023/29**  
Directorate: Supply Chain Management
- SALARY** : R766 584 per annum, (all-inclusive package)  
**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : An appropriate 3 year recognised National Diploma (NQF 6) / Bachelor's Degree (NQF 7) in Supply Chain Management/Procurement or any relevant qualification. A minimum of 3-5 years working experience in Supply Chain Management of which 3 years should be at Assistant Director or management level. Skills: Leadership, Conflict Management, Labour Relations. Mentoring of Staff. Proactive abilities to deal with diverse matters. Problem solving. Attributes-Customers focused ethics. Change management. Quality oriented. Listening skills. Decisive and Confident. Customer Oriented. Ability to work under pressure.
- DUTIES** : Management of the team. Monitor and implement the staff training and development requirements. Manage staff performance to achieve required outcomes and departmental objectives. Provide leadership and guidance to the team. Manage investigate disciplinary cases regarding misconduct. Design and implement of procurement processes and policies. Design and implement a risk strategy for procurement for procurement. Produce monthly reports on the performance in relation to transactions. Manage client relations with services providers contracted to the department. Management of specific projects. Ensure that the services providers are paid timeously and effectively. Management of departmental demand planning processes in conjunction with Finance and End Users. Manage demand and acquisition of goods and services of the department. Develop, implement and continuously improve sourcing processes. Management of the tender processes of all tender requirements in the department. Management of Audit General's requirements manage the budget expenditure for the procurement unit. Manage departmental budgets through spending. Manage supplier complaints and grievances. Extension consultation end users in the demand planning process. Development of Contract requirements through spend analysis. Development of terms of references for tender processes. Management of International sporting events.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/251** : **DEPUTY DIRECTOR: OD JOB EVALUATION PROCESS IMPROVEMENT REF NO: REFS/ SACR/2023/31**  
Directorate: Human Capital Management
- SALARY** : R766 584 per annum, (all-inclusive package)  
**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : The successful Candidate should have Grade 12 certificate. A 3-year tertiary qualification (NQF Level 6/7) in Industrial Psychology, Management Services, Operations Management with 3-5 years' experience as an Assistant Director/ middle management position. A valid driver's license Skills: work study investigation skills. Change Management. Establishment administration. Job Profiling. Job Evaluation. Analytical. Report. Consultation. Communication. Project Management. People Management. Inter-personal. Knowledge: Knowledge and understanding of work study systems, frameworks, and processes applicable in the public service. Knowledge of change management frameworks in the public service. Knowledge of organizational structure and establishment administration systems and processes. Knowledge of job profiling and job evaluation system, processes, and procedures applicable in the public service.
- DUTIES** : Manage the coordination, facilitation and implementation of Job Evaluation and Job Description: Manage and monitor on coordination, facilitation of the development and implementation of job descriptions Facilitate development and review of job description guidelines and templates. Manage awareness sessions and workshops regarding development, review, and maintenance of Job Evaluation. Manage identification and prioritisation of posts to be evaluated. Manage departmental job evaluation (JE) projects and liaise with OOP (project plans, submissions etc.) Report on all job evaluation projects including audits Monitor and advice on coordination and facilitation of all job evaluation process. Ensure quality assurance on all JE activities. Manage development and review of departmental job evaluation policy. Manage the job evaluation database and related records. Manage the coordination, facilitation

and implementation of organisation structure and post establishment investigations and related projects within the Department: Manage all departmental organisational structure interventions. Facilitate pre-diagnostic sessions and compile reports and presentations Develop, consult, and ensure approval of organisational design project plans. Manage creation, abolishing of posts and job design processes. Manage and monitor the alignment of the organizational structure to the post establishment. Manage and facilitate the implementation of OFA report and action plans. Manage the development of Business process mapping and standards operating procedures: Manage the Facilitation, Identification, and prioritisation of business processes to be mapped and standard operating procedure (SOPs) to be developed within all departmental components. Manage the development of business process project plans in liaison with process owners. Facilitate workshops to develop process maps. Facilitate the business process mapping within business units to improve operational efficiency. Manage the data base on all business processes and standard operating procedures. Manage the implementation of the approved business process and standard operating procedures. Manage the coordination, facilitation and implementation of change management and OFA within the Department: Consult and liaise with OOP, consultants regarding departmental change management projects Provide inputs on the development and review of the departmental and provincial change management frameworks/policies. Manage coordination and facilitation of change agents training and any other development related initiative Manage coordination and facilitation of change managements events, roadshows, and other change management awareness related workshops. Manage and facilitate the implementation of OFA. Manage the implementation of OFA report/action plans. Manage coordination, facilitation of the review of the Human Resource Delegations: Liaise with DPSA, OOP, GDSD Management. Manage the review of Human Resource Delegations, Monitor and quality assure the coordination and facilitation of the review Of the HR Delegations. Manage and monitor timeous sign off and submission of HR Delegations.

- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/252** : **DEPUTY DIRECTOR: PORTFOLIO MANAGEMENT REF NO: REFS/SACR/2023/32**  
Directorate: Infrastructure Management
- SALARY** : R766 584 per annum, (all-inclusive package). The Department will award a higher salary notch based on the experience of the applicant.
- CENTRE REQUIREMENTS** : Johannesburg (Head Office)  
: The successful candidate should have Grade 12 Certificate plus a University Degree NQF level 7) in Built Environment. A minimum of 3 - 5 years' relevant management experience in infrastructure planning post qualification. A valid drivers' license.
- DUTIES** : Direct and manage the following: Preparation of business cases and strategic briefs for all infrastructure projects. Preparation of the Infrastructure Asset Management Policy, Strategy and Plan for the Department and update it every year. Determination of control budgets and cash flow projections for projects in planning and design. Spending against control budgets for all projects in planning and design. Infrastructure End of Year Infrastructure Evaluation and prepare reports. Review and acceptance of Concept Reports for all infrastructure projects. Gateway reviews. Post occupancy valuations. Updating performance and financial information related to infrastructure projects in planning and design. Validation of budget performance information for projects in planning and design.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/253** : **TOWN REGIONAL PLANNER PRODUCTION REF NO: REFS/SACR/2023/10**  
Directorate: Infrastructure Development
- SALARY** : R646 854 – R982 326 per annum, (all-inclusive package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.
- CENTRE REQUIREMENTS** : Johannesburg (Head office)  
: The successful candidate should have Grade 12 certificate plus a Degree (NQF 7) in Town and Regional Planning. The candidate should have registered

with SACPLAN as a Professional Town Planner. A minimum of 3 years' relevant town planning experience post qualification. Knowledge of the Framework of Infrastructure Delivery and Procurement management. FIDPM. A valid drivers' license. Knowledge: PFMA/DoRA/Treasury Regulations, Practice notes, Instructions, Circulars. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administration of Administrative Justice Act of 2000. Public Service Act of 1994 and Regulations of 2001. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Preferential Procurement Act of 2000 and Regulations. Government Immovable Assets Management Act of 2007. National Environment Management Act of 2008 and amendments. Labour Relations Act of 1995/Resolution of Public Sector Bargaining Councils. Standard for Infrastructure Procurement and Delivery Management of National Treasury. Gauteng IDMS Framework. Property Valuers Profession Act of 2000. Spatial Planning systems and norms of Government. Town Planning Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveyors Profession Act of 2000. Project Construction Management Valuers Profession Act 2000. Relevant Provincial Land Administration Legislation.

**DUTIES**

: Align town planning infrastructure modelling to the Departmental service plan. Prepare inputs to project planning reports from a town planner perspective. Prepare inputs to project execution plan as required as it relates to town planning specific information. Provide inputs to the Infrastructure Programme Management Plan (IPMP) and the Infrastructure Programme Implementation Plan (IPIP) as it relates to town planning related issues within legislative frameworks & norms. Validate the procurement plan as prepared by the Custodian to assess that there is alignment between site acquisition and site readiness. Coordinate site clearance in collaboration with the Custodian. Provide inputs to procurement processes when required. Prepare inputs to Medium, Annual and adjustment budgets from a town planning perspective. Develop a ranking list/criteria starting with the neediest as part of the process to eliminate backlogs aligned to the provincial spatial plan for infrastructure delivery, Provincial Infrastructure Plan and Integrated Development Plan (IDPs) of Municipalities. Determine town planning service level infrastructure standards, spatial norms, service level norms and undertake comprehensive spatial planning for infrastructure planning. Undertake spatial analysis and modelling to support comprehensive infrastructure planning framework. Identify suitable sites for infrastructure projects and undertake final validation on suitability. Validate all aspects of town planning requirements for planned infrastructure projects. Represent the Department at the different spatial forums for example the planning divisions to promote alignment between health planning and broader provincial planning. Interact with the Custodian, COGTA and related planning forums in the province to promote seamless and integrated spatial planning. Make town planning inputs to prioritization model(s). Make town planning inputs to the development of commissioning plans. Make town planning inputs to the User Asset Management Plan. Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards from a town planning perspective. Make inputs to the technical norms and standards in line with nationally prescribed technical norms and standards from a town planning perspective. Make inputs to infrastructure policies from a town planning perspective. Contribute to the updating of functional and technical norms and standards updated based on learning generated through post project evaluations and post occupancy evaluation from a town planning perspective. Contribute from a town planning perspective to post project, post occupancy and end of the year evaluations as well as preparation of reports. Study professionals 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. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/254** : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: REFS/ SACR/2023/34**  
Directorate: Strategic Planning and Knowledge Management

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : The successful candidate should have a Grade 12 certificate an appropriate tertiary qualification, National Diploma (NQF 6) Degree (NQF7) in Public Administration or Knowledge Management studies. Extensive and relevant experience in the core business Sport, Arts, Culture and Recreation preferably in the public service environment. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. Skills: Planning and Organizing, Ability to operate computer, Service delivery process improvement, Problem solving, Formulating and editing, People management, Conflict resolution, Interviewing, Facilitation, Interpersonal relationship, Research, Analytical thinking, Decision judgement, Teamwork, Client Orientation, Communication, Drive for results, Management skills, Learning and knowledge sharing, Project Management, Policy Analysis and interpretation, Report writing and Supervising. Knowledge: Good knowledge and understanding of the mandate, core business of the Department and community development. Knowledge in service delivery process improvement, understanding of policies of the Department. Public Service Regulatory Frameworks, and Clients orientation. Understanding of Transformation, Modernization and Re-industrializing the service delivery.

**DUTIES** : Develop and coordinate the implementation of Departmental knowledge management strategy and systems. Establish and review the strategy to acquire the more knowledge. Develop knowledge enquiring process. Design communication process. Design the system to encourage employee to share knowledge effectively and efficiently. Interact and coordinate interviews with relevant stakeholders to share the knowledge acquired. Develop processes to disseminate the knowledge. Develop quarterly articles to ensure effective flowing of Departmental knowledge. Write timeously the articles or leaflets for sharing of knowledge for service delivery improvement. To ensure the compilation and maintenance of a database on statistics and outcomes. Analyse departmental documents and draft reports on findings. Monitor the outcomes of the knowledge management systems and make recommendations for training.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/255** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: REFS/ SACR/2023/35**  
Directorate: Strategic Management Planning Reporting

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : The successful candidate should have a three- year tertiary qualification, National Diploma (NQF 6) or B Degree (NQF 7) in Public Management/ Public Administration or Social Sciences or Project Management. Postgraduate certificate/ qualification in M&E will be an added advantage. A minimum of 3-5 years' experience in Monitoring and Evaluation field. Skills: Problem solving, Decision making, Communication and presentation skills, Interpersonal relations, Computer skills, good report writing skills, research skills and data analysis skills. Knowledge: Government-Wide Monitoring & Evaluation Framework, National Evaluation Plan, understanding and application of the relevant Public Service legislative framework, and broad knowledge of government development objectives.

**DUTIES** : Implement M&E processes and systems to ensure effective monitoring and evaluation of Departmental programmes, events and projects. Coordinate and conduct monitoring visits to programmes, events and projects. Conduct monthly and quarterly performance information verification. Coordinate the evaluation of Departmental programmes, events and projects. Coordinate M&E capacity building programmes for officials and stakeholders. Coordinate quarterly institutional performance review sessions for the Department.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/256** : **ASSISTANT DIRECTOR: STRATEGIC MANAGEMENT PLANNING AND REPORTING REF NO: REFS/ SACR/2023/36**  
Directorate: Strategic Management Planning Reporting

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : The successful candidate should have a Grade 12 certificate plus a National Diploma (NQF 6) / Degree (NQF 7) in Public Management & Governance/ Administration, Social Sciences, Strategic Management or relevant qualification. A minimum of 3-5 years' experience in government planning, reporting and Monitoring and Evaluation environment. Knowledge and understanding of Framework for Strategic Plans and Annual Performance Plans, Medium-Term Strategic Framework, Framework for Managing Performance Information Treasury Regulations, PFMA, MTSF, Integrated development, and planning. Skills: problem solving, decision making, verbal and written communication, relationship management, computer literacy, management of projects, technical, analytical, planning and organizing, conflict management, financial management and leadership, record keeping (both electronic and manual), report writing and negotiation skills.

**DUTIES** : Implement the Departmental Strategic Planning Systems Framework. Development and Coordination of Strategic Plans, Annual Performance Plans and Operational Plans. Coordinate the development and implementation of Service Delivery Improvement Plan, Charter and Standards. Integrated Planning and Reporting. Coordinate and facilitate Departmental and Chief Directorates' Strategic Planning and Budgeting Retreats and pre-retreats. Consolidation of inputs into the Estimate of Provincial Revenue Expenditure (EPRE). Consolidation of Departmental inputs into the Growing Gauteng Together (GGT) 2030 Plan of Action and Provincial Plan. Development of Departmental Sector Plans, Development and implementation of the Annual Strategic Planning Schedule. Coordinate and facilitate strategic and operational planning processes. Consolidate input into the SONA, SOPA and Budget Speeches. Review the annual performance plan as per budget adjustment process. Analyse organisational performance and provide strategic inputs. To undertake any other duties compatible with the nature of the post or as directed by the line manager. Communicate in the workplace and team. Responsible for corporate identity compliance. Render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Monitor the expenditure of the sub-directorate. Act as Deputy Director when required. Input into the integrated development plans of local government. Represent the department at various National and Provincial Forums.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/257** : **ASSISTANT DIRECTOR: POLICY AND RESEARCH REF NO: REFS/ SACR/2023/37**  
Directorate: Strategic Planning and Reporting

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : The successful candidate should have grade 12 certificate plus an appropriate tertiary qualification, National Diploma (NQF 6) Degree (NQF 7) / Postgraduate Degree (NQF 8)/ B – Tech Social Science in Public Management and Governance / Administration or Development Studies plus relevant experience in policy development and research area preferably in the public service environment. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. Skills: Management - Strategic planning, research analysis and development ,ability to conduct quantitative and qualitative research, excellent analytical and advanced research report writing, ability to implement knowledge management systems and practices, analytical thinking, decision making, communication and research findings presentation, computer literate, good interpersonal relations and ability to work beyond official working hours, problem solving and conflict resolution, ability to prioritize and manage time effectively. Knowledge: Excellent knowledge and understanding of research principles, design, methodology and instruments. Good knowledge and understanding of research management which includes developing a research proposal, collection data, writing research report and presenting findings. Good understanding of knowledge management systems

		and practices. Planning and organizing. HR matters. Finance. Training. Compilation of management reports. Reporting procedures. Research and policy analysis. Administration procedures relating to specific working environment including norms and standards.
<b><u>DUTIES</u></b>	:	Ensure effective development and implementation of research strategy and policy management assignments. Develop, Implement and maintain protocols for both external and internal research policy. Plan, Facilitate integration of research activities in the department for supremacy of resources alignment. Maintain repository of research products and facilitate dissemination of research results for good governance. Facilitate the development and review of both sectoral and operational policies.
<b><u>ENQUIRIES</u></b>	:	Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
<b><u>POST 05/258</u></b>	:	<b><u>ASSISTANT DIRECTOR: CREATIVE CLUSTER &amp; COMMUNITIES (NORTHERN CORRIDOR REGION A ART) REF NO: REFS/ SACR/2023/38</u></b> Directorate: Creative Cluster & Communities
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 per annum, (plus benefits) Tshwane The successful candidate should have a grade 12 certificate plus a three year tertiary qualification, National Diploma (NQF 6)/degree (NQF 7) in Arts, Public Administration or Management. A minimum of 3-5 years' experience in the relevant field, of which 3 years must be at a supervisory level, Knowledge: A good knowledge and understanding of the principles, policies and best practice Creative Cluster & Communities. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.
<b><u>DUTIES</u></b>	:	Assist in the development and review policies and monitor the implementation thereof. Monitor compliance with legislative requirements, policies and procedures (processes). Host and retain major cultural events in the province (Region). Assist in the promotion of social cohesion, nation building and national identity in the province (Region). Assist in facilitating the planning, development, coordination of arts and culture programmes in the communities (Region).
<b><u>ENQUIRIES</u></b>	:	Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
<b><u>POST 05/259</u></b>	:	<b><u>ASSISTANT DIRECTOR: CREATIVE CLUSTER &amp; COMMUNITIES (WESTERN CORRIDOR REGION A ART) REF NO: REFS/ SACR/2023/39</u></b> Directorate: Creative Cluster & Communities
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 per annum, (plus benefits) West Corridor The successful candidate should have a grade 12 certificate plus a three year tertiary qualification, National Diploma (NQF 6)/degree (NQF 7) in Arts, Public Administration or Management. A minimum of 3-5 years' experience in the relevant field, of which 3 years must be at a supervisory level, Knowledge: A good knowledge and understanding of the principles, policies and best practice Creative Cluster & Communities. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.
<b><u>DUTIES</u></b>	:	Assist in the development and review policies and monitor the implementation thereof. Monitor compliance with legislative requirements, policies and procedures (processes). Host and retain major cultural events in the province (Region). Assist in the promotion of social cohesion, nation building and national identity in the province (Region). Assist in facilitating the planning, development, coordination of arts and culture programmes in the communities (Region).
<b><u>ENQUIRIES</u></b>	:	Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
<b><u>POST 05/260</u></b>	:	<b><u>ASSISTANT DIRECTOR: CREATIVE CLUSTER &amp; COMMUNITIES (WESTERN CORRIDOR REGION D ART) REF NO: REFS/ SACR/2023/40</u></b> Directorate: Creative Cluster & Communities
<b><u>SALARY CENTRE</u></b>	:	R393 711 per annum, (plus benefits) West Corridor

- REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a three year tertiary qualification, National Diploma (NQF 6)/degree (NQF 7) in Arts, Public Administration or Management. A minimum of 3-5 years' experience in the relevant field, of which 3 years must be at a supervisory level, Knowledge: A good knowledge and understanding of the principles, policies and best practice Creative Cluster & Communities. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.
- DUTIES** : Assist in the development and review policies and monitor the implementation thereof. Monitor compliance with legislative requirements, policies and procedures (processes). Host and retain major cultural events in the province (Region). Assist in the promotion of social cohesion, nation building and national identity in the province (Region). Assist in facilitating the planning, development, coordination of arts and culture programmes in the communities (Region)
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/261** : **ASSISTANT DIRECTOR: CREATIVE CLUSTER & COMMUNITIES (WESTERN CORRIDOR REGION C ART) REF NO: REFS/ SACR/2023/41**  
Directorate: Creative Cluster & Communities
- SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : West Corridor  
**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a three year tertiary qualification, National Diploma (NQF 6)/degree (NQF 7) in Arts, Public Administration or Management. A minimum of 3-5 years' experience in the relevant field, of which 3 years must be at a supervisory level, Knowledge: A good knowledge and understanding of the principles, policies and best practice Creative Cluster & Communities. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.
- DUTIES** : Assist in the development and review policies and monitor the implementation thereof. Monitor compliance with legislative requirements, policies and procedures (processes). Host and retain major cultural events in the province (Region). Assist in the promotion of social cohesion, nation building and national identity in the province (Region). Assist in facilitating the planning, development, coordination of arts and culture programmes in the communities (Region)
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/262** : **ASSISTANT DIRECTOR: CREATIVE CLUSTER & COMMUNITIES (WESTERN CORRIDOR REGION B ART) REF NO: REFS/ SACR/2023/42**  
Directorate: Creative Cluster & Communities
- SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : West Corridor  
**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a three year tertiary qualification, National Diploma (NQF 6)/degree (NQF 7) in Arts, Public Administration or Management. A minimum of 3-5 years' experience in the relevant field, of which 3 years must be at a supervisory level, Knowledge: A good knowledge and understanding of the principles, policies and best practice Creative Cluster & Communities. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.
- DUTIES** : Assist in the development and review policies and monitor the implementation thereof. Monitor compliance with legislative requirements, policies and procedures (processes). Host and retain major cultural events in the province (Region). Assist in the promotion of social cohesion, nation building and national identity in the province (Region). Assist in facilitating the planning, development, coordination of arts and culture programmes in the communities (Region).
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/263** : **ASSISTANT DIRECTOR: CREATIVE CLUSTER & COMMUNITIES (EASTERN CORRIDOR REGION F ART) REF NO: REFS/ SACR/2023/43**  
Directorate: Creative Cluster & Communities

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : East Corridor  
**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a three year tertiary qualification, National Diploma (NQF 6)/degree (NQF 7) in Arts, Public Administration or Management. A minimum of 3-5 years' experience in the relevant field, of which 3 years must be at a supervisory level, Knowledge: A good knowledge and understanding of the principles, policies and best practice Creative Cluster & Communities. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.

**DUTIES** : Assist in the development and review policies and monitor the implementation thereof. Monitor compliance with legislative requirements, policies and procedures (processes). Host and retain major cultural events in the province (Region). Assist in the promotion of social cohesion, nation building and national identity in the province (Region). Assist in facilitating the planning, development, coordination of arts and culture programmes in the communities (Region).

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/264** : **ASSISTANT DIRECTOR: CREATIVE CLUSTER & COMMUNITIES (EASTERN CORRIDOR REGION C & D ART) REF NO: REFS/ SACR/2023/44**  
Directorate: Creative Cluster & Communities

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : East Corridor  
**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a three year tertiary qualification, National Diploma (NQF 6)/degree (NQF 7) in Arts, Public Administration or Management. A minimum of 3-5 years' experience in the relevant field, of which 3 years must be at a supervisory level, Knowledge: A good knowledge and understanding of the principles, policies and best practice Creative Cluster & Communities. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.

**DUTIES** : Assist in the development and review policies and monitor the implementation thereof. Monitor compliance with legislative requirements, policies and procedures (processes). Host and retain major cultural events in the province (Region). Assist in the promotion of social cohesion, nation building and national identity in the province (Region). Assist in facilitating the planning, development, coordination of arts and culture programmes in the communities (Region).

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/265** : **ASSISTANT DIRECTOR: CREATIVE CLUSTER & COMMUNITIES (EASTERN CORRIDOR REGION B ART) REF NO: REFS/ SACR/2023/45**  
Directorate: Creative Cluster & Communities

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : East Corridor  
**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a three-year tertiary qualification, National Diploma (NQF 6)/degree (NQF 7) in Arts, Public Administration or Management. A minimum of 3-5 years' experience in the relevant field, of which 3 years must be at a supervisory level, Knowledge: A good knowledge and understanding of the principles, policies and best practice Creative Cluster & Communities. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.

**DUTIES** : Assist in the development and review policies and monitor the implementation thereof. Monitor compliance with legislative requirements, policies and procedures (processes). Host and retain major cultural events in the province



(Region). Assist in the promotion of social cohesion, nation building and national identity in the province (Region). Assist in facilitating the planning, development, coordination of arts and culture programmes in the communities (Region).

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/266** : **ASSISTANT DIRECTOR: CREATIVE CLUSTER & COMMUNITIES (SOUTHERN CORRIDOR REGION B ART) REF NO: REFS/ SACR/2023/46**  
Directorate: Creative Cluster & Communities

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : South Corridor  
**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a three year tertiary qualification, National Diploma (NQF 6)/degree (NQF 7) in Arts, Public Administration or Management. A minimum of 3-5 years' experience in the relevant field, of which 3 years must be at a supervisory level, Knowledge: A good knowledge and understanding of the principles, policies and best practice Creative Cluster & Communities. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.

**DUTIES** : Assist in the development and review policies and monitor the implementation thereof. Monitor compliance with legislative requirements, policies and procedures (processes). Host and retain major cultural events in the province (Region). Assist in the promotion of social cohesion, nation building and national identity in the province (Region). Assist in facilitating the planning, development, coordination of arts and culture programmes in the communities (Region)

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/267** : **ASSISTANT DIRECTOR: CREATIVE CLUSTER & COMMUNITIES (CENTRAL CORRIDOR REGION B & C ART) REF NO: REFS/ SACR/2023/48**  
Directorate: Creative Cluster & Communities

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : Central Corridor  
**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a three year tertiary qualification, National Diploma (NQF 6)/degree (NQF 7) in Arts, Public Administration or Management. A minimum of 3-5 years' experience in the relevant field, of which 3 years must be at a supervisory level, Knowledge: A good knowledge and understanding of the principles, policies and best practice Creative Cluster & Communities. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.

**DUTIES** : Assist in the development and review policies and monitor the implementation thereof. Monitor compliance with legislative requirements, policies and procedures (processes). Host and retain major cultural events in the province (Region). Assist in the promotion of social cohesion, nation building and national identity in the province (Region). Assist in facilitating the planning, development, coordination of arts and culture programmes in the communities (Region)

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/268** : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (NORTHERN CORRIDOR REGION C & D) REF NO: REFS/ SACR/2023/50**  
Directorate: \ Sport Development and School Sport

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : Tshwane  
**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and

support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.

**DUTIES** : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/269** : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (NORTHERN CORRIDOR REGION A) REF NO: REFS/ SACR/2023/51**  
Directorate: Sport Development and School Sport

**SALARY** : R393 711 per annum, (plus benefits)

**CENTRE** : Tshwane

**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.

**DUTIES** : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/270** : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (NORTHERN CORRIDOR REGION E & F) REF NO: REFS/ SACR/2023/52**  
Directorate: Sport Development and School Sport

**SALARY** : R393 711 per annum, (plus benefits)

**CENTRE** : Tshwane

**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure

the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.

**DUTIES** : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/271** : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (NORTHERN CORRIDOR REGION B) REF NO: REFS/ SACR/2023/53**  
Directorate: Sport Development and School Sport

**SALARY** : R393 711 per annum, (plus benefits)

**CENTRE** : Tshwane

**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.

**DUTIES** : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/272** : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (WESTERN CORRIDOR REGION A) REF NO: REFS/ SACR/2023/54**  
Directorate: Sport Development and School Sport

**SALARY** : R393 711 per annum, (plus benefits)

**CENTRE** : Western Corridor

**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes.

		Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.
<b><u>DUTIES</u></b>	:	To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.
<b><u>ENQUIRIES</u></b>	:	Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
<b><u>POST 05/273</u></b>	:	<b><u>ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (WESTERN CORRIDOR REGION B) REF NO: REFS/ SACR/2023/55</u></b> Directorate: Sport Development and School Sport
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 per annum, (plus benefits) Western Corridor The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.
<b><u>DUTIES</u></b>	:	To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.
<b><u>ENQUIRIES</u></b>	:	Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
<b><u>POST 05/274</u></b>	:	<b><u>ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (WESTERN CORRIDOR REGION C) REF NO: REFS/ SACR/2023/56</u></b> Directorate: Sport Development and School Sport
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 per annum, (plus benefits) Western Corridor The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the

implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.

**DUTIES** : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/275** : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (WESTERN CORRIDOR REGION D) REF NO: REFS/ SACR/2023/57**  
Directorate: Sport Development and School Sport

**SALARY** : R393 711 per annum, (plus benefits)

**CENTRE** : Western Corridor

**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.

**DUTIES** : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/276** : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (SOUTH CORRIDOR REGION C) REF NO: REFS/ SACR/2023/58**  
Directorate: Sport Development and School Sport

**SALARY** : R393 711 per annum (plus benefits)

**CENTRE** : South Corridor Region C

**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans.

		Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.
<b><u>DUTIES</u></b>	:	To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.
<b><u>ENQUIRIES</u></b>	:	Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
<b><u>POST 05/277</u></b>	:	<b><u>ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (SOUTH CORRIDOR REGION B) REF NO: REFS/ SACR/2023/59</u></b> Directorate: Sport Development and School Sport
<b><u>SALARY</u></b>	:	R393 711 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	South Corridor: Region B
<b><u>REQUIREMENTS</u></b>	:	The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.
<b><u>DUTIES</u></b>	:	To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.
<b><u>ENQUIRIES</u></b>	:	Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
<b><u>POST 05/278</u></b>	:	<b><u>ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (EAST CORRIDOR REGION F) REF NO: REFS/ SACR/2023/60</u></b> Directorate: Sport Development and School Sport
<b><u>SALARY</u></b>	:	R393 711 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	East Corridor: Region F
<b><u>REQUIREMENTS</u></b>	:	The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate

- the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.
- DUTIES** : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/279** : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (EAST CORRIDOR REGION A) REF NO: REFS/ SACR/2023/61**  
Directorate: Sport Development and School Sport
- SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : East Corridor: Region A  
**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.
- DUTIES** : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/280** : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (EAST CORRIDOR REGION B) REF NO: REFS/ SACR/2023/62**  
Directorate: Sport Development and School Sport
- SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : East Corridor: Region B  
**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning

system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.

**DUTIES** : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/281** : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (EAST CORRIDOR REGION E) REF NO: REFS/ SACR/2023/63**  
Directorate: Sport Development and School Sport

**SALARY CENTRE REQUIREMENTS** : R393 711 per annum, (plus benefits)  
: East Corridor: Region E  
: The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.

**DUTIES** : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/282** : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (CENTRAL CORRIDOR REGION B&C) REF NO: REFS/ SACR/2023/64**  
Directorate: Sport Development and School Sport

**SALARY CENTRE REQUIREMENTS** : R393 711 per annum, (plus benefits)  
: Central Corridor: Region B&C  
: The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport



programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.

**DUTIES** : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/283** : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (CENTRAL CORRIDOR REGION F) REF NO: REFS/ SACR/2023/65**  
Directorate: Sport Development and School Sport

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : Central Corridor: Region F  
**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.

**DUTIES** : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/284** : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (CENTRAL CORRIDOR REGION D) REF NO: REFS/ SACR/2023/66**  
Directorate: Sport Development and School Sport

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : Central Corridor: Region D  
**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport

- programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.
- DUTIES** : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/285** : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (CENTRAL CORRIDOR REGION A&E) REF NO: REFS/ SACR/2023/67**  
Directorate: Sport Development and School Sport
- SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : Central Corridor: Region A&E  
**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.
- DUTIES** : Provide input into the compilation of the operational plans for the sub-directorate. Manage the implementation of the Annual Performance plans at sub-directorate level. Compile and submit budget estimates for the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Acts as Deputy Director: Corporate Communications as required. Facilitate training and development of staff. School Sport: Facilitate capacity building for educators. Facilitate capacity building for school sport structures. Liaise with district school sport officials. Coordinate regional and provincial tournaments and sport events. Facilitate the preparation of Team Gauteng's participation in the national tournaments. Liaise with service providers to ensure correct service delivery.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/286** : **ASSISTANT DIRECTOR: RECREATION (CENTRAL CORRIDOR REGION B&C) REF NO: REFS/ SACR/2023/68**  
Directorate: Recreation
- SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : Central Corridor: Region B&C  
**REQUIREMENTS** : The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.

- DUTIES** : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/287** : **ASSISTANT DIRECTOR: RECREATION (CENTRAL CORRIDOR REGION D) REF NO: REFS/ SACR/2023/69**  
Directorate: Recreation
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum, (plus benefits)  
: Central Corridor: Region D  
: The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.
- DUTIES** : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/288** : **ASSISTANT DIRECTOR: RECREATION (EAST CORRIDOR REGION E) REF NO: REFS/ SACR/2023/70**  
Directorate: Recreation
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum, (plus benefits)  
: East Corridor: Region E  
: The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.
- DUTIES** : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/289** : **ASSISTANT DIRECTOR: RECREATION (EAST CORRIDOR REGION C&D) REF NO: REFS/ SACR/2023/71**  
Directorate: Recreation
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum, (plus benefits)  
: East Corridor: Region C&D  
: The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy

- Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.
- DUTIES** : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/290** : **ASSISTANT DIRECTOR: RECREATION (EAST CORRIDOR REGION F)**  
**REF NO: REFS/ SACR/2023/72**  
Directorate: Recreation
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum, (plus benefits)  
: East Corridor: Region F  
: The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.
- DUTIES** : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/291** : **ASSISTANT DIRECTOR: RECREATION (EAST CORRIDOR REGION B)**  
**REF NO: REFS/ SACR/2023/73**  
Directorate: Recreation
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum, (plus benefits)  
: East Corridor: Region B  
: The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.
- DUTIES** : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/292** : **ASSISTANT DIRECTOR: RECREATION (SOUTH CORRIDOR REGION C)**  
**REF NO: REFS/ SACR/2023/74**  
Directorate: Recreation
- SALARY CENTRE** : R393 711 per annum, (plus benefits)  
: South Corridor: Region C

- REQUIREMENTS** : The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.
- DUTIES** : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/293** : **ASSISTANT DIRECTOR: RECREATION (SOUTH CORRIDOR REGION A)**  
**REF NO: REFS/ SACR/2023/75**  
Directorate: Recreation
- SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : South Corridor: Region A  
**REQUIREMENTS** : The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.
- DUTIES** : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/294** : **ASSISTANT DIRECTOR: RECREATION (SOUTH CORRIDOR REGION B)**  
**REF NO: REFS/ SACR/2023/76**  
Directorate: Recreation
- SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : South Corridor: Region B  
**REQUIREMENTS** : The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.
- DUTIES** : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/295** : **ASSISTANT DIRECTOR: RECREATION (NORTH CORRIDOR REGION C&D) REF NO: REFS/ SACR/2023/77**  
Directorate: Recreation

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : North Corridor: Region C&D  
**REQUIREMENTS** : The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.

**DUTIES** : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/296** : **ASSISTANT DIRECTOR: RECREATION (NORTH CORRIDOR REGION A) REF NO: REFS/ SACR/2023/78**  
Directorate: Recreation

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : North Corridor: Region A  
**REQUIREMENTS** : The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.

**DUTIES** : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/297** : **ASSISTANT DIRECTOR: RECREATION (NORTH CORRIDOR REGION E&F) REF NO: REFS/ SACR/2023/79**  
Directorate: Recreation

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : North Corridor: Region E&F  
**REQUIREMENTS** : The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.

**DUTIES** : Mass Participation: Facilitate the implementation of talent identification program in participating schools. Provide support to the Contract workers

(school sport assistants). Liaise with the school sport committee. Coordinate sch Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting. ool sport festivals. Facilitate the establishment school leagues. Do monitoring and evaluation of the program and events. Liaise with relevant district officials. Provide support on Partnership (Dreams and Teams).

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/298** : **ASSISTANT DIRECTOR: RECREATION (NORTH CORRIDOR REGION B)**  
**REF NO: REFS/ SACR/2023/80**  
Directorate: Recreation

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : North Corridor: Region B  
**REQUIREMENTS** : The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.

**DUTIES** : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/299** : **ASSISTANT DIRECTOR: RECREATION (WEST CORRIDOR REGION B)**  
**REF NO: REFS/ SACR/2023/81**  
Directorate: Recreation

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : West Corridor: Region B  
**REQUIREMENTS** : The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.

**DUTIES** : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/300** : **ASSISTANT DIRECTOR: RECREATION (WEST CORRIDOR REGION A)**  
**REF NO: REFS/ SACR/2023/82**  
Directorate: Recreation

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : West Corridor: Region A  
**REQUIREMENTS** : The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport

Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.

**DUTIES** : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/301** : **ASSISTANT DIRECTOR: PRESERVATION AND CONSERVATION REF NO: REFS/ SACR/2023/83**  
Directorate: Archival Services

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : Kagiso – Gauteng Provincial Archives

**REQUIREMENTS** : The successful candidate should have grade 12 certificate plus a three-year tertiary qualification, National diploma (NQF 6) / Degree (NQF 7) in Conservation. A Driver's license. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level, Experience to perform tests and deacidification of paper and books. Skills: Computer, Planning and organizing, Good verbal and written communication skills, flexibility, Teamwork and Interpersonal relations. Knowledge: Knowledge of a wide range of work procedures and/or processes such as: knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of and ability to perform teste and deacidification of paper and books. Knowledge of binding and conservation materials and tools, as well their use. Ability to create preservation enclosures, including boxes and encapsulations. Ability to plan, organize, coordinate and critique work assignments. Knowledge and understanding of the legislative framework governing the public services.

**DUTIES** : Uses independent judgement to restore or repair binding in accordance with historical styles and conservation requirements. This may include construction of new spines, rebacking, resewing of the text blocks and complete rebinding. Performs various paper repair techniques to correct tears, lacunae, stains etc. examples of paper repair include; endsheet replacement, tissue repair, guarding of center folds and removing and replacing old mends. Create protective enclosures including phase boxes, rare book boxes, portfolios, envelopes and polyester encapsulations for material which cannot be otherwise treated. Deacidifies paper by aqueous and non-aqueous methods to slow or halt acidic deterioration. Determine the reaction of paper, ink and dyes to deacidification and determines the most appropriate reaction of completing work on each individual item. Tests paper, textiles, leather, adhesives and other library materials and structures by chemical and mechanical means to determine their durability and longevity. Examples of tests are those for acid, ground wood and alum content and flexibility, solubility and durability of materials. Assists in training, work assignment and supervision of the student assistants.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/302** : **ASSISTANT DIRECTOR: READING ROOM AND RESEARCH REF NO: REFS/ SACR/2023/84**  
Directorate: Archival Services

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : kagiso – Gauteng Provincial Archives

**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a three-year tertiary qualification, National Diploma (NQF 6)/Bachelor's Degree (NQF 7) in Archival Studies, Records Management, Library and Information management, Information Management or Oral History. A valid Driver's License. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must



be at a supervisory level. Skills: Research, Organizing, Report writing, Ability to operate computers, Interpersonal Relationship, Problem solving, Project management, Budgeting, Accountability, Analytical thinking, Conflict resolution, Verbal and written communication, Presentation and training, Supervision, Planning. Knowledge: Information Retrieval, Records Management practices, Records collection development Archival processes, National Archives Act, Promotion of Access to information Act, Public Finance Management Act, Public Service Regulations, Labour Relations Act, Supply Chain Management Regulations and procedures, Budgeting and budget control, Report writing and procedures, Departmental mandate and core programme.

**DUTIES** : To provide efficient reading room service and professional advice to all users. To provide guidance and support to researchers and other users. To provide hands on assistance on the need or on request. To provide researchers with information and material on the Archives collection. To source and retrieve information for the public and researchers. To conduct reference interviews.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/303** : **ASSISTANT DIRECTOR: ORAL HISTORY REF NO: REFS/ SACR/2023/85**  
Directorate: Provincial Archives

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : Kagiso – Gauteng Provincial Archives

**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a 3 year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Historical Science / Anthropology/Social Science. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. A valid Driver's license. Skills: Organizing, Report writing, Ability to operate computers, Interpersonal relationship, Problem solving, Project management, Budgeting, Accountability, Analytical thinking, Conflict resolution, Verbal and written communication, Presentation, training, Supervision, Planning. Knowledge: Records Management practices, National Archives Act, Gauteng Provincial Archives Act, Promotion of Access to information Act, Public Finance Management Act, Public Service Regulations, Labour Relations Act, Supply Chain Management Regulations and procedures, Budgeting and budget control, Report writing and procedures, Departmental mandate and core programme.

**DUTIES** : Conduct recording or filming of oral history projects. Conduct oral history trainings. Undertake the identification, research, selection and exhibition or display of oral history items. Undertake research to identify potential sources. Advise on oral history methods and equipment. To collect research and transcribe oral history records. Implement oral history programmes.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/304** : **ASSISTANT DIRECTOR: HISTORY AND HERITAGE COLLECTION REF NO: REFS/ SACR/2023/86**  
Directorate: Provincial Archives

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : Kagiso – Gauteng Provincial Archives

**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a three year tertiary qualification, National Diploma (NQF 6) / Degree (NQF 7) in Historical Science/Anthology/Social Science. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. Skills: Research, Organizing, Report writing, ability to operate computers, Interpersonal relationship, Problem solving, Verbal and written communication, Presentation, Training, Supervision and Planning. Knowledge: Records Management Practices. National Archives Act. Gauteng Provincial Archives Act. Promotion of Access to information Act. Public Finance Management Act. Public Service Regulations. Labour Relations Act. Supply Chain Management Regulations and Procedures. History and Heritage projects. Budgeting and budget control. Reporting writing and procedures. Departmental mandate and core programme.

**DUTIES** : To conduct archival and history collection development. To perform desktop research on archival and historical collection. Assist in the collection of public and non-public archival and historical records. Provide advice on archival and

- historical collection and accessioning methods. Undertake the identification, research, selection and exhibition or display of heritage collections.  
Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- ENQUIRIES** :
- POST 05/305** : **ASSISTANT DIRECTOR: OUTREACH PROGRAMMES REF NO: REFS/ SACR/2023/87**  
Directorate: Archives Preservation
- SALARY CENTRE REQUIREMENTS** :
- R393 711 per annum, (plus benefits)  
Kagiso – Gauteng Provincial Archives
- The successful candidate should have a grade 12 certificate plus a three-year tertiary qualification, National Diploma (NQF 6)/ Bachelor's Degree (NQF 7) in Archival Studies, Records Management, Information Management or Oral History. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. Driver's License. Skills: Marketing, Organizing. Report writing. Ability to operate computers. Interpersonal relationship. Problem solving. Project management. Budgeting. Conflict resolution. Verbal and written communication. Presentation. Training. Supervision. Planning. Knowledge: Knowledge of a wide range of work procedures and/or processes such as: Records Management practices. National Archives Act. Gauteng Provincial Archives Act. Promotion of Access to Information Act. Public Finance Management Act. Public Service Regulations. Labour Relations Act. Supply Chain Management Regulations and procedures. Budgeting and budget control. Reporting writing and procedures. Departmental mandate and core programme.
- DUTIES** :
- To conduct educational and public outreach programmes such as tours, lectures, classes and school visits. Undertake the identification, research, selection and display of items for exhibitions. To promote and market archives and records management functions and services. To conduct presentations on archives and records management based on the need or the request received from the client offices. To promote awareness of Gauteng heritage and memory. To participate in consultation meetings and fora to address relevant concerns and problems with regards to records management practices.
- ENQUIRIES** :
- Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/306** : **ASSISTANT DIRECTOR: DIGITIZATION REF NO: REFS/ SACR/2023/88**  
Directorate: Provincial Archives
- SALARY CENTRE REQUIREMENTS** :
- R393 711 per annum, (plus benefits)  
Kagiso – Gauteng Provincial Archives
- The successful candidate should have grade 12 certificate plus a three-year tertiary qualification, National Diploma (NQF 6)/ Bachelor's Degree (NQF 7) in Archival Studies, Records Management, Information Management or Oral History. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. A Driver's license. Skills: Organizing, Report writing, Ability to operate computers, Interpersonal relations, Problem solving, Project management, Budgeting, Conflict Resolution, Verbal and written communication, Presentation, Training, Supervision and Planning. Knowledge: Thorough knowledge of digitization best practices and standards, Knowledge of ANSI/NISO technical metadata for still images, knowledge of digital audio/visual recording wrappers and codes, knowledge of MARC, DACS, AAR2r, Familiarity with LC authority files and ULAN preferred, Familiarity with VRACore, CDWA, CCO and Getty vocabularies preferred, Ability to prioritize and work with minimum supervision, Good organizational skills and attention to detail, Records management, practices, National Archives Act, Gauteng provincial Archives Act, Promotion of Access to information Act, Supply Chain Management Regulations and procedures. Budgeting and budget control, Reporting writing and procedures, Departmental mandate and core programme.
- DUTIES** :
- To digitize photographs, audio-visual materials and Documents in accordance with archival standards. To colour correct digital images. To conduct digital cataloguing. To conduct digital curatorship. To edit audio-visual recordings for the use on web and in exhibition.
- ENQUIRIES** :
- Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/307** : **ASSISTANT DIRECTOR: LIBRARY SERVICES MONITORING REF NO: REFS/ SACR/2023/89**  
Directorate: Library Services

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : The successful candidate should have a Grade 12 certificate plus a 3-year tertiary qualification (National Diploma (NQF 6)/degree (NQF 7) in library science/ information science. A monitoring and Evaluation qualification will be an added advantage. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. Skills: organizing, ability to operate computer, problem solving, conflict resolution, project management, policy analysis and development, policy / objectives formulation, budgeting, facilitation, research, analytical thinking, ability to relate different matters which have common denominators, interpersonal relationships. Knowledge: Finance, HR matters, training, compilation of management reports, reporting procedures, research / analyzing, procurement directives and procedures, planning and organizing, computer, how a department functions.

**DUTIES** : Work with municipal library managers. Develop action plans and monitoring mechanism in line with the norms and standards. Conduct monitoring visits to libraries across Gauteng. Support LIS services of local government by assisting them to develop business plans and by attending monthly and quarterly decision-making meeting. Formulate project plans. Reconcile financial expenditure of municipalities. Verify project implementation and expenditure by visiting the respective libraries. Compile monthly, quarterly reports on monitoring findings and make recommendations, supervise staff. Assist in developing policy for monitoring and evaluation and support.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

**POST 05/308** : **ASSISTANT DIRECTOR: LIBRARY SERVICE REF NO: REFS/ SACR/2023/90**  
Directorate: Library Services

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : The successful candidate should have a grade 12 certificate, plus three year tertiary qualification, National diploma (NQF 6)/degree (NQF 7) in library science/ information science. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. Skills: Organizing own work, Problem solving, Customer care, Good interpersonal relations, Creative thinking, Computer literacy e.g., Micro Soft Office and Internet, Numeracy, Ability to work under pressure, Language proficiency, Communication, Analytical thinking, Managerial, Project management, Conflict Management, Decision Making, Project Management, Planning and organizing, Team Leadership. Knowledge: Library and information science matters, Prescripts and legislations, Procedures and processes, Public Finance Management Act, Public Service Act and Regulations, Other applicable Legislations governing Public Service practices, Departmental strategy, Public Service policy and strategy on library and archive matters, Promotion of access to information Act 2 of 2000(PAIA).

**DUTIES** : Implement flagship programs at provincial level. Support municipal library programs. Coordinate corridor library programs. Gather data / statistics on library programs and provide reports. Facilitate the classification and cataloguing. Acquire new library material. Analyse library material according to the applicable library systems. Co-ordinate the marketing of the library services. Identify library resources according to the themes of the occasion. Oversee the displaying of library material during library/departmental events. Monitor the selection and acquisition of library material. Plan the annual programme for selection and procure of library material. Compile the tender specification for procurement of library resources. Facilitate the provision of reference and information services. Monitor the circulation of library resources. Supervise Perform administrative and supervisory functions. Compile and circulate draft policy. Supervise human resources. Identify training and development needs for colleagues.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

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

**OTHER POSTS**

- POST 05/309** : **MEDICAL SPECIALIST: RADIOLOGY (GRADE 1, 2, 3) REF NO: GS 12/23 (X1 POST)**  
Component: Radiology Department  
Re-Advertised
- SALARY** : Grade 1: R1 156 308 per annum  
Grade 2: R1 322 100 per annum  
Grade 3: R1 534 356 per annum  
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.
- CENTRE REQUIREMENTS** : Grey's Hospital- Pietermaritzburg  
: **Grade 1:** Experience: Not Applicable-Registration with HPCSA as a Medical Specialist **Grade 2:** Experience: A Minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. **Grade 3:** Experience: A Minimum of 10 years experience after registration with the HPCSA as a Medical Specialist in the relevant Discipline. Senior Certificate (Grade 12) or equivalent MBCHB Degree or equivalent qualification PLUS FCRAD (Diag.) SA and MMed Degree in Diagnostic Radiology or equivalent. Registration with the Health Professions Council of South Africa as a Specialist Radiologist. Current registration with Health Professions Council of South Africa as a Specialist in Radiology. NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. Recommendation Experience with teaching registrars in preparation for the Radiology College Exams. Experience with the MMed supervision process. Additional qualification or experience in a subspecialist field of Radiology. Knowledge, Skills and Experience: Diagnostic Radiology skills including MRI, Mammography and basic Interventional procedures. Experience in working in a PACS environment. Understanding of the MMed research process appropriate to supervisory role Good verbal and written communication skills. Sound knowledge of radiation safety regulations. Sound knowledge of current Health and Public Service legislation, regulations and policies and medical ethics. Ability to work with multidisciplinary team.
- DUTIES** : Provision of Tertiary and Regional Radiological services, including CT, MRI, Mammography and Interventional procedures, at Greys Hospital and its drainage area. Participation in Radiology after-hours services in the PMB metropolitan region. Participation in Outreach Programs and Clinical Support to facilities referring to Pietermaritzburg hospitals, including Tele-radiology services. Participation in Clinical Research in the PMB metropolitan complex, including supervision of MMed theses for Radiology registrars. Rotation to Harry Gwala Regional Hospital when required Participation in the development and provision of under- and post-graduate teaching of Radiology in the PMB Metropolitan Complex Liaison with Radiography, Radiology and Nursing colleagues, the Head Clinical Unit, and the Head Department in Radiology at Greys Hospital. Active participation in quality improvement programmes including clinical audits and CME activities.
- ENQUIRIES APPLICATIONS** : Dr MNR Memela/Mrs K Govender Tel No: 033-897 3204  
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION NOTE** : Mrs M Chandulal  
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, African Female or Coloured Male
- CLOSING DATE** : 24 February 2023

**POST 05/310** : **CLINICAL MANAGER REF NO: CTH03/2023 (X1 POST)**

**SALARY** : R1 227 255 per annum, (inclusive package), plus Rural Allowance (22%), plus Committed Overtime.

**CENTRE** : Ceza-Thulasizwe District Hospital (PHC)

**REQUIREMENTS** : Senior Certificate/Matric or Grade 12, MBCHB Degree or equivalent, Current Registration Certificate with HCPSA as a Medical Practitioner, a minimum of 3 years' experience after registration with HPCSA as a Medical Practitioner, Only shortlisted candidates will submit proof of registration/foreign qualifications/current and previous working experience. Recommendation Diploma in Child Health, Diploma in Family Medicine, Diploma in Anaesthesia. Knowledge, Skills, Training And Competencies Required. Knowledge of current health and public service legislation and policies, Supervisory management capacity, Excellent human relations, communication skills, leadership and team building skills, Ability to develop policies, Computer literacy, Sound negotiation, planning, organizing, decision making and conflict management skills, Sound knowledge and clinical skills in medical disciplines and management, Knowledge and experience in District Health Systems.

**DUTIES** : Provide the management support, mentorship and supervision to all medical staff , Provide expert advice of professional management nature, Develop protocols, policies and procedures for Paediatrics, Maternity, High Care and Theatre to ensure that they are in accordance with current statutory regulations and guidelines, Ensure the provision of protocols and guidelines to doctors, Provision of quality care, assisting team members with quality assurance, quality improvement projects, morbidity, and mortality reviews, monthly audits, development of clinical guidelines and policies, Participate on quality improvement programmes and research services, Ensure ongoing training programs for medical, Assist the hospital to achieve the district level package of service, Ensure the provision of outreach services, Formulate strategic plans in keeping with the requirements of the hospital, Drive the procurement process for the medical equipment, Assist in realization of ideal hospital, Provide support to PHC services and Outreach Programme.

**ENQUIRIES** : Dr BI Gebashe: Medical Manager at 0724245420

**APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, and Ceza Hospital, before 16H 00 on or before the closing date.

**FOR ATTENTION** : Mr. E.S. Mazibuko

**NOTE** : Applications should be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application must include only completed and signed new form Z83 obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as the driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities and African males are encouraged to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

**CLOSING DATE** : 24 February 2023

**POST 05/311** : **CLINICAL MANAGER: MEDICAL (HAST) REF NO: NSEL 03/2023 (X1 POST)**

**SALARY** : R1 227 255 - R1 362 063 per annum, (inclusive package which consists of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules), 18% inhospitable area allowance of basic salary PLUS Commuted overtime.

**CENTRE REQUIREMENTS** : Nseleni Community Health Centre  
: Grade 12/ Senior Certificate, MBCHB Degree/ Equivalent qualification plus post graduate Diploma in HIV/ AIDS Management. Current Registration with HPCSA as a Medical Practitioner. Current receipt (2023). A minimum of three (03) years' experience after registration with HPCSA as a Medical Practitioner. A valid code EB driver's licence. Sound knowledge of Clinical and surgical skills associated with practice at CHC level including management of advanced HIV/AIDS, MDR TB as well as MMC, covid-19 and emergency resuscitation. Knowledge of health legislation and policies at public institution. Excellent human, team building, problem solving, communication, negotiation, planning, decision making, leadership and conflict management skills. Knowledge of medical disciplines and management principles. Knowledge and experience in District Health System.

**DUTIES** : Supervision and participation in male medical circumcision as part of strategies for prevention and reduction of HIV/ AIDS. Provision of a holistic patient care inclusive of preventive measures and rehabilitation in the CHC satellite clinics. Management of HIV/ AIDS, MDR TB Clinic offering advance clinical care to patients in Nseleni CHC catchment area and satellite clinics. Provide management support and co-supervision to all Medical Officers and Interns on rotation to the CHC. Support continuous development by information seminars and scheduling internal meetings for in-service training of staff. Ensure provision of protocols and guidelines to clinicians, provide an after hour emergency service. Participate in Quality Improvement Programmes. Participate in academic activities of the institution and teaching junior staff. Participate and supervise the running of HAST and medical services in the community referral clinics (satellite clinics outreach programme). Participate and chair some of the institution governing committees. Participate in any CHC service assigned to you by supervisor as found appropriate.

**ENQUIRIES APPLICATIONS** : Dr SNT Vilakazi Tel No: 035 795 1124  
: All applications should be forwarded to: The Assistant Director: HRM Nseleni Community Health Centre, Private Bag X 1031, Richards Bay, 3900 or Hand delivered to: 645 Ubhejane Road, Nseleni Township between (7H30-16H00)  
The Assistant Director: HRM

**FOR ATTENTION NOTE** : Directions to candidates: The following documents must be submitted: Shortlisted applicants must submit a confirmation letter of relevant experience signed by their supervisor in an official letterhead/ applicants from outside public service to submit certificate/s of service. Applications for employment form (the new amended Z.83 form must be used) which is obtainable from any government Department or from website –[www.kznhealth.gov.za](http://www.kznhealth.gov.za) Applications must be submitted on the prescribed application for employment fully completed (Z83) form and accompanied by a detailed Curriculum Vitae (CV) only, stating applicants training, qualifications, competencies, knowledge and experience. Documents as per minimum requirements of the post will be requested from shortlisted candidates only on/before the date of interviews. The Reference Number must be indicated in column (Part A) provided thereon on the Z83 form .NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance vetting) criminal clearance ,credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the company Intellectual Property Commission (CIPC) . Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Shortlisted applicants in possession of foreign qualification must attach a certificate from the South Africa Qualifications Authority (SAQA) to their applications. Shortlisted non-RSA Citizens/Permanent residents/ work permit holders must submit documentary proof together with their applications. Due to large number of applications anticipated receipt of applications will not be acknowledged. However

correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews.

- CLOSING DATE** : 24 February 2023
- POST 05/312** : **CLINICAL MANAGER O&G AND PEDIATRICS (EMMAUS HOSPITAL) REF NO: EMS/04/2023**
- SALARY** : R1 227 255 per annum, (other benefits: Medical Aid (Optional), 13<sup>th</sup> Cheque Plus 18% rural allowance, Housing allowance.
- CENTRE REQUIREMENTS** :  
Emmaus Hospital  
Senior Certificate (Grade 12). MBCHB degree or equivalent qualification. Current registration certificate with HPCSA as Medical Practitioner. At-least (06) six years experience as a Medical Officer after registration as Medical Practitioner with HPCSA. Diploma in O&G or Pediatrics or higher qualification will be an added advantage. Valid drivers license code EB as minimum requirement (applicants are not submitting copies/attachments/proof/certificates/ID/Driver license/qualifications on application, only when shortlisted. Knowledge & Skills Knowledge of health legislation and policies at public institution. Excellent human, communication and leadership skills. Sound knowledge and clinical skills. Ability to develop policies. Sound knowledge of clinical scope as applicable to district hospital. Computer literacy. Sound negotiation, planning, decision making and conflict management skills. Good team building and problem solving skills. Knowledge of medical disciplines and management skills in obstetrics and paediatrics. Knowledge and experience in District Health System.
- DUTIES** : Provide the management, support, mentorship and supervision of all medical staff, Pharmacy services and Allied health professional services. Provide expert advice of a professional management nature, particularly in the Management of all common obstetrics and pediatric conditions as required for a district level of care. Formulate protocols, policies and procedure for mother and child services and ensure that they are in accordance with current statutory regulations and guidelines. Ensure the provision of protocols and guidelines/SOP, s to doctors / multidisciplinary team and PHC. Provision of quality care, assisting team members with quality improvement projects, morbidity and mortality/perinatal reviews and monthly audits. Ensure ongoing training/teaching programme for medical, nursing, and allied health professionals. Assist and participate in ensuring that the hospital achieves the district level package of services for general pediatrics' and maternal care. Ensure the provision and support of outreach/ PHC services, particularly the pediatric and obstetric services. Drive the procurement process for the medical equipment in these components. Formulate hospital strategic plans in keeping with the requirements as guided by the National and Provincial department of health.
- ENQUIRES APPLICATIONS** : Dr HB Nkuna Tel No: 036 488 1570 EXT 8205  
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.
- FOR ATTENTION NOTE** : Human Resource Manager  
: Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidates will be required to submit certified copies of qualifications.ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling, Resettlement allowance will be paid for interview attendance.
- CLOSING DATE** : 24 February 2023 at 16:00

**POST 05/313** : **DEPUTY DIRECTOR: RADIOGRAPHY GRADE 1 REF NO: GS 2/23**  
Component: Radiology Department

**SALARY** : R896 535 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules

**CENTRE** : Grey's Hospital- Pietermaritzburg

**REQUIREMENTS** : Senior Certificate or equivalent National Diploma / BTech/BRad Degree in Diagnostic Radiography Current Registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer (Independent Practice) Minimum of 3 years appropriate experience after registration with HPCSA as a diagnostic radiographer NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. Knowledge, Skills and Experience: Extensive knowledge of Radiography principles, system and procedures. Sound knowledge of radiation safety regulations. Sound knowledge of Public Service Act and Regulations, Labour relations Act, Health and Safety Act, Public Finance Management Act and other acts applicable in executing the duties. Problem solving, decision making, negotiation and conflict resolution skills. Knowledge of health care system and health professional ethics. Excellent communication and leadership skills Computer Literacy.

**DUTIES** : Overall management of various radiology sub-departments and supervision of Assistant Directors in Radiography. Provide a comprehensive strategic and operational leadership and management of Radiography services through development, review and implementation of strategic and operational plans. Ensure radiation equipment complies with Radiation Control Directorate licencing requirements and complies with Quality Assurance tests. Register radiation workers with SABS Radiation Protection Services and ensure effective dosimetry service/monitor radiation dose levels and liaise with Radiation Control Directorate when overexposure occurs. Ensure adherence of Infection Control policies, Health and Safety policies, Disaster Management policies and Radiation Control regulations. Budget and Expenditure control in compliance with PFMA. Ensure equitable distribution of resources to achieve optimal service delivery. Manage allocated resources, equipment and avoid wasteful expenditure. Ensure procurement of consumables by leading, controlling and monitoring the replenishment of stock levels. Liaison with internal and external stakeholders (i.e vendors, radiology technicians, representatives) Conduct internal audits and inspections (i.e clinical audits, Patient Satisfaction Surveys, Patient waiting times etc). Monitor and Evaluate departmental employee performance management and development system for radiographers and administrative staff. Responsible for retention, recruitment and selection of radiographers and administrative staff while ensuring that the policies laid down by Department of Health are complied with. Provide HPCSA accredited environment conducive for student radiography training and sub-speciality training for radiographers. Conduct quality Assurance and quality improvement programmes, in-service training and ensure compliance with National Core Standards and clinical governance. Participate in activities within the multidisciplinary committees and ensure representation of Diagnostic Imaging Department in various committees. Ensure effective and efficient utilization of radiography personnel to provide continuous 24 hour service.

**ENQUIRIES** : Dr MNR Memela Tel No: 033 897 3756

**APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION** : Mrs M Chandulal

**NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, Indian Male, White Male

**CLOSING DATE** : 24 February 2023

**POST 05/314** : **MEDICAL OFFICER: (GRADE1, 2, 3) REF NO: GS 11/23**  
Component: General Surgery

**SALARY** : Grade 1: R858 528 per annum  
Grade 2: R981 639 per annum  
Grade 3: R1 139 217 per annum



**CENTRE  
REQUIREMENTS**

All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

: Grey's Hospital- Metropolitan Hospitals Complex- Pietermaritzburg  
: **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Senior Certificate (Grade 12) or equivalent MBCHB Degree or equivalent qualification PLUS Current Registration with the Health Professions Council of South Africa as a Medical Practitioner with Independent Practice (Only shortlisted candidates will be required to submit Proof of all documents). Recommendation Experience in General Surgery in an accredited training facility Post graduate qualification in Surgery Knowledge, Skills and Experience: Basic diagnostic, clinical, investigative surgical skills. Must be service delivery orientated: Program planning, implementation and evaluation. Information management. Human resource management Quality assurance programs. Current Health and Public Service legislation, regulations and policy. Medical ethics, epidemiology and statistics.

**DUTIES**

: Incumbent to provide services in the Pietermaritzburg Metropolitan Hospitals Complex which includes Grey's and Harry Gwala Regional hospitals. Participate in the delivery of a 24-hour in-patient and out-patient surgical care within the Pietermaritzburg Metropolitan Hospitals Complex; Assist with the administration and management of surgical wards / clinics (SOPD, PSOPD) Development, monitoring and support of Surgical Services in the drainage area of the Pietermaritzburg Hospitals Complex. Participate in the development and ongoing provision of under and post-graduate teaching. Participation in clinical support and outreach to facilities referring to Pietermaritzburg hospitals. Participation in Clinical Research in the Pietermaritzburg Metropolitan Complex to maintain moral and ethics at all costs. To ensure that Batho Pele principles are upheld.

**ENQUIRIES  
APPLICATIONS**

: Dr V Govindasamy Tel No: 033-8973379  
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200

**FOR ATTENTION  
NOTE**

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

**CLOSING DATE**

: 24 February 2023

**POST 05/315**

: **MEDICAL OFFICER (GRADE 1 ONLY) REF NO: GS 13/23**  
Component: Anaesthesia and Critical Care

**SALARY**

: Grade 1: R858 528 per annum, all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually. Rural Allowance is payable for periods of time working at Harry Gwala Hospital only.

**CENTRE  
REQUIREMENTS**

: Grey's, Harry Gwala or Northdale Hospital- Pietermaritzburg  
: **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Incumbents will be expected to work in the Department of Anaesthesia in Pietermaritzburg for at least one year. During which time they will receive appropriate training to pass

the Diploma in Anaesthesia, (if this qualification is not already held). Anaesthetic Medical Officers will also be able to apply for a three-month rotation through Intensive Care during this year. In subsequent years it is anticipated that appropriate candidates will either commence specialising in anaesthesia or proceed to work in district and other regional hospitals providing high quality Medical Officer Anaesthesia. Senior Certificate (Grade 12) or equivalent MBCHB Degree or equivalent qualification PLUS Current Registration with the Health Professions Council of South Africa as a Medical Practitioner NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. Priority will be applied to incumbent/s that are available immediately in order to maintain clinical services. Pietermaritzburg is only able to employ South African citizens and permanent residents into these medical officer posts. NB Those candidates who are still in their community service year may apply for the post on the understanding that appointment to the post can only be made after they have received registration from the HPCSA as a medical practitioner. NB Those candidates who hold a bursary that requires them to work outside of Pietermaritzburg must supply a letter from the Institution/District Office that holds their service obligation indicating that the bursary holder will be released to come to Pietermaritzburg for training. Bursary holders who are unable to supply this authority will not be shortlisted. NB: Certified copies of qualifications and other relevant documents will be requested from the shortlisted candidates only which must be submitted to on the day of the interview (ID copy, Driver's license, educational qualifications, professional registration certificates, proof of current registrations etc. Knowledge, Skills, Attributes And Abilities Participation in the After Hours call system is essential Medical Practice as appropriate at post Community Service level Information management Current Health and Public service legislation, regulations and policy Medical ethics, epidemiology and statistics Recommendations: DA will be an advantage ATLS, APLS, and ACLS. Diploma in Anaesthesia (DA) Other relevant CMSA diplomas: Dip PEC(SA), DCH, Dip Obs Fellowship of Anaesthesia examinations or portions thereof. Anaesthetic work experience in a large regional or tertiary hospital and/or in a registrar program.

**DUTIES**

: Clinical responsibility including examine, investigate diagnose and oversee treatment of patients The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg To perform appropriate preoperative examination and optimisation of patients for planned surgery To provide safe and appropriate anaesthesia during surgery To participate in post-operative care of patients. Anaesthetists must be prepared for early starts to the working day (07:15) and late, unpredictable finishes to the normal working day. The nature of anaesthesia means that frequent weekend shifts are required inside the commuted overtime package The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg Assist with human resource development for medical staff Conduct Orientation and Induction Programme for new Medical staff Provide guidance and advice to junior medical staff (interns/CSOs) Assist with the development of training programmes Participate in relevant training programmes Maintain accurate and appropriate health records in accordance with the legal/ethical considerations and continuity of patient care Undertake continuing medical education and professional development and study professional literature e.g. Medical journals To identify health care needs and communicate these to seniors so that new ideas could be developed on policies/methods/techniques and procedures. To participate in audit and quality control programs to improve the standard of patient care. To participate in departmental administration by ensuring compliance with all departmental rules and regulations with regard to leave, call rosters and rotations To participate in Outreach services in the drainage area of Harry Gwala hospital as appropriate to their grade of qualification and experience To maintain a logbook of clinical duties.

**ENQUIRIES**

**APPLICATIONS**

**FOR ATTENTION**

**NOTE**

: Dr Z Farina Tel No: 033 897 3414  
 : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200  
 : Mrs M Chandulal  
 : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the

		Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, African Female or Coloured Male
<b><u>CLOSING DATE</u></b>	:	24February 2023
<b><u>POST 05/316</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1, 2 OR 3 REF NO: UGU 02/2023</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R858 528 per annum, (all-inclusive package) Grade 2: R981 639 per annum, (all-inclusive package) Grade 3: R1 139 217 per annum, (all-inclusive package) Other Benefits: Rural allowance (claim basis) Commuted overtime (optional) Park Rynie MLM
<b><u>CENTRE REQUIREMENTS</u></b>	:	<b>Grade 1:</b> Senior certificate/matric or Grade 12, MBCHB degree plus registration with HPCSA as a Medical Practitioner. <b>Grade 2:</b> requires appropriate qualification, registration certificate plus 5 years' experience after registration as a Medical Practitioner. <b>Grade 3:</b> requires appropriate qualification, registration certificate plus 10 years' experience after registration as a Medical Practitioner. Valid code EB driver's license (code 8). Non-South African citizen applicants – a valid work permit in accordance with HR Circular 49/2008 obtainable from any government department. Knowledge: Knowledge of access to information act & relevant procedures. Knowledge of mortuary and its operation. High level of integrity & confidentiality. Knowledge of Inquest Act. Knowledge of National Health Act. Knowledge of Births and Deaths Registration Act. Knowledge of Health Professionals Act. Knowledge of post mortems and procedures. Knowledge of the Criminal Justice System. Knowledge of court etiquette and rules of trial. Knowledge of crime scene procedures. Report writing skills. Excellent communication skills Computer literacy. Knowledge of Occupational Health & Safety Act and Infection Prevention Control Guidelines. Ability to work under traumatic and stressful environment.
<b><u>DUTIES</u></b>	:	Detailed external examination of corpses and careful documentation of findings. Supervision of the protection of a body. Dissection of the viscera. Dictation of findings pertaining to the pathology as well as trauma noted during the dissection. Collection of relevant specimens for evidentiary material. Maintenance of the chain of custody of report and specimens taken. Preparation of draft report and review of final autopsy report. Maintain compliance to the turnaround time of post mortem reports. Oral testimony in Court. Participate in CPD activities of the services. Required to perform overtime and shift duties. Develop appropriate skills and competencies to Forensic Pathology Officers. Improve governance including regulatory framework and policies. Supervise staff assisting with post mortem examination
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. S Ntsele Tel No: 033 940 2405
	:	Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr. J.L. Majola
	:	Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae only. 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 reference number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Non-RSA Citizens/Permanent Residents/Work Permit holders will be required to submit documentary proof only when shortlisted.
<b><u>CLOSING DATE</u></b>	:	24 February 2023
<b><u>POST 05/317</u></b>	:	<b><u>PHARMACY SUPERVISOR REF NO: CTH04/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R858 528 per annum, (inclusive package), 17% Rural Allowance

- CENTRE REQUIREMENTS** : Ceza-Thulasizwe District Hospital  
 : Senior Certificate/Matric or Grade 12, Bachelor's degree in Pharmacy, Current registration with SAPC as a Pharmacist, A minimum of 3 years' experience after registration with SAPC as a Pharmacist, Valid driver's license Code (B). Recommendation: Experience in PHC Pharmaceutical services: Knowledge, Skills, Training and Competencies Required. Knowledge of pharmaceutical services, policies, procedures and legislations including Essential Drug List and National Drug Policy, Knowledge of Public Service Acts, policies and procedures pertaining to stock control, Good knowledge of the ARV treatment programme, Appropriate clinical and theoretical knowledge, Project and time management, Ability to manage work under pressure, Ability to supervise staff and manage conflict and apply discipline, Ability to manage and co-ordinate productivity to improve the service delivery, To generate and maintain team spirit, Committed to serve excellent with good supervisor skills, sound decision making, ethical and innovative, Good communication skills both verbal and written and interpersonal skills, Good computer skills.
- DUTIES** : Direct supervision of all clinics under the hospital and ensure compliance with legislation, Do clinic support visits and train community service pharmacists and clinic staff on gaps identified, Implementation and maintenance of Rx Solution at clinics, C-ordinate Medicine Supply Meeting for PHC, Manage the SVS and CCMMD at PHC, Assist with the formulation and implementation of standard operating procedures for pharmaceutical services and ensure they are in line with current statutory regulations and policy guidelines, Provide leadership, management and support to all staff under your supervision, Ensure rational use of resources (Human and Finance), Provide and supervise training programs, Assist in co-ordination of Pharmacy and Therapeutics Committee including Antimicrobial Stewardship Program, Have knowledge of implementation of Rx solution and direct delivery system, Implementation of Quality Improvement Programs, Provide pharmaceutical services to wards and all clinics attached to the hospital, Ensure adherence to Good Pharmacy Practice by all pharmacy personnel according to scope of practice as laid down by the South African Pharmacy Council, Provide a comprehensive in-patient and OPD pharmaceutical services, To manage the pharmacy in the absence of the Pharmacy Manager.
- ENQUIRIES APPLICATIONS** : Ms F Sithole Pharmacy Manager Tel No: 0634257109  
 : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, and Ceza Hospital, before 16H 00 on or before the closing date.
- FOR ATTENTION NOTE** : Mr. E.S. Mazibuko  
 : Applications should be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application must include only completed and signed new form Z83 obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as the driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required), Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities and African males are encouraged to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
- CLOSING DATE** : 24 February 2023

**POST 05/318** : **OPERATIONAL MANAGER NURSING –BERGVILLE CLINIC REF NO: EMS/05/2023**

**SALARY** : R588 378 - R662 22 per annum, (other benefits: Medical Aid (Optional) 13<sup>th</sup> Cheque, Housing allowance (employee must meet prescribed requirements) plus 8% Rural allowance.

**CENTRE REQUIREMENTS** : Emmaus Hospital  
: Matric/Senior certificate/Grade 12.Degree/Diploma in General Nursing midwifery. Plus 1 year post basic qualification in Primary Health Care As per R212 SANC Regulation. Current Registration with SANC as Professional Nurse and Primary Health Care Nurse/ Community Health Nurse with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care A minimum of 9 years appropriate/ recognizable experience in nursing as a Professional Nurse with SANC in general nursing of which at least 5 years must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Primary Health Care Nurse/ Community Health Assessment, Treatment and care. Certificate of service endorsed by H.R. Knowledge & Skills: Knowledge of nursing care processed and procedures and other relevant legal framework such as Nursing Act, Mental Health Act, OH&s Act, Batho-Pele and Patients Right Charter, Labour Relation Act, Grievance Procedures, etc. Leadership, organizational decision making and problem solving abilities. Interpersonal skills including public relations, team building, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resource under management. Computer skills in basic programs. Knowledge of SANC rules and regular scope of practice, Labour relations and departmental policies.

**DUTIES** : Implementation of the following programs FP, YFS, BANC, NIMART, HAST, PMTCT, IMCI, IPC, Q/A, HPRS, appointment system and health and safety. Provision of all services according to guideline and standards. Effective implementation of ICDM and ensure that ICDM status is met and maintained. Establishment of at least 1 chronic clubs and or adherence clubs in the community. Effective implementation of rationalization of registers in the facility Effective implementation of CCMDD and ensure that set targets of 40% NCDs and 60% ARTs are met. Participating in operation Sukuma sakhe through monthly attendance and fully participation in war room meetings Effective support of community care giver with evidence of weekly meetings held e.g attendance registers. Hold monthly meetings with the clinic committee and have evidence of these meetings. Ensure that all services are provided at the facility according to the level of the clinic. Ensure that all client are attended to and are provided with required services or referred according to their need. Establish effective relationship with traditional health practitioner in the area to ensure collaboration in patient care by ensuring that there is at least one member of clinic committee is a traditional. Fully own and support Philamntwana centers. Conduct monthly outreach campaign to ensure that services is made accessible to all clients in the hard to reach areas. Establish maintain good working relationship with the supporting partners/NGOs. Effective implementation of covid 19 guidelines and support for outreach teams. Ensure that all staff members, visitors and clients entering the facility are screened to exclude covid 19 and testing is done for appropriate people. Identify isolation room and staff for the management of covid 19 symptomatic clients

**ENQUIRES APPLICATIONS** : Ms. D.Z Hlongwane Tel No: 036 488 1570 (EXT 8312)  
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

**FOR ATTENTION NOTE** : Human Resource Manager  
: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance will be paid for interview attendance.

**CLOSING DATE** : 24 February 2023 at 16:00

**POST 05/319** : **OPERATIONAL MANAGER NURSING (SPECIALTY) – ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: GS 14/23 (X1 POST)**  
Component: Nursing

**SALARY** : Grade 1: R588 378 per annum, Plus 13<sup>th</sup> cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)

**CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg  
Matric/ Senior Certificate or equivalent qualification Degree/Diploma in General Nursing and Midwifery 1 Year Post–basic Nursing qualification in Advanced Midwifery and Neonatology Nursing Science Current registration with the South African Nursing Council A minimum of 9 years appropriate experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing of which 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in the relevant specialty NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. Knowledge, Skills and Experience: Knowledge of Nursing Care, Process and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving, Co-ordination, Liaisons and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, assertive and must be a team player.

**DUTIES** : Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery Provide a therapeutic environment for staff, patients and public Manage utilization of all resources efficiently and effectively. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others. Assist in the coordination and implementation of the National Core Standards in A & E and in the whole institution for better quality patient care. Manage the unit in the absence of the Supervisor. Ensure adherence to principles of IPC practices in the unit. Assist with the allocation / change list, day and night duty rosters and inputs for leave. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Ensure accurate record keeping for statics purposes Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility.

**ENQUIRIES APPLICATIONS FOR ATTENTION NOTE** : Ms NA Hani Tel No: 33-897 3331  
Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200  
Mrs M Chandulal  
Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, African Female, Coloured Male

**CLOSING DATE** : 24 February 2023

**POST 05/320** : **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: IMBALCHC01/2023 (X1 POST)**

**SALARY** : R588 378 – R662 220 per annum, Allowances: 8% rural allowance, 13<sup>th</sup> cheque, housing allowance and medical aid (employee must meet the prescribed requirements)

**CENTRE REQUIREMENTS** : Midlands Mobile 1 Clinic  
Grade 12 (senior certificate). Basic R425 qualification i.e. Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care as per R212 SANC Regulation. Current (2022) registration with SANC as General Nurse, Midwifery, and Primary Health Care Nurse. Experience: A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. At least five (5) years of the period referred to above must be

appropriate/recognizable experience in Primary Health Care as per R212 SANC Regulation. Computer literacy (MS Word, Excel, PowerPoint, and Outlook). Valid driver's license Code 10. Current and previous work experience endorsed and stamped by Human Resources Manager plus PERSAL Service record where applicable. Recommendations: Training Certificate in Nurse initiated and management of ART (NIMART) Knowledge, Skills and Competencies Required: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making, and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs.

**DUTIES** : Delegate, supervise, and coordinate the provision of effective and efficient patient care through adequate nursing care. Facilitate provision of comprehensive package of service at PHC level and implementation of quality improvement programs to comply with NHI. Ensure adequate control of human and material resources including vehicles. Supervise and monitor staff performances according to EPMS. Supervise and monitor COVID-19 vaccination programme. Evaluate and monitor compliance with clinical protocols, norms, and standards. Monitor implementation of performance indicators on a daily, weekly, monthly, and quarterly basis, provide feedback to management, analyze data, and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labor Related issues in terms of laid down procedures. Compile and submit reports timeously. Monitor and evaluate the care and management of all patients through clinical audits. Maintain constructive working relationships with all the stakeholders i.e. inter-professional, inter-sectorial, and multi-disciplinary team. Work outside normal working hours and weekends according to community needs. Assists in consultation of patients to reduce waiting times. Provide direct and indirect supervision of all staff within the unit and give guidance. Monitor implementation of PHC re-engineering in clinic. Supervise Satellite clinic and Mobile unit in the absence of Assistant Nursing Manager. Work extended hours according to community needs.

**ENQUIRIES** : Mrs NM Chonco Tel No: 033 – 398 9100 EXT: 9140  
**APPLICATIONS** : Forwarded to: Human Resources Department Imbalenhle Community Health Centre, Private Bag X 9104, Pietermaritzburg 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, Imbali, Pietermaritzburg.

**NOTE** : Imbalenhle Community Health Centre is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the institution. Preference will be given to African male and People with disability.

**CLOSING DATE** : 24 February 2023

**POST 05/321** : **OPERATIONAL MANAGER (PHC) REF NO: EZAK NO 2 01 /2023 (X1 POST)**

**SALARY** : R588 378 - R723 624 per annum. Other Benefits: 13<sup>th</sup> Cheque, Medical Aid (optional), Home Owner Allowance, Plus 8% Rural Allowance (subject to meeting prescribed requirements)

**CENTRE** : St Chads CHC Ezakheni No 2i Clinic  
**REQUIREMENTS** : National Senior Certificate/ Grade 12. Degree/ Diploma in Nursing Science and midwifery. A minimum of 09 years recognizable experience in nursing after registration as professional nurse with SANC in General nursing of which 5 years must be recognizable experience after obtaining one year post basic qualification in Primary Health Care. Certificate of service endorsed by Human Resource Department Is Required (only when shortlisted). Recommendations: Degree / Diploma in Nursing Administration. Computer literacy. Valid driver's license code 8/10. Knowledge, Skill, Training And Competencies Required: Knowledge of nursing care process and processes and procedures, nursing statutes, and other relevant legal framework such as Nursing act, Occupational health and safety act, Patient right' s charter, Batho-Pele principles, Public service regulations act, Disciplinary code and procedures, Grievance procedure etc. Leadership, organizational decision making and problem solving abilities within the limits of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiations conflict

<b><u>DUTIES</u></b>	:	handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs.
	:	Monitor and evaluate performance of Clinic staff according to asset standards, norms targets and to ensure effective reporting. Ensure provision of high quality comprehensive care through provision of preventive, curative and rehabilitative services. Ensure and monitor implementation and evaluation of all services including priority programs by all clinic staff members' i.e. Office of Health standard compliance, ideal Clinic and Nerve Centre / Operation Phuthuma. Provide relevant information to the Health care users to assist in the achievement of optimal health care. Maintain good relationship with relevant role players and stakeholders. Manage and monitor proper utilization of human, financial and other resources entrusted to you. Deal with disciplinary and grievance matters including monitoring and management of staff absenteeism. Provision of administrative services by planning, organizing, and ensure the availability of medicines, supplies and essential equipment. Ensure monitoring and evaluation of staff performance through the EPMDS system. Ensure that there are effective systems for data management and reporting of quality data on relevant indicators at the hospital and local clinics. Support PHC re-engineering by ensuring that outreach teams are functional. Ensure effective implementation of Sukuma Sakhe programs to maximize patient care. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human and Material resources. Be involved and assist other staff members in the clinical management of clients. Strengthening of complaints, compliment and suggestion management. Ensure that the facility complies with policies and guidelines for infection prevention control, occupational health, safety and management of Covid 19.
<b><u>ENQUIRIES</u></b>	:	Mr. M.I Siyaya Tel No: 036 637 9600
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
<b><u>FOR ATTENTION</u></b>	:	Mr S.D.Mdletshe
<b><u>NOTE</u></b>	:	The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	24 February 2023
<b><u>POST 05/322</u></b>	:	<b><u>OPERATIONAL MANAGER (PHC SUPERVISOR) REF NO: STC 03 /2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R588 378 – R723 624 per annum. Other Benefits: 13 <sup>th</sup> Cheque, Medical Aid (optional), Home Owner Allowance, Plus 8% Rural Allowance (subject to meeting prescribed requirements)
<b><u>CENTRE</u></b>	:	St Chads CHC



**REQUIREMENTS**

: National Senior Certificate/ Grade 12. Degree/ Diploma in Nursing Science and midwifery. A minimum of 09 years recognizable experience in nursing after registration as professional nurse with SANC in General nursing of which 5 years must be recognizable experience after obtaining one year post basic qualification in Primary Health Care. Certificate of service endorsed by Human Resource Department Is Required (only when shortlisted). Recommendations: Degree / Diploma in Nursing Administration. Computer literacy. Valid driver's license code 8/10. Knowledge, Skill, Training And Competencies Required: Knowledge of nursing care process and processes and procedures, nursing statutes, and other relevant legal framework such as Nursing act, Occupational health and safety act, Patient right' s charter, Batho-Pele principles, Public service regulations act, Disciplinary code and procedures, Grievance procedure etc. Leadership, organizational decision making and problem solving abilities within the limits of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiations conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs.

**DUTIES**

: Monitor and evaluate performance of Clinic staff according to asset standards, norms targets and to ensure effective reporting. Ensure provision of high quality comprehensive care through provision of preventive, curative and rehabilitative services. Ensure and monitor implementation and evaluation of all services including priority programs by all clinic staff members' i.e. Office of Health standard compliance, ideal Clinic and Nerve Centre / Operation Phuthuma. Provide relevant information to the Health care users to assist in the achievement of optimal health care. Maintain good relationship with relevant role players and stakeholders. Manage and monitor proper utilization of human, financial and other resources entrusted to you. Deal with disciplinary and grievance matters including monitoring and management of staff absenteeism. Provision of administrative services by planning, organizing, and ensure the availability of medicines, supplies and essential equipment. Ensure monitoring and evaluation of staff performance through the EPMDS system. Ensure that there are effective systems for data management and reporting of quality data on relevant indicators at the hospital and local clinics. Support PHC re-engineering by ensuring that outreach teams are functional. Ensure effective implementation of Sukuma Sakhe programs to maximize patient care. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human and Material resources. Be involved and assist other staff members in the clinical management of clients. Strengthening of complaints, compliment and suggestion management. Ensure that the facility complies with policies and guidelines for infection prevention control, occupational health, safety and management of Covid 19.

**ENQUIRIES**

: Mr. M.I Siyaya Tel No: 036 637 9600

**APPLICATIONS**

: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION**

: Mr S.D.Mdletshe

**NOTE**

: The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only.

Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

- CLOSING DATE** : 24 February 2023
- POST 05/323** : **OPERATIONAL MANAGER (SUPERVISOR PHC) REF NO: GTN 01/2023 (X1 POST)**
- SALARY** : R588 378 – R633 432 per annum. Other Benefits: 13<sup>TH</sup> Cheque, plus 12% Rural allowance, Medical aid (optional). Housing allowance
- CENTRE** : Greytown Hospital
- REQUIREMENTS** : Senior Certificate /Grade 12 Degree /Diploma in General Nursing and Midwifery (obtainable from University/ College). Registration certificate with SANC as a General Nurse and Midwife. Post Basic Qualification in Primary Health Care registered with SANC. A minimum of 9 years' appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing of which 5 years must be recognizable experience after obtaining a one year Post Basic Qualification in Primary Health Care. Computer literacy with a proficiency in MS word. Code B Driver's license. Recommendations. Diploma/Degree in Nursing Management Knowledge, skills, Training and Competences required. Knowledge of Public Service Policy. Knowledge of Batho Pele Principles and Patients' Right Charter. Knowledge of SANC rules and regulations. Good communication, interpersonal and problem solving skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of code of conduct, leadership, organizational, decision making, counselling and conflict management skills. Human Resource and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.
- DUTIES** : Provide supportive supervision to PHC clinics and community outreach teams Conduct monthly red flags and regular programme reviews quarterly in line with PHC Supervision policy Ensure quality data management at all at all PHC clinics Promote inter-sectoral collaboration and community participation through Sukuma Sakhe activities and Community Based Model. Conduct sub-district meetings to review and improve performance e.g. intergrated services meetings, Primary Health Care meetings, Wedge meetings etc. Form part of sub - district and district and District review sessions to monitor progress on set targets according to the District Health Plan (DHP). Ascertain smooth implementation of the referral system and address constraints related to continuity of care. Implement the Performance Management and Development System through EPMDS policies with Operational Managers of PHC facilities that she/he is responsible for. Ensure development, implementation and monitoring of Quality Improvement Plans. Ensure adequate control and allocation of Human and Material resources Plan and monitor utilization of budget to ensure that the clinics function within the allocated budget. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of quality comprehensive PHC services and educational services and be involved in research. Analyze and interpret statistics including PHC Programme indicators Facilitate the realization and maintenance of Ideal Clinic Programme in the PHC Clinics Support implementation of PHC re - engineering within the sub-district Ensure integration of Clinical programmes and COVID 19 Vaccination into routine PHC service.
- ENQUIRIES** : Ms. P.P.L Nkala Tel No: (033) 4139 400
- APPLICATIONS** : Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.
- FOR ATTENTION** : Mrs Z.J Ngobe
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents

will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

- CLOSING DATE** : 10 March 2023
- POST 05/324** : **ASSISTANT MANAGER: NURSING (GENERAL) NIGHT DUTY REF NO: GTN 02/2023 (X2 POSTS)**
- SALARY** : R588 378 – R633 432 per annum. Other Benefits: 13<sup>TH</sup> Cheque, plus 12% Rural allowance, Medical aid (optional), Housing allowance
- CENTRE** : Greytown Hospital
- REQUIREMENTS** : Senior Certificate /Grade 12 Degree/Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with South African Nursing (SANC). 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 above must be appropriate/ recognizable experience at management level. Recommendation .Code B Driver's license. Knowledge, skills, Training and Competences required. Knowledge of Public Service Policy. Knowledge of Batho Pele Principles and Patients' Right Charter. Knowledge of SANC rules and regulations. Good communication, interpersonal and problem solving skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of code of conduct, leadership, organizational, decision making, counselling and conflict management skills. Human Resource and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.
- DUTIES** : Oversee the effective overall functioning of the facility at night Provide guidance and leadership towards the realization of the Institutional strategic and operational goals Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care within legal frame work. Co-ordinate and facilitate the development of quality for all nursing categories within area of supervision Ensure the implementation of National, Provisional and District Quality Improvement initiatives at Hospital level. Participate in formulation of policies procedures and implementation thereof Assist in achievement of National Core Standards and Six Priority areas within the Hospital Control provision of Nursing Care in the area of supervision through allocation and supervision of Human and Financial Resources Monitor and ensure that all nurses are licensed to practice Ensure implementation of procedures that maintain effective infection control and Occupational and Safety measures in accordance with Occupational and Safety legislation Carry out regular review and explore opportunities for professional development and ensure training and development of the nursing staff Deal with grievance and labour relation issues in terms of laid down policies, procedure i.e. manage workplace discipline Monitor the implementation of the employee's performance and development systems, and deal with identified developmental needs The employee will be required to work night duties. Rotate on day duty for orientation. Deputize Nursing Management and take over responsibilities in her absence Adhere to the reporting requirements of the institution. Monitor nursing documentation audits, inspection of quality and utilization. Ensure that inspection process that is keeping with established

		quality assurance goals, which seeks to ensure that patient care is maintained at an optimal level and delivered in a cost effective manner.
<b><u>ENQUIRIES</u></b>	:	Ms. P.P.L Nkala Tel No: (033) 4139 400
<b><u>APPLICATIONS</u></b>	:	Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.
<b><u>FOR ATTENTION</u></b>	:	Mrs Z.J Ngobe
<b><u>NOTE</u></b>	:	The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
<b><u>CLOSING DATE</u></b>	:	10 March 2023
<b><u>POST 05/325</u></b>	:	<b><u>OPERATIONAL MANAGER (PHC) REF NO: MAN03/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R588 378 - R662 220 per annum. Other Benefits: 13 <sup>th</sup> Cheque, medical aid (Optional), 12% ISRDS/Rural Allowance, Home owner allowance (employee must meet prescribed requirement)
<b><u>CENTRE</u></b>	:	Manguzi hospital (Zamazama Clinic)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12) Diploma /Degree in General Nursing plus Midwifery certificate community health nursing science and diploma in health assessment care and treatment Registration certificate with South African Nursing Council as a general nurse and midwifery and primary health care nurse Minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC At least 5 years of the period referred to above must be appropriate/recognizable experience in primary health care as per R212 SANC regulation, after obtaining one year post basic qualification in primary health care accredited by SANC. Current receipt to practice in 2023. Proof of current and previous experience endorsed by Human resource (Certificate of Service) will be required when shortlisted. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures Knowledge of SANC Rules and Regulations and other relevant Legal Frameworks Knowledge of Quality Assurance programmes, Batho Pele principles and patient rights charter Ability to formulate unit policies. Human resource management and basic financial management skills Leadership, supervisory and report writing skills Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills.
<b><u>DUTIES</u></b>	:	Responsible for the efficient management of the facility Monitor and evaluate performance of clinic staff according to set standards, norms, targets to ensure effective reporting. Monitor and evaluate all PHC programmes implemented within the designated service area Ensure provisions of high quality comprehensive care through provision of preventive, curative and rehabilitative services Provisions of four streams of primary health care nursing. Contribute to the realization of ideal clinic (ICRM) status. Ensure quality service delivery

through the implementation of priority programmes within the clinic. Monitor PHC indicators and strive towards reaching the targets. Manage and monitor proper utilization of human financial and other resources. Provision of administrative services by planning, organizing and ensuring the availability of medicines, supplies and essential equipment. Maintain a constructive relationship with relevant role players and other stakeholders. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures. Ensure monitoring and evaluation of staff performance through the EPMDS system. Ensure quality data management is implemented and monitored at the clinic.

- ENQUIRIES** : Ms. JJ Vumase Tel No: 035 5920150
- APPLICATIONS** : Applications should be forwarded to: Mr. N.T Ngubane Assistant Director: HRM Manguzi District Hospital, Private Bag X 301, KwaNgwanase, 3973
- NOTE** : Directions to candidates: The following documents must be submitted:- Application must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at [www.kznhealth.gov.za](http://www.kznhealth.gov.za)) and a recent updated Comprehensive Curriculum Vitae only (previous experience must be comprehensively detailed i.e. positions held and dates). In the case of foreign qualification: it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) or other regulating bodies when shortlisted. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department failure to submit the requested document/ information will result in your application not be considered. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications Failure to comply with the above instructions will result to your application being disqualified. Due to financial constraints S&T Claims will not be considered.
- CLOSING DATE** : 24 February 2023
- POST 05/326** : **OPERATIONAL MANAGER OUT PATIENT DEPART (GENERAL STREAM)**  
**REF NO: GTN 04/2023 (X1 POST)**
- SALARY** : R464 466 – R522 756 per annum. Other Benefits: 13<sup>TH</sup> Cheque, plus 12% Rural allowance, Medical aid (optional). Housing allowance
- CENTRE** : Greytown Hospital
- REQUIREMENTS** : Senior Certificate /Grade 12. Degree /Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse Plus. Current registration (2023) with the South African Nursing Council as a General Nurse and Midwifery Nurse Plus. A minimum of seven (07) years' appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing plus midwifery. Recommendation: Diploma/ Degree in nursing management. Knowledge, skills, Training and Competences required. Knowledge of Nursing Care, Processes, Procedures, Nursing statutes and other relevant Legal framework such as Nursing Act, Health Act, Labour Relations Act, Batho Pele Principles, Patient right Charter etc. Demonstrate effective communication with patient, Supervisors, other health professional and juniors, colleagues, including more complex report writing when required. Work as part of multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level with person of diverse intellectual, cultural, racial or religious differences. Able to manage own work time and junior colleagues to ensure proper nursing service in the unit. Demonstrate the required computer literacy to adequately manage information according to the requirements of the facility. Able to develop contact build and maintain a network of professional relations in order to enhance service delivery. Able to carry out inspection/ supervision and attend meetings. Leadership, organization, decision making, problem solving and interpersonal skills within the limits of the Public Sector.

**DUTIES**

: Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Ability to manage the acute, Emergency/ trauma service in an outpatient department setting. Assist in planning, organizing, monitoring and evaluation of objectives of the units and departments. Demonstration an understanding of Human resource and Financial Management practices and procedures. Supervise staff under your control, both clinic and non-clinical. Mange all resources within the unit effectively and efficiently to ensure optimal service delivery. Ensuring effective, efficient date management system. 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's needs, requirement and expectations (Batho Pele). Demonstrate effective communication with patients, supervisor and other clinicians, including report writing when required. Ensure implementation, attainment of National Core Standards/ and develop QIP as per legal prescripts. Ensure compliance with all National, Provincial and Professional prescripts in order to render safe patient service and improve client satisfaction. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient record. Participate in the analysis and information of nursing policies and procedures. Carry out EPMDS evaluation of the staff, formulate training programmers and participate in the training and development of staff. Provide directions and indirect supervision of all staff within the nursing department and give guideline. Ensure that all equipment in the nursing department is adequate, checked and in working order. Provide safe, therapeutic and hygienic environment as laid down by nursing Act occupational. Health and Safety Act and all other applicable prescripts. Work effectively and amicably at supervisory level with persons of diverse intellectual cultural, racial or religious differences. Exercise control of discipline. Demonstrate flexibility where Health services need to be carries out. Oversee the functioning of the department and report to Assistant Manager Nursing. Support nursing management. Liaise with wards to arrange patient admission and movements.

**ENQUIRIES**

: Ms. P.P.L Nkala Tel No: (033) 4139 400

**APPLICATIONS**

: Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.

**FOR ATTENTION**

: Mrs Z.J Ngobe

**NOTE**

: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

**CLOSING DATE**

: 10 March 2023

**POST 05/327** : **CLINICAL PROGRAMS COORDINATOR (IPC) REF NO: GTN 06/2023 (X1 POST)**  
Component: Nursing

**SALARY** : Grade 1: R464 466 per annum. Other benefits: 13th cheque, plus 12% Rural allowance, Medical aid (Optional). Housing allowance

**CENTRE REQUIREMENTS** : Greytown Hospital  
: Senior Certificate – Grade 12. Diploma / Degree in General Nursing. Registration Certificate with SANC as a Professional nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC as a General Nurse. Current SANC Receipt 2023 Knowledge, skills, Training and Competences required. Knowledge on applicable legislation such as Health Act, Nursing Act, Occupational Health and Safety Act and Waste Management Act. High level of verbal and written communication skills. Must have good interpersonal relations. Computer literacy in word processing and spread sheet packages. High level of innovation and initiative.

**DUTIES** : Facilitate and oversee the development of an IPC operational plan to give strategic direction. Develop, implement, monitor and evaluate the Operational Plan and also provide feedback to Management. Ensure a functional infection prevention and control programme in the facility. Conduct IPC audits and monthly committee meeting and ensure a functional IPC committee. Develop a quality improvement plan, compile statistics and reports. Facilitate IPC surveillance of health care associated infections. Conduct active and passive surveillance. Investigate potential outbreaks and report on health care associated infections. Ensure that staff development and training takes place. Develop an IPC orientation and induction plan. Compile training schedules. Observe disease outbreaks and conduct the necessary training. Analyze provincial policy imperatives with a view to develop and maintain institutional protocols and standards. Ensure that provincial guidelines are followed. Develop institutional protocols. Ensure dissemination of information and adherence to institutional IPC protocols.

**ENQUIRIES APPLICATIONS FOR ATTENTION NOTE** : Mr V.M Mvelase Tel No: (033) 4139 400/ 9456  
: Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.  
: Mrs Z.J Ngobe  
: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

**CLOSING DATE** : 10 March 2023

**POST 05/328** : **CLINICAL PROGRAMS COORDINATOR (QUALITY ASSURANCE) REF NO: GTN 07/2023 (X1 POST)**  
Component: Nursing

**SALARY** : Grade 1: R464 466 per annum. Other benefits: 13th cheque, plus 12% Rural allowance, Medical aid (Optional). Housing allowance

**CENTRE REQUIREMENTS** : Greytown Hospital  
: Senior Certificate – Grade 12. Diploma / Degree in General Nursing. Registration Certificate with SANC as a Professional nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC as a General Nurse. Recommendation: Valid driver's license, Computer literacy Knowledge, skills, Training and Competences required. Knowledge on applicable legislation such as Health Act, Nursing Act, Occupational Health and Safety Act and Waste Management Act. High level of verbal and written. Communication skills. Must have good interpersonal relations. Computer literacy in word processing and spread sheet packages. High level of innovation and initiative.

**DUTIES** : Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Perform quality improvement audits and survey monthly and report to senior management. Monitor and evaluate delivery of quality care at the institution and clinics. Ensure implementation of National Core Standard and Provincial initiatives (Patients Right Charter, Batho Pele programmes, PEC, waiting times survey, clinical governance, ideal clinics etc). Co-ordinate quality improvement initiatives at the institution and clinics. Monitor and evaluate delivery of quality care at the institutional level including clinical care, waiting times and client experiences. Provide advice on various aspects of quality care to the institution and clinics. Monitor and evaluate compliance to the National and Provincial Quality Programmes e.g norms and standards for the PHC clinics and hospital package of care Identify, facilitate and co-ordinate all QIP's. Conduct survey to all priority programme e.g. housing, MCWH, HAST, PMTCT, IMCI, SRH and ICDN). Manage the accreditation programme for the institution and clinics.

**ENQUIRIES APPLICATIONS** : Mr V.M Mvelase Tel No: (033) 4139 400/ 9456  
: Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.

**FOR ATTENTION NOTE** : Mrs Z.J Ngobe  
: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

**CLOSING DATE** : 10 March 2023



**POST 05/329** : **OPERATIONAL MANAGER NURSING (GENERAL) REF NO: SAP 03/2023**

**SALARY** : R464 466 - R522 756 per annum. Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Housing allowance (employee must Meet prescribed requirements)

**CENTRE REQUIREMENTS** : St Apollinaris Hospital (Male General Ward)  
: Grade 12/Senior Certificate or Equivalent Qualification Plus; Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as Professional Nurse Plus; Registration with SANC as a Professional Nurse and Midwifery Plus; A minimum of seven (7) years' experience in nursing after registration as Professional Nurse with the SANC in General Nursing Plus; SANC receipt for the current year (2023). Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview Skills: Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including more complex reports when required. Work as part of the multi-disciplinary at unit level to ensure good nursing care by the nursing team. Work effectively, co-operatively amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patience promoting, advocating and facilitating proper treatment and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**DUTIES** : Demonstrate an in depth understanding legislations and related legal and ethical nursing practices and how this impacts on service delivery's-ordinate and monitor the implementation of nursing care plan and evaluate thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Provision of administration services. Maintain a constructive working relationship with nursing and other stakeholders. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Utilize human, material and physical resources efficiently and effectively. Demonstrate a basic understanding of HR and financial policies and practices. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care.

**ENQUIRIES APPLICATIONS** : should be directed to Miss NI Mpantsha Tel No: 039 833 9001-8  
: Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, [thulani.dlamini@kznhealth.gov.za](mailto:thulani.dlamini@kznhealth.gov.za) , or to be Hand delivered to Human Resource Section (St Apollinaris Hospital) Creighton on or before the closing date before 16:00.

**FOR ATTENTION NOTE** : Human Resources Section  
: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application only when a candidate is shortlisted. Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will

not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.  
24 February 2023

**CLOSING DATE** :

**POST 05/330** : **CLINICAL PROGRAMMED CO-COORDINATOR (IPC) REF NO: NDW/IPC/02/2023**

**SALARY** : Grade 1: R464 466 per annum. Other Benefits: 13<sup>TH</sup> cheque, Medical Aid (Optional) Housing Allowance (employee must meet prescribed requirements)

**CENTRE** : Ndwedwe Clinic

**REQUIREMENTS** : **Grade 1:** Senior Certificate/Grade 12 Certificate. Degree/Diploma in general nursing and midwife that allows registration with SANC as a professional nursing. A minimum of seven years of appropriate/recognizable nursing experience after registration as professional nurse with SANC in general nursing. Computer Literacy. Driver's license. Knowledge, Skills and Competencies Required: Knowledge of applicable legislations such as Health acts, Nursing acts, Waste Management acts, Operational Health and Safety acts. Knowledge of SANC Rules and Regulations. High level of Innovation and Initiative. Presentation skills-assertive and diplomacy. Good communication leadership, interpersonal and problem solving skills. Code of conducts and Labour Relations Knowledge. Computer literacy in (Ms Word and Ms. Excel. Understanding of HR prescripts, Leave Management, EPMDs etc. Ability to function well within the team, Conflicts management and negotiation skills. Decision making and problem solving skills. Skill in organizing planning and supervising. Knowledge of Batho Pele and patient's right.

**DUTIES** : Facilitate and oversee the development of an IPC operational strategic direction. Develop, implement, monitor and evaluate the operational plan and also provide feedback to management. Ensure a functional infection prevention and control programme in the facility. Conduct IPC audits and monthly committee meeting and ensure a functional IPC committee. Develop a quality improvement plan, compile statistics and reports. Facilitate IPC surveillance of health care associated infections. Conduct active and passive surveillance. Investigate potential outbreaks and report on health care associated infections. Ensure that development and training takes place. Develop an IPC orientation and induction plan. Compile training schedule observe diseases outbreaks and conduct the necessary training. Analyse provincial policy guidelines imperatives with a view to develop and maintain institutional protocols and standards. Ensure that provincial guidelines are followed. Develop instructional protocols. Ensure dissemination of information and adherence to institutional IPC protocols.

**ENQUIRIES** : Mrs K Naidoo Tel No: 032 532 3048/50

**APPLICATIONS** : All applicants should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag X 528, Ndwedwe, 4342

**FOR ATTENTION** : Mr. EM Khumalo Tel No: 032 532 3050

**NOTE** : Directions to candidates: The following documents must be submitted: Application for Employment form new (Z83) which is obtainable at any Government. Department or from website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are requested not to submit copies/ attachments / proof / Certificates / ID/ Driver's license/ qualifications on application, only the shortlisted candidates will be required to submit certified documents on or before the date of the interview. The reference number must be indicates in the column provided in the Z83, e.g. SAP2/2010 The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (Vetting), criminal clearance, credit records, citizenship), verification of educational Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department)"People with disabilities should feel free to apply"  
NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

**CLOSING DATE** : 24 February 2023

- POST 05/331** : **CHIEF ARTISAN GRADE A KWADABEKA COMMUNITY HEALTH CENTRE**  
**REF NO: KDC 15/2022 (X1 POST)**  
Cluster: Primary Health Care
- SALARY** : R404 052 per annum, (an all-inclusive salary) plus 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc, (employee must meet the prescribed requirements).
- CENTRE** : Kwadabeka CHC
- REQUIREMENTS** : Senior Certificate/Grade 12 or equivalent; N3 in Electrical engineering or Mechanical engineering; Appropriate trade test in certificate Electrical, Mechanical in terms of certificate of section 13(2)(h) of the Manpower Act of 1981 as amended PLUS; 10 years appropriate/recognizable experience as an Artisan / Artisan Foreman after obtaining the relevant trade test certificate; and a valid Driver's Licence (Code 08/Code10). Competencies: Knowledge of Occupational Health and Safety Act, Technical analysis knowledge and Computer aided technical applications, Report writing and product process knowledge and skills. Customer focus and responsiveness, Problem Solving, Communication, Planning and organizing, computer skills, decision making, team work, creativity, self-management and analytical skills. Knowledge of Legal Compliance, Product process knowledge and skills.
- DUTIES** : Manage technical services and support in conjunction with Technicians / Artisans and associates in the field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Ensure quality assurance in with specifications. Manage administrative and related functions. Control and monitor expenditure according to the budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources for the discipline to ensure a competent knowledge base for the continued success of technical services according to organizational needs and requirements. Ensure continuous individual development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on technical/engineering related matters .Advice management on technical issues. Provide inputs for operation plan, compile and submit reports. Deputize the Systems Manager when necessary.
- ENQUIRIES** : Mr CS Ngcongco Tel No: 031-702 1285
- APPLICATIONS** : All applications should be forwarded to: The Human Resource Manager: KwaDabeka Community Health Centre: KZN Department of Health, PO Box 371, Clernaville, 3602 or hand delivered to KwaDabeka Community Health Centre, 4 Khululeka Road, KwaDabeka Township (next to KwaDabeka Elangeni FET College)
- FOR ATTENTION** : Assistant Director: Human Resource Management Services
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83 Newly Updated Version) which must be originally signed and dated. Applicants are not required to submit copies of education qualification, professional registration any other relevant certificates – such documents will be requested only from shortlisted candidates. An application form (Z83) must be accompanied by a detailed Curriculum Vitae, The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
- CLOSING DATE** : 24 February 2023
- POST 05/332** : **CLINICAL NURSE PRACTITIONER REF NO: GTN 03/2023 (X1 POST)**
- SALARY** : Grade 1: R400 644 - R464 466 per annum  
Grade 2: R492 756 – R492 756 per annum

- Other Benefits: 13<sup>TH</sup> Cheque, plus 12% Rural allowance, Medical aid (optional).  
Housing allowance
- CENTRE REQUIREMENTS** :
- : Greytown Hospital (Ukuthula Clinic)
  - : Senior Certificate /Grade 12. Diploma/ Degree in General Nursing PLUS 1 year post basic qualification in Primary Health Care and Midwifery. Registration with SANC as a registered and Primary Health Care nurse. Current S.A.N.C receipt 2023. Appropriate/recognizable experience after registration as a Professional Nurse is recognized to determine the salary on appointment. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC. **Grade 2:** A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post –basic qualification in the relevant specialty. Knowledge, skills, Training and Competences required. Knowledge of SANC rules and Regulations of Legislatives Framework and Department prescripts. Knowledge of National and Provincial Acts Policies. Basic financial management skills, sound management, negotiations problem solving and decision making skills. Good communication skills both written and verbal. Provide mentoring and coaching skills. Display a concern for patient promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to Batho Pele Principles.
- DUTIES** :
- : Ensuring data management at all levels. Manage and supervise effective utilization of allocated resources. Demonstrate effective communication with health team, supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organise own work and that of support personnel to ensure good communication care. Provide quality comprehensive health care to the community. Provide educational services to staff and communities. Work as part of multidisciplinary team to ensure good health care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for the community, promoting and advocating proper care including awareness and willingness to respond to community needs. Assist with performance reviews i.e. EPMDs. Motivate staff regarding development in order to increase level of expertise and assist the community to develop a sense of care. Ensure 24 hours health services to all community members.
- ENQUIRIES APPLICATIONS** :
- : Ms. P.P.L Nkala Tel No: (033) 4139 400
  - : Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.
- FOR ATTENTION NOTE** :
- : Mrs Z.J Ngobe
  - : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
- CLOSING DATE** :
- : 10 March 2023

<b><u>POST 05/333</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R400 644 per annum. Other Benefits: 13 <sup>th</sup> Cheque, medical aid (optional), 12% ISRDS/Rural Allowance, Home owner allowance (employee must meet prescribed Requirement)
<b><u>CENTRE</u></b>	:	Manguzi Hospital Bhekabantu Clinic Ref No: Man 01/2023 Phelandaba Clinic Ref No: Man 06/2023 Empophomeni Clinic Ref No: Man 02/2023
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Grade 12 Diploma/Degree in General nursing /Midwifery plus 1year post basic qualification in Primary Health Care. Minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing Current registration with South African Nursing Council as General Nurse with Midwifery and Primary Health Care Nurse (2023). Proof of current and previous work experience endorsed by Human resource Department (Certificate of Service) will be required when shortlisted. Recommendations: Computer literacy (MS word, Power point, Excel) Observable 3 years' experience in Quality Assurance, National Core Standard Accreditation. Knowledge, Skills, Training and Competencies Required: Demonstrate understanding of Nursing Legislation and related Ethical Nursing Practices. Demonstrate a basic understanding of H.R and Financial Policies and Practices. Good communication skills and ability to function well within a team. Good interpersonal skills, good negotiation skills and problem solving skills.
<b><u>DUTIES</u></b>	:	Provide directions and supervision for the implementation of the nursing plan(clinical practise\quality patient care) Implement standards, practices, criteria and indicators for quality nursing care programmes e.g. nerve centre/Operation Phuthuma Strengthening of complaints, compliment and suggestion management. Ensure that the facility complies with the policies and guidelines for infection prevention and control occupational health, safety and Covid 19. Strengthen practises of ethics, professionalism and Batho Pele principles. Participate in staff development using EPMDS system and other work related programmes and training. Ensure accurate data management and good understanding of clinic target needs according to the facility. Actively engage in the planning and implementation of outreach programmes within the facility catchment areas. Administration and clinical functions- EMTCT (HIV and AIDS) management. Maintain complete and accurate nursing records according to legal requirements. Be knowledgeable in chronic conditions and their management during pregnancy. To assist Operational Manager in solving problems and organising smooth running of the department Identify areas of improvement, problems etc. and communicate these to the operational manager Able to manage a woman during antenatal, labour, delivery and in postnatal care. Be knowledgeable about Maternal and Child health programmes e.g. BANC, EMTCT. Manage and monitor proper utilization of human, financial and other resources entrusted to you.
<b><u>ENQUIRIES</u></b>	:	Ms. JJ Vumase Tel No: 035 5920150
<b><u>APPLICATIONS</u></b>	:	Applications should be forwarded to: Mr. N.T Ngubane Assistant Director: HRM Manguzi District Hospital, Private Bag X 301, KwaNgwanase, 3973
<b><u>NOTE</u></b>	:	Directions to candidates: The following documents must be submitted:- Application must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> ) and a recent updated Comprehensive Curriculum Vitae only (previous experience must be comprehensively detailed i.e. positions held and dates). In the case of foreign qualification: an evaluation certificate must accompany it from the South African Qualification Authority (SAQA) or other regulating bodies when shortlisted. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department failure to submit the requested document/ information will result in your application not be considered. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department. The appointment is subject to positive outcome

obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications Failure to comply with the above instructions will result to your application being disqualified. Due to financial constraints S&T Claims will not be considered.  
24 February 2023

**CLOSING DATE**

:

**POST 05/334**

:

**PROFESSIONAL NURSE SPECIALITY GRADE 1& 2 (MATERNITY) REF NO: GTN 05/2023 (1 POST)**

Component: Maternity

**SALARY**

:

Grade 1: R400 644 – R464 466 per annum

Grade 2: R492 756 – R606 042 per annum

Other benefits: 13th cheque, plus 12% Rural allowance, Medical aid (Optional), Housing allowance

**CENTRE**

:

Greytown Hospital

**REQUIREMENTS**

:

**Grade 1:** Senior Certificate (Grade 12). Degree / Diploma in General Nursing. Registration as a Midwife/ Accoucher with SANC. Registration with S.A.N.C. as a General Nurse and Specialty Nurse (Advanced midwifery and neonatal nursing science). One year Post-basic registration with SANC as Advance Midwifery and Neonatal science. Minimum 4 years appropriate / recognizable experience as a General Nurse and Midwifery. **Grade 2:** Matric/Senior (Grade 12) Certificate or equivalent qualification plus. Degree / Diploma in General Nursing. Registration as a Midwife/ Accoucher with SANC. One year Post-basic registration with SANC as Advance Midwifery and Neonatal science. Minimum of 14 years actual service and/or appropriate / recognizable experience after registration as a General Nurse and Midwifery. At least 10 years of the period must be appropriate/recognizable experience in Advance Midwifery after obtaining the relevant 1 year post basic qualification required for relevant speciality. Knowledge, skills, Training and Competences required. Knowledge and insight into nursing care procedures and processes, nursing statutes, other relevant legal frameworks and MCWH Programmes. Good communication skills-verbal and written. Co-ordination and liaison skills. Problem solving and decision making skills. Leadership and managerial skills. Assist in planning/organizing and monitoring of objectives of the specialized unit. Proper implementation and monitoring of MNCWH programmes e.g. CARMMA, HBB etc. Effective monitoring and management of complicated cases using the essential steps in the management of obstetrical emergencies. Assist in conducting trainings within the department e.g. HBB/ ESMOE drills. Partake in clinical record audits and assist in the formulation and implementation of quality improvement plans. To deputize the Operational manager and assist with relief duties when the need arises. Assist with allocation/change list, day and night duty rosters and inputs for leave. To act as shift-leader on both day and night shift. To assist in EPMDS evaluation of staff and implement EAP. Ensure meticulous data management and proper record-keeping to improve data quality. Maintain accurate and complete patient's records. Assist in orientation, induction and mentoring of all nursing staff especially junior midwives and students. Provide direct and indirect supervision of all nursing staff/ housekeeping staff and give them guidance. Demonstrate effective communication with patients, families and with the multi-disciplinary team as well as other departments within the hospital. Provide a therapeutic environment for staff, patients and the public. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant speciality. Effective participation in all other health related programmes e.g. IPC, Quality and Health and safety. Effective and efficient management of all resources allocated to MNCWH.

**DUTIES**

:

**ENQUIRIES**

:

Ms. P.P.L Nkala Tel No: (033) 4139 400

**APPLICATIONS**

:

Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.

**FOR ATTENTION**

:

Mrs Z.J Ngobe

**NOTE**

:

The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents

will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

**CLOSING DATE**

: 10 March 2023

**POST 05/335**

: **CLINICAL NURSE PRACTITIONER (HTA CLINIC) REF NO: EMS/ 03/2023**

**SALARY**

: Grade 1: R400 644 per annum  
Grade 2: R492 756 per annum  
Plus 13<sup>th</sup> Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

**CENTRE REQUIREMENTS**

: Emmaus Hospital (HTA Clinic)  
: **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. 1 Year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with the SANC as a Professional Nurse .Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Attach proof of working experience endorsed by Human Resource Department. **Grade 2:** Senior Certificate / Grade 12 .Diploma / Degree in General nursing that allow registration with SANC as Professional Nurse. A 1 year post basic qualification in Primary Health Care Nursing. A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General nursing .Current SANC receipt. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Attach proof of working experience endorsed by Human Resource Department. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted). Knowledge & Skills: Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counseling and conflict management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures

**DUTIES**

: Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication with patient's supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure quality nursing care. Diagnose treat and dispense medication. Work as the part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. Identify all hot spots areas and ensure that health services are reported. Lead the HTA team Provide HIV testing and effective management of all clients on ARVs. Provide

<b><u>ENQUIRES APPLICATIONS</u></b>	:	health care services to all surrounding Farms, Hotels, Taxis ranks, and all pop site e.g. contraction sites. Attend weekly nerve center meeting and give report Ms D.Z Hlongwane Tel No: 036 488 1570 EXT: 8312
	:	Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry - Emmaus Hospital.
<b><u>FOR ATTENTION NOTE</u></b>	:	Human Resource Manager
	:	Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources .No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance will be paid for interview attendance.
<b><u>CLOSING DATE</u></b>	:	24 February at 16:00
<b><u>POST 05/336</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM REF NO: MURCH-THEM 04/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<b><u>CENTRE REQUIREMENTS</u></b>	:	Murchison Hospital – Thembalesizwe Clinic <b>Grade 1:</b> Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing. Certificate of service from previous and current employer endorsed and stamped by HR shortlisted candidate <b>Grade 2:</b> Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Certificate of service from previous and current employer endorsed and stamped by HR Senior Certificate, Degree / Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department on an official letterhead (to be attached to application) Knowledge, Skills and Competencies: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles Good interpersonal relationship skills and good listening skills Good communication and problem solving skills Co-ordination and planning skills Ability to relieve in the service areas Team building and supervisory skills Ability to formulate patient care related policies.
<b><u>DUTIES</u></b>	:	Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high risk conditions Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basis patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutical environment in the clinic using EDL guidelines. Ensure clinical intervention to clients



including administering of prescribed medication and ongoing observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.

**ENQUIRIES  
APPLICATIONS**

: Mr LG Nyawo Tel No: 039-6877311 ext. 130  
 : All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital

**NOTE**

: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 04/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

**CLOSING DATE**

: 24 February 2023

**POST 05/337**

: **CLINICAL NURSE PRACTITIONER (PHC) GR 1 & 2 REF NO: EZAK E 01/2023 (X1 POST)**

**SALARY**

: Grade 1: R400 644 – R464 466 per annum  
 Grade 2: R492 756 - R606 042 per annum  
 Other Benefits: 13<sup>th</sup> Cheque, Medical Aid (optional), Home Owner Allowance, plus 8% Rural Allowance (subject to meeting prescribed requirements)

**CENTRE  
REQUIREMENTS**

: St Chads CHC (Ezakeni E Clinic)  
 : Senior certificate or Grade 12.Degree/ Diploma in Nursing Science and midwifery. Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery(2022).Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Certificate of service endorsed by Human Resource Department is required (only when shortlisted). Experience:  
**Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Experience:  
**Grade 2:** 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 must be appropriate/ recognizable experience after obtaining the one year Post Basic qualification inn Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Knowledge, Skill, Training and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound Nursing care delivery approaches. Basic financial management skills. Knowledge of human resource management Ability to formulate vision, mission and objectives of the unit.

<b><u>DUTIES</u></b>	: Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills. : Execute duties and function with proficiency within prescript and applicable legislations. Provision of quality patient care through setting of standards, policies and procedure. Assist in planning, organizing and monitoring the objectives of the Unit and the Department. Demonstrate understanding of Human Resource and Financial Management practices and procedures. Improve perinatal mortality and morbidity through implementation of priority programmes e.g. EMTCT, CARMMA, MBFI, ESMOE and BANC. Display the concern for patients, promoting and advocating proper treatment and care including the awareness and willingness to respond to patient's needs, requirements and expectations Bath Pele Principles. Promotes Women's health and Child health. Manage all resources effectively and efficiently and ensure optimal service delivery. Carryout EPMDS evaluation of staff, formulate training programmes and ensure implementation of the programmes. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other prescripts Promotes Nursing Ethics and advocates for professionalism.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr. M.I Siyaya Tel No: 036 637 9600 : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
<b><u>FOR ATTENTION NOTE</u></b>	: Mr S.D.Mdletshe : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.
<b><u>CLOSING DATE</u></b>	: 24 February 2023
<b><u>POST 05/338</u></b>	: <b><u>CLINICAL NURSE PRACTITIONER (PHC) GR 1 &amp; 2 REF NO: MTE 01/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	: Grade 1: R400 644 – R464 466 per annum Grade 2: R492 756 - R606 042 per annum Other Benefits: 13 <sup>th</sup> Cheque, Medical Aid (optional), Home Owner Allowance, Plus 8% Rural Allowance (subject to meeting prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	: St Chads CHC (Kwa-Mteyi Clinic) : Senior certificate or Grade 12.Degree/ Diploma in Nursing Science and midwifery. Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery. Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Certificate of service endorsed by Human Resource Department Is Required (Only When Shortlisted). Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Clinical Nursing

Science, Health assessment, Diagnostic Treatment and Care. Experience: **Grade 2:** 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 must be appropriate/ recognizable experience after obtaining the one year Post Basic qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Knowledge, Skill, Training and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound Nursing care delivery approaches. Basic financial management skills. Knowledge of human resource management Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills.

**DUTIES** : Execute duties and function with proficiency within prescript and applicable legislations. Provision of quality patient care through setting of standards, policies and procedure. Assist in planning, organizing and monitoring the objectives of the Unit and the Department. Demonstrate understanding of Human Resource and Financial Management practices and procedures. Improve perinatal mortality and morbidity through implementation of priority programmes e.g. EMTCT, CARMMA, MBFI, ESMOE and BANC. Display the concern for patients, promoting and advocating proper treatment and care including the awareness and willingness to respond to patient's needs, requirements and expectations Bath Pele Principles. Promotes Women's health and Child health. Manage all resources effectively and efficiently and ensure optimal service delivery. Carryout EPMDs evaluation of staff, formulate training programmes and ensure implementation of the programmes. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other prescripts Promotes Nursing Ethics and advocates for professionalism.

**ENQUIRIES** : Mr. M.I Siyaya. Tel No: 036 637 9600  
**APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION** : Mr S.D.Mdletshe  
**NOTE** : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

**CLOSING DATE** : 24 February 2023

**POST 05/339** : **CLINICAL NURSE PRACTITIONER (PHC) GR 1 & 2 REF NO: EKUVU 01/2023 (X1 POST)**

**SALARY** : Grade 1: R400 644 – R464 466 per annum  
 Grade 2: R478 404 - R606 042 per annum

**CENTRE  
REQUIREMENTS**

Other Benefits: 13<sup>th</sup> Cheque, Medical Aid (optional), Home Owner Allowance, Plus 8% Rural Allowance (subject to meeting prescribed requirements)

: St Chads CHC (Ekuvukeni Clinic)  
: Senior certificate or Grade 12. Degree/ Diploma in Nursing Science and midwifery. Current registration certificate with SANC as a professional Nurse in General nursing and Midwifery. Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Certificate Of Service Endorsed By Human Resource Department Is Required (Only When Shortlisted). Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Experience: **Grade 2:** 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 must be appropriate/ recognizable experience after obtaining the one year Post Basic qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Knowledge, Skill, Training and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound Nursing care delivery approaches. Basic financial management skills. Knowledge of human resource management Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills.

**DUTIES**

: Performance Areas: Execute duties and function with proficiency within prescript and applicable legislations. Provision of quality patient care through setting of standards, policies and procedure. Assist in planning, organizing and monitoring the objectives of the Unit and the Department. Demonstrate understanding of Human Resource and Financial Management practices and procedures. Improve perinatal mortality and morbidity through implementation of priority programmes e.g. EMTCT, CARMMA, MBFI, ESMOE and BANC. Display the concern for patients, promoting and advocating proper treatment and care including the awareness and willingness to respond to patient's needs, requirements and expectations Bath Pele Principles. Promotes Women's health and Child health. Manage all resources effectively and efficiently and ensure optimal service delivery. Carryout EPMDS evaluation of staff, formulate training programmes and ensure implementation of the programmes. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other prescripts Promotes Nursing Ethics and advocates for professionalism.

**ENQUIRIES  
APPLICATIONS**

: Mr. M.I Siyaya. Tel No: 036 637 9600  
: All applications should be forwarded to: The Human Resources Manager, St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION  
NOTE**

: Mr S.D.Mdletshe  
: The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only.

Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

- CLOSING DATE** : 24 February 2023
- POST 05/340** : **ASSISTANT DIRECTOR: FINANCE REF NO: STC 01/2023 (X1 POST)**
- SALARY** : R393 711 per annum, Plus other benefits: 13<sup>th</sup> Cheque, Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements)
- CENTRE** : St Chads CHC
- REQUIREMENTS** : Senior Certificate (Grade 12) Bachelor's Degree in Finance or Cost and Management or Accounting Plus 3- 5 years of supervisory experience in financial field. Valid Driver's license (Minimum code EB). Certificate of service endorsed by HR Is Required (only when shortlisted) knowledge, skill, and training and competencies required: Good knowledge of Public Finance Management Act, Supply Chain Management Framework. Division of Revenue Act, National Tertiary Services Grant Framework, Treasury Regulations. Solid experience in budgeting , financial planning & analysis , asset management , Vulindlela and Basic Accounting System (BAS)Have ability to perform independently and under pressure as well as report writing & presentation at short notice. Skills: Decision –making, Problem solving, good Communication, Advance proficiency in Microsoft Excel with excellent quantitative & analytical skills. Attributes: Strong leadership, innovation, concern for excellence, drive and enthusiasm. Ability to handle sensitive financial information in strictest confidence. Knowledge in budgeting, financial planning and analysis.
- DUTIES** : Ensure that the budget is aligned to the Department Strategic Plans and CHC business plans. Monitor and interpret cash flows and report on financial projections CHC management and other relevant management officials within the department. Provide input towards the development of strategic, annual performance and business plans. Ensure the effective management of budgetary and expenditure control functions for the Sub-District. Implement and manage efficient, cost effective and integrated Supply Chain Management throughout the District. Perform Employee Performance Management and Development (EPMDS) of staff as required. Ensure appropriate management and utilisation of resources allocated to the component. Ensure regulations /procedures and proper internal control / SOP'S are in place and adhered to at all times. Overall responsibility and management of staff in Finance Component and SCM. Ensure compliance with Risk Management Policies. Ensure affective and efficient management of assets. Actively participate in infrastructure project management. Ensure cooperation and responsiveness to emergency service delivery situation.
- ENQUIRIES** : Dr SE Mnguni Tel No: 036 637 9600
- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
- FOR ATTENTION** : Mr S.D.Mdletshe
- NOTE** : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign

Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

- CLOSING DATE** : 24 February 2023
- POST 05/341** : **ASSISTANT DIRECTOR: SYSTEM REF NO: STC 2/2023 (X1 POST)**
- SALARY** : R393 711 per annum, Plus Other Benefits: 13<sup>th</sup> Cheque, Medical Aid (optional), Home Owner Allowance (employee must meet prescribed conditions)
- CENTRE** : ST Chads CHC
- REQUIREMENTS** : Senior Certificate (Grade 12).Degree or Diploma in Public Management / Public Administration. Minimum 3 years supervisory experience in Systems Management. Valid Driver's license (Minimum code EB). Certificate of service endorsed by HR is required (only when shortlisted).Knowledge, Skill, Training and Competencies Required: Good knowledge of Public Finance Management Act, promotion of Access information Acts. Record management, Hospital patient fees manual, contract Management .Skills: Decision –making, Problem solving, good Communication, Advance proficiency in Microsoft Excel with excellent quantitative & analytical skills. Attributes: Strong leadership, innovation, concern for excellence, drive and enthusiasm. Human Resource management skills including public relations.
- DUTIES** : Manage and coordinate the following areas: Patient Administration, Cleaning Services, Pottering Services, Hotel Services, Laundry Services, Telecommunication, Fleet management Services, Waste Management, Maintenance. Monitor the provision of all hotel services and facilities by contractors in order to ensure contract adherence and ensure compliance with Service level Agreement and highest level of care. Analyse alternative for performing needed work including contracting out services and evaluate / recommend procedures/practices to improve operating efficiency. Ensure effective, efficient and economical utilization resources allocated to the institution including the development. Ensure that all institutions information systems (patient and other) is maintained so as to provide liable, valid timeously processing and information. Ensure compliance with Health & Safety and Disaster Management requirements by all staff members. Ensure compliance to Norms & Standards and make look like a Hospital programme. Develop and implement policies. Effective management of the performance of employees according to EPMDS policy. Contribute as a member of a multidisciplinary team towards the effective management of CHC by participating in IMLC, Cash Flow Committee, Adjudication Committee, IHETD, Health and Safety, Loss and Damage etc.
- ENQUIRIES** : Dr SE Mnguni Tel No: 036 637 9600
- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
- FOR ATTENTION** : Mr S.D.Mdletshe
- NOTE** : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign

Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

- CLOSING DATE** : 24 February 2023
- POST 05/342** : **DENTAL THERAPIST REF NO: CTH05/2023 (X1 POST)**
- SALARY** : Grade 1: R332 427 per annum  
Grade 2: R389 754 per annum  
Plus 13 Cheque, Housing Allowance (employee must meet prescribed requirements), 17% Rural Allowance, Medical Aid (Optional)
- CENTRE** : Ceza-Thulasizwe District Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12), Diploma or Degree or Diploma in Dental Therapy, Current registration with Health Professions Council of South Africa (HPCSA), Recommendation: The person should have good communication skills, good interpersonal relations and ability to work under pressure as well as problem solving skills, Knowledge of infection, Prevention, and Control Protocols, Unendorsed valid Code B driver's license (Code 8), Knowledge, Skills, Training and Competencies Required: Knowledge of current health and public service legislation and policies, excellent human relations, communication skills, Computer literacy.
- DUTIES** : The incumbent will be working in institution, clinics and performing administrative duties, Provide oral health treatment: relief of pain and sepsis restorations, fissure, sealants, scaling and polishing, community outreach programs, Sound knowledge of Departmental policies, Cleaning and sterilization of instruments, Ordering consumables as needed, Do inventory of dental instruments, Adhere to Health Care Waste Management Legislation and Principles.
- ENQUIRIES** : Dr NB Mtetwa: Dentist at 072 424 5420
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, and Ceza Hospital, before 16H 00 on or before the closing date.
- FOR ATTENTION** : Mr. E.S. Mazibuko
- NOTE** : Applications should be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application must include only completed and signed new form Z83 obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as the driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities and African males are encouraged to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
- CLOSING DATE** : 24 February 2023
- POST 05/343** : **PUBLIC RELATIONS OFFICER REF NO: EGUM 01/2023 (X1 POST)**
- SALARY** : R331 188 per annum (Level 08), Plus 13th cheque/service bonus plus, Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

- CENTRE REQUIREMENTS** :
- E G & Usher Memorial Hospital
- Matric/Senior Certificate or Grade 12 certificate, plus National Diploma in Public Relations Management (NQF Level 6) or Communication Science (NQF Level 6). Current and previous experience endorsed and stamped by Human Resource (Employment History). All the attachments /proof will be submitted by shortlisted candidates only. Knowledge, Skills, Training and Competencies Required: Excellent communication skills both orally and written. Excellent interpersonal relations skills. Computer skills. Presentation skills. Problem solving skills. Planning and decision making skills. Awareness of Media different agendas. Diversity Management skills. Ability to plan and prioritize effectively and accordingly. Honesty and integrity. Client Orientation and Customer focus.
- DUTIES** :
- Assist with coordination of facility events, and promotes patient rights. Ensure effective management of information internal and external communication within the hospital. Participate in Quality Assurance Programmes for publications purposes as per Departmental requirements in line with health calendar activity. Monitor adherence in the proper management of patient complains, compliments and suggestions. Strengthen relations links between facilities, internal and external stakeholders. Uphold corporate image of the institution. Ensure the implementation of departmental Media Policy, and Batho Pele Principles within the institution. Strengthen relations links between facilities, internal and external stakeholders. Assist with coordination of events and promote patients' rights.
- ENQUIRIES APPLICATIONS** :
- Mr. JBJ Ngobese Tel No: 039 - 797 8100
- Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).
- FOR ATTENTION NOTE** :
- Human Resource Department
- The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za), updated and fully detailed Curriculum Vitae. In addition, Only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Shortlisted candidates only will submit Non-RSA / Permanent Residents / Work permit holders the attachments /proof). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T will be paid to candidates when attending the interviews. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.
- CLOSING DATE** :
- 24 February 2023 at 16H00 afternoon



**POST 05/344** : **HUMAN RESOURCE PRACTITIONER – LABOUR RELATIONS REF NO: NDW/LRP/03/2023 (X1 POST)**  
Component: Human Resources

**SALARY** : R269 214 - R317 127 per annum (Level 07). Benefits: 13th Cheque, Home owner allowance and Medical Aid (Employee must meet prescribed condition)

**CENTRE REQUIREMENTS** : Ndwedwe Community Health Centre  
Grade 12/Senior Certificate. Degree/Diploma in Human Resource Management, Public Administration or Management. At least 3-5 years' experience in Human resource Management. Valid driver's licence. Investigating and presiding officer's certificate. Only shortlisted candidates will be required to submit proof of current and previous experience, certificates of service endorsed by HR Department. Knowledge/Skills/Competencies In depth knowledge of Public Service policies, Acts and regulations as related to HR Component. Extensive knowledge of computerised personnel and salary systems, MS packages and application thereof. Communication and interpersonal skills. Leadership skills to manage Human Resource section. Sound organising, planning and problem solving skills. Knowledge of Labour relations.

**DUTIES** : Facilitate and render training and workshops. Implementation of outcomes of dispute resolutions and grievance hearings. Facilitate and administer the relationship process between management and organised labour. Deal with grievance, discipline and misconduct cases in terms of laid down policies and procedure. Organizing and planning for disciplinary hearing. Advise management on matters relating to Human Resource Practices and staff relations. Ensure that the employment practices i.e. selection, recruitment and appointment verification of qualifications, security checks, transfers and E-Disclosure are in accordance with the laid down policies and procedures. Management of overtime and commuted overtime. Coordination and compilation of HR reports. Exercise direct control and supervision of staff.

**ENQUIRIES APPLICATIONS** : Mr EM Khumalo Tel No: 032 532 3048/50  
: All applicants should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag X 528, Ndwedwe, 4342

**FOR ATTENTION NOTE** : Mr. EM Khumalo Tel No: 032 532 3050  
: Directions to candidates: The following documents must be submitted: Application for Employment form new (Z83) which is obtainable at any Government. Department or from website www.kznhealth.gov.za. Applicants are requested not to submit copies/ attachments / proof / Certificates / ID/ Driver's license/ qualifications on application, only the shortlisted candidates will be required to submit certified documents on or before the date of the interview. The reference number must be indicates in the column provided in the Z83, e.g. SAP2/2010 The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (Vetting), criminal clearance, credit records, citizenship), verification of educational Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department). "People with disabilities should feel free to apply". NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

**CLOSING DATE** : 24 February 2023

**POST 05/345** : **SUPPLY CHAIN CLERK- SUPERVISOR REF NO: STC03 /2023 (X1 POST)**

**SALARY** : R269 2142 per annum (Level 07). Other Benefits: 13<sup>th</sup> Cheque, Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements)

**CENTRE REQUIREMENTS** : St Chads CHC  
: Senior Certificate or equivalent, plus minimum of 3-5 experience in supply chain management environment. (MS Office Software applications) Valid driver's license code8/10. Certificate of service endorsed by HR is required (only when shortlisted). Knowledge, Skill, Training and Competencies Required: Knowledge of the Public Management Act, Treasury Regulations,

Inventory & Logistics Management, Acquisition and demand Management, Assets Management. Knowledge of SCM and procurement process and procedures Good written and verbal communication skills Customer care and interpersonal relations skills, problem solving and decision making. Ability to maintain high level of confidentiality Organizing, planning and numerical skills. Ability to work under pressure.

**DUTIES**

: Supervision of Supply Chain Management i.e. Stores, Acquisition and Demand and Assets Management. Maintain adequate availability of stock by ensuring timeous & continuous Replenishment of stock. Ensure compliance to Treasury Regulations and Departmental Procurement Policies, rules and regulations. Ensure proper filing of documents Conduct internal audit in SCM on an ongoing basis. Implement risk management to avoid fraud and corruption timeously Compile and submit monthly returns and reports Ensure Stock Taking is done regularly. Ensure that stock received is recorded in the GRN book and captured on the RIDV template. Ensure all Bin/ Tally cards are updated regularly Ensure that payments are done as required by the PFMA. Ensure functionality of Bid Committees. Ensure adverts are placed timeously on the Departments website or notice board. Draw out CSD and prepare files for BID Committees. Maintain effective & efficient staff Management in respect of giving and Supervision on performance of their duties (EPMDS). Implement discipline and grievance procedures. Co-Ordinate in-service training in order to promote service delivery.

**ENQUIRIES**

: Dr S.E Mnguni Tel No: 036 637 9600

**APPLICATIONS**

: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION  
NOTE**

: Mr S.D.Mdletshe

: The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

**CLOSING DATE**

: 24 February 2023

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

- APPLICATIONS** : The Chief Director: Strategic HR, Office of the Premier, Private Bag X 9483, Polokwane, 0600 or Hand delivered to the Office of the Premier, No 40 Hans Van Rensburg Street, Mowaneng Building, Office No.A013, General Records (Registry), Ground Floor.
- FOR ATTENTION** : Ms. Suzan Mahlase / Mr. Junior Maboya / Ms. Moipone Mathole
- CLOSING DATE** : 07 March 2023
- NOTE** : The new Z83 form must be signed when submitted, To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next three (3) 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, emailed 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. All shortlisted candidates for these 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 Office of the Premier. The successful candidates will be expected to enter into a performance agreement with the Executive Authority and sign a five (5) year contract of employment upon assumption of duty with the Premier. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts. 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. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 1st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: [www.thensg.gov.za/training-course/sms-pre-entry-programme](http://www.thensg.gov.za/training-course/sms-pre-entry-programme).

## MANAGEMENT ECHELON

- POST 05/346** : **HEAD OF DEPARTMENT: HEALTH REF NO: OTP/54/23/01**  
(5 Years Fixed Term Contract)  
Re – Advert, Candidates who previously applied for post of HOD: Health are encourage to re-apply.
- SALARY** : R2 068 458 per annum, (SMS Grade D, Level 16). Non-pensionable HoD allowance: 10% of the payable inclusive remuneration package
- CENTRE** : Polokwane: Head Office
- REQUIREMENTS** : An undergraduate qualification NQF level 7 and a post graduate qualification NQF level 8 as recognised by SAQA; At least 8 -10 years' experience at a senior managerial level(3 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996).A post graduated qualification in Medical / Health Science will be an added advantage; valid driver's licence (with the exemption of applicants with disabilities); Competencies: Core and Process Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Problem Solving and Analysis; Knowledge Management; Client Orientation and Customer Focus; Communication; Knowledge And Skills: Demonstrated ability to: Apply strategic thinking processes to influence the conceptualisation of a vision, align internal processes, systems and goals to the vision; Apply own judgement and take bold decisions in the context of varied levels of risk and ambiguity; Work effectively in ambiguous or changing situations. Apply purposeful and goal-directed thinking processes to evaluate information, assess situations and courses of action and to formulate inferences, calculate possibilities and reach logical conclusions through an unbiased, rational approach; Identify problems, their root causes, interrelations between problems and find solutions to them. Maintain high quality standards in the output and encourage others to meet similar standards. Exchange information and ideas, both verbally and in writing, in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes. Understand, interpret and apply relevant legislation, policies, regulations, instructions, standards and guidelines to support the Department to effectively and efficiently deliver on its mandate. Manage allocated resources, both human and capital, effectively, economically and efficiently. Prepare and Manage strategic plans, business plans and budgeting. Knowledge of relevant public service acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Negotiation skills, Track record in preparation of management of strategic plans, business plans and budgeting. Ability to interact at both strategic and operational levels.
- DUTIES** : The successful candidate will be the Head of Department and Accounting Officer responsible for:- Establish strategic direction of the department to ensure alignment with mandates by:-Providing Departmental Management and Planning; Providing Corporate Governance in the Department; Providing Executive authority and management support; Ensure the provision of strategic guidance and support in the delivery of integrated and comprehensive health care services in the Province; Ensure the establishment, implementation and maintenance of appropriate systems (Analytical Tools, ICT and models or projections of expenditure/cost behaviour) and policies to ensure effective and efficient management of resources (financial, human, Technological and physical) by providing financial management and corporate services in the Department; Direct support to the MEC; Provide strategic leadership of the Department; Regional Integration Implementation of MISS; Managing a corporate/enterprise through leading people and task execution management; Design Strategic Planning Frameworks; Leadership and Management Strategy.
- ENQUIRIES** : Ms. Suzan Mahlase Tel No: (015) 287 6030 / Mr. Junior Maboya Tel No: (015) 287 6290 / Ms. Moipone Mathole Tel No: (015) 287 6360
- POST 05/347** : **HEAD AND ACCOUNTING OFFICER FOR DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM REF NO: OTP/54/23/02**  
(Five (5) Years Fixed Term Contract)
- SALARY** : R1 590 747 per annum, (SMS Grade D, Level 15). Non-pensionable HoD allowance: 10% of the payable inclusive remuneration package

**CENTRE  
REQUIREMENTS**

: Polokwane  
: An undergraduate qualification NQF level 7 and a post graduate qualification NQF level 8 as recognised by SAQA; At least 8 -10 years' experience at a senior managerial level(3 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996). A post graduated qualification in Transport Management / Policing will be an added advantage; Valid driver' license (exempting applicants with disabilities). Core And Process Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Problem Solving and Analysis; Knowledge Management; Client Orientation and Customer Focus; Communication; Key Knowledge And Skills: Demonstrated ability to: Apply strategic thinking processes to influence the conceptualisation of a vision, align internal processes, systems and goals to the vision; Apply own judgement and take bold decisions in the context of varied levels of risk and ambiguity; Work effectively in ambiguous or changing situations. Apply purposeful and goal-directed thinking processes to evaluate information, assess situations and courses of action and to formulate inferences, calculate possibilities and reach logical conclusions through an unbiased, rational approach; Identify problems, their root causes, interrelations between problems and find solutions to them. Maintain high quality standards in the output and encourage others to meet similar standards. Exchange information and ideas, both verbally and in writing, in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes. Understand, interpret and apply relevant legislation, policies, regulations, instructions, standards and guidelines to support the Department to effectively and efficiently deliver on its mandate. Manage allocated resources, both human and capital, effectively, economically and efficiently. Prepare and Manage strategic plans, business plans and budgeting. Knowledge of relevant public service acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Negotiation skills, Track record in preparation of management of strategic plans, business plans and budgeting. Ability to interact at both strategic and operational levels.

**DUTIES**

: Demonstrated ability to: Oversee promotion and development of economic growth within the Province. Guide and direct Economic development planning and research, Development of enterprises and co-operatives in all sectors, Establishment, development and promotion of industries and Creation of a healthy and fair business practice environment. Ensure social development and empowerment. Ensure that there is conducive environment for economic growth. Oversee promotion and development environmental and tourism activities within the Province. Guide and direct Environmental protection and waste and pollution management, Biodiversity support services and utilisation of natural resources, Tourism development, Ensure community involvement and beneficiation. Ensure adequate regulation of environmental matters. Ensure optimal functioning of tourism products and provincial nature reserves (Limpopo Wildlife Resorts). Providing financial management and corporate services in the Department. Direct support to the MEC. Provide strategic leadership of the Department. Regional Integration Implementation of MISS. Managing a corporate/enterprise through leading people and task execution management. Design Strategic Planning Frameworks.

**ENQUIRIES**

: Ms. Suzan Mahlase Tel No: (015) 287 6030 / Mr. Junior Maboya Tel No: (015) 287 6290 / Ms. Moipone Mathole Tel No: (015) 287 6360

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF HEALTH**

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

<b><u>CLOSING DATE</u></b>	:	24 February 2023
<b><u>NOTE</u></b>	:	N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications) <b>ERRATUM:</b> Kindly note that the posts were posted in Public Service Vacancy Circular 02 dated 20 January 2023, the posts of an Emergency Care Officer Grade 3 (EMS Lydenburg Station, EMS Matibidi Station and EMS Themba Station, Ehlanzeni District), Emergency Care Officer Grade 3 (EMS Carolina Station, EMS Embalenhle Station and EMS Bethal Station, Gert Sibande District) and Emergency Care Officer Grade 3 (EMS Siyabuswa Station and EMS Witbank Station, Nkangala District) with Ref No: MPDOH/Jan/23/44 (X8 Posts) and its closing date of 03 February 2023 has been withdrawn.
<b>OTHER POSTS</b>		
<b><u>POST 05/348</u></b>	:	<b><u>DEPUTY DIRECTOR: DISTRICT COORDINATORS FORENSIC PATHOLOGY SERVICES REF NO: MPDOH/FEB/23/24</u></b> (Re-Advertisement)
<b><u>SALARY CENTRE</u></b>	:	R908 502 per annum, (all-inclusive remuneration package) Gert Sibande District Office, Ermelo.

<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus an undergraduate relevant qualification (NQF Level 7) in Administration or Public Management as recognized by SAQA in Administration or Public Management with at least five (5) years' relevant experience of which 3 years must be at supervisory level (ASD) in management. Relevant experience of the Forensic Pathology services would be advantageous. Computer literacy and the ability to use Microsoft packages. Ability to work independently and under extreme pressure. Valid driver's license and the incumbent must be prepared to undertake extensive visitations of Forensic Health Services. Knowledge of the District Healthcare System. Knowledge of the PFMA and Treasury Regulations. Good understanding of the OHSA and related regulations. (Occupational Health and safety Act). Familiarity with the COIDA. (Compensation of Occupational Injury and Disease Act).
<b><u>DUTIES</u></b>	:	Be responsible for the overall management of the Forensic Pathology Services in the District. Manage key resources of the Department. Manage key Forensic Pathology Services Stakeholders. Implement all services in support of the Department of Justice and Constitutional Development and SAPS. Be responsible for Human resource management and financial resources management. Implement policies, guidelines, appropriate controls and reporting systems for Forensic Pathology Services in the District.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 05/349</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1: (REPLACEMENT) REF NO: MPDOH/FEB/23/25</u></b>
<b><u>SALARY</u></b>	:	R858 528 - R924 876 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Barberton Hospital (Ehlanzeni District) : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2023) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neuro Surgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
<b><u>DUTIES</u></b>	:	To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 05/350</u></b>	:	<b><u>PHARMACY SUPERVISOR GRADE 1 (REPLACEMENT) REF NO: MPDOH/FEB/23/26</u></b>
<b><u>SALARY</u></b>	:	R858 528 - R911 205 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Barberton Hospital (Ehlanzeni District) Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current registration with SAPC (2022). Minimum of five (5) years appropriate experience after registration as a Pharmacist with the SAPC. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and Good Pharmacy Practice. Sound knowledge of the Pharmacy Act and the Medicine and Related Substance Control Act. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage the pharmaceutical budget and monitor expenditure. Provide expert advice on selection and procurement of pharmaceutical and surgical supplies. Coordinate Hospital Pharmacy and Therapeutic committee. Implement the essential drug Program. Ensure the implementation of the down referral system. Monitor pharmaceutical budget. Monitor implementation of policies and standard operating procedures. Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Effective implementation and monitoring of security measures to ensure the safekeeping of all pharmaceuticals within the pharmacy and the hospital. Assist with the training, education and development of Pharmacy staff and other health workers. Promoting of public health, report to the Pharmaceutical and Clinical Manager in respect of general issues of Pharmacy. Assist in the implementation of Provincial Comprehensive HIV/AIDS care and CCMDD. Coordinate Implementation of RX solution and Stock visibility systems. Manage human and financial resources.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 05/351</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (PN-B3): PHC (REPLACEMENT) REF NO: MPDOH/FEB/23/27 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R588 378 – R662 220 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mhluzi Clinic (Nkangala District) Ludlow Clinic (Ehlanzeni District) Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty.



		Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
<b><u>DUTIES</u></b>	:	Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 05/352</u></b>	:	<b><u>OPERATIONAL MANAGER (PN-B3): OPERATING THEATER (REPLACEMENT) REF NO: MPDOH/FEB/23/28</u></b>
<b><u>SALARY</u></b>	:	R588 378 – R662 220 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Matikwana Hospital (Ehlanzeni District)
	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Advanced Midwifery. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic Operating Theatre Nursing Science qualification. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership skills, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.
<b><u>DUTIES</u></b>	:	The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Operating Theatre Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter–sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identity develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: www.mpuhealth.gov.za
<b><u>POST 05/353</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY (REPLACEMENT) REF NO: MPDOH/FEB/23/29 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Middelburg Hospital (Nkangala District) Bethal Hospital (Gert Sibande District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Advanced Midwifery Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Labour Ward Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: www.mpuhealth.gov.za.
<b><u>POST 05/354</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): PHC (REPLACEMENT) REF NO: MPDOH/FEB/23/30</u></b>
<b><u>SALARY</u></b>	:	R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Phola CHC (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Primary Health Care Unit. Ensure effective and efficient

management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi 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 05/355** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT (REPLACEMENT) REF NO: MPDOH/FEB/23/31**

**SALARY CENTRE REQUIREMENTS** : R393 711 per annum, (plus service benefits)  
: Nkangala District Office, Emalahleni  
: Senior Certificate / Grade 12 plus Diploma / Degree in Asset Management, Logistics / Fleet management / Finance / Financial Management / Management Accounting with 3 - 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (level 8) within Asset Management Environment. Key Competencies: Computer literacy MS office; Sound knowledge of student administration; Good interpersonal relations, communication, verbal and written skills; Problem solving; Ability to work under pressure and work independently; Team work; Knowledge of PFMA; Leadership and Principles Management. A valid driver's licence.

**DUTIES** : To coordinate, review and undertake the implementation of the physical asset management framework and policies. Monitor assets through verification (physical condition, functionality, utilisation and financial performance) evaluation and reporting. Monitor and review the capturing of all physical (moveable and immovable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Promote correct implementation of sound asset management practices. Supervise employees to ensure sound physical asset management. Render effective and efficient asset management, internal control systems, (BAS, LOGIS and BAUD), fleet management and maintenance of asset. To prepare weekly, monthly and annual reports. Implementation of the PMDS policy, manage leave and PILIR, monitor Service Level Agreements with service providers, monitor operational plans, and manage staff delegations. Monitor compliance in relation to PFMA, PSA, PSR, BCEA and LRA.

**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 05/356** : **OPTOMETRIST GRADE 1-3 REF NO: MPDOH/FEB/23/32 (X2 POSTS)**

**SALARY** : Grade 1: R332 427 – R378 318 per annum  
: Grade 2: R389 754 - R445 665 per annum  
: Grade 3: R459 126 - R557 184 per annum  
(Depending of years of experience in terms of OSD).

**CENTRE REQUIREMENTS** : Bethal Hospital and Ermelo Hospital (Gert Sibande District)  
: Senior Certificate / Grade 12 plus appropriate qualification that allows for the required registration with the Health Professionals Council of South Africa (HPCSA) as an Optometrist. HPCSA registration as an independent Practitioner and Current registration with HPCSA. **Grade 1:** No experienced is required after registration with HPCSA as an Optometrist. **Grade 2:** A minimum

of 10 relevant experience after registration with HPCSA as an Optometrist. **Grade 3:** 20 years and more relevant experience after registration with HPCSA as an Optometrist. Knowledge of Integrated School Health services, Non-Communicable Diseases, Health Awareness Calendar (Eye Health). Good communication skills (verbal and written). Ability to work in a multidisciplinary team. Knowledge of Batho Pele Principles, Patients right charter, PMDS & PFMA. A valid Driver's Licence is essential.

**DUTIES** : To coordinate the implementation and monitoring of optometric eye care activities and services in the district, aimed at improving eye health and the elimination of avoidable visual impairment and blindness. Coordinate and monitor optometric care activities in the district, improve refractive error services in the district, promote eye health in the district. Improve the quality of refractive services in the district. Participate in district Awareness Campaign and in the Integrated School Health Programme according to scope of practice. Report monthly statistics. Participate in the procurement and issuing of spectacles / assistive optical devices. Examination, diagnosing and management of eye conditions as per Optometry scope of practices. Exercise safeguarding of all assistive optical devices, consumables and equipment's. Collaborate with stakeholders in eye care service delivery. Participate in the training of School health nurses and Primary Health Care nurses. Visit different Hospitals in the district to render Mass Refraction according to itinerary / District Eye Programme plan. Perform any other duties as delegated by the supervisor.

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

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

**POST 05/357** : **ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 (REPLACEMENT)**  
**REF NO: MPDOH/FEB/23/33**

**SALARY** : R332 427 – R378 318 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Agincourt CHC (Ehlanzeni District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable). Grade 1: SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.

**DUTIES** : Waste management (ensure proper handling and monitor of general waste and health care risk waste). Safety health environment risk and quality (SHERQ) management. Waste quality monitoring (collection of water samples and analyzing results). Food control (collection of food samples, inspection of food premises and training of staff). Vector control within the facility (organize pest control programme). Disease surveillance (from part of the outbreak response team, investigate outbreaks and liaise with relevant stakeholders). Monitor Environmental health indicators and provide reports to management. Pollution control. Environmental health hygiene. Occupational hygiene surveillance.

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

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

**POST 05/358** : **SENIOR ADMINISTRATIVE OFFICER: AUXILIARY SERVICES (REPLACEMENT) REF NO: MPDOH/FEB/23/34**

**SALARY** : R331 188 per annum, (plus service benefits)  
**CENTRE** : Barberton Hospital (Ehlanzeni District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus six (6) years relevant experience or Diploma / Degree in Public Administration / Management plus three (3) years' relevant experience. Extensive experience and comprehensive knowledge of all administration aspects. Ability to interpret and implement policies. Sound knowledge of the Public Service Act, Labour Relations Act, PFMA and other applicable prescripts project management skills, Managerial skills, Verbal, Report writing skills and Computer literacy.

**DUTIES** : Provide effective management and professional leadership in of Auxiliary services. Demonstrate effective communication with Cleaners, laundry aid, Grounds man, Food service, Porter, Mortuary, and Housekeeping supervisors. Management of official accommodation Ensure proper management of food services. Ensure proper management if linen and laundry services. Monitor security and liaise with service provider as per the signed SLA with the client of department. Manage budget and cash flow of the section. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff. Monitor implementation of PMDS and Overtime.

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

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

**POST 05/359** : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 (REPLACEMENTS) REF NO: MPDOH/FEB/23/35 (X2 POSTS)**

**SALARY** : R217 854 – R245 409 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Embhuleni Hospital (Gert Sibande District)  
Delmas Clinic (Nkangala District)

**REQUIREMENTS** : Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2023). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.

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

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

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

**POST 05/360** : **ARTISAN (PRODUCTION) A: PLUMBER (REPLACEMENT) REF NO: MPDOH/FEB/23/36**

**SALARY** : R199 317 – R221 214 per annum, (Depending of years of experience in terms of OSD)

**CENTRE** : Standerton Hospital (Gert Sibande District)

**REQUIREMENTS** : Minimum of Grade 10-12 or equivalent qualifications plus an appropriate completed Appropriate Trade Test Certificate in Plumbing. 0 2 relevant experience will be an added advantage. Computer Literacy. Knowledge for time entry, preventative maintenance and work orders. A valid driver's licence. Willingness to work irregular hours and attend to emergencies when required.

- DUTIES** : Assemble, maintain, and pressure test all pipes, fittings and fixtures of heating, water, drainage and gas systems according to specifications and plumbing codes. Determine sources of plumbing malfunctions and complete repairs as indicated or according to work orders. Repair pipes, fittings, valves, fixtures, and plumbing system equipment, including sinks, commodes, water heaters, water softeners, etc. Repair dish washers and kitchen equipment that incorporate gas or water consumption. Receive and complete work orders. Maintain accurate records on material and labour used. Maintain inventory of district –owned tools, equipment, and materials. Inspect jobs upon completion and ensure areas are clean. Work with building principals and supervisors to complete projects. Detect needed repairs on building, grounds, and equipment following established inspection. Respond to emergency calls as needed. Perform preventative maintenance on tools and equipment. Correct unsafe conditions in work area and report any conditions that are not safe.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)
- POST 05/361** : **EMERGENCY CARE OFFICER GRADE 3 (REPLACEMENTS) REF NO: MPDOH/FEB/23/37 (X8 POSTS)**
- SALARY CENTRE** : R176 865 - R231 231 per annum, (plus service benefits)  
: Lothair EMS Station (X3 Posts), Leandra EMS Station (X3 Posts) (Gert Sibande District) and Nkangala Emergency Communication Centre (X2 Posts) (Nkangala District)
- REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent. Ambulance Emergency Assistant certificate. Registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant (2023). Current registration with the HPCSA (deposit slip will not be accepted). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients. Candidates are expected to write an assessment test and test driving. Knowledge, Skills and Competencies: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services, and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life Support and transport patients to an appropriate health facility in order to minimize the loss of life. The ideal candidates must: Possess knowledge of Intermediate Life Support Protocols. Have understanding of EMS and its line of business. Possess knowledge of basic Medical Rescue. Possess knowledge of Rules and Regulations of Road Traffic Ordinance. Possess good communication skills. Have practical patient management skills. Have the ability to implement emergency procedures. Have the ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency ambulance, Obstetric ambulance, inter-facility ambulance, communication centres and Patient Transport Services as per the allocation or deployment by EMS management.
- DUTIES** : Treat, stabilize and transport patients according to the Intermediate Life Support scope of practice as per HPCSA Protocols. Respond to all calls as dispatched by the Communication Centre or as requested by other medical professionals to assist with Intermediate Life Support of patient treatment. Maintain best clinical practice in accordance with quality standards and maintaining Continuous Professional Development (CPD). Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist, report all losses, damages and discrepancies to the Shift Leader. Wash, clean and disinfect the interior/exterior of the vehicle and maintain the vehicle in a clean condition and good working order at all times. Change and replenish surgical sundries and medical gases and ensure that all items are used before expiry date. Assist in maintaining a clean and tidy station. Complete and submit all paperwork to the Shift Leader before the termination of the shift or as required. Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order. Abide by the EMS Standard Operational Procedures. Actively participate in training and quality assurance programs. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.

**ENQUIRIES**

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

**APPLICATIONS**

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

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

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

- APPLICATIONS** : Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director – Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley, 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 7<sup>th</sup> Floor, Post Office Building, Kimberley, or Email applications to: [Ncpt-HR@ncpg.gov.za](mailto:Ncpt-HR@ncpg.gov.za)
- FOR ATTENTION** : Ms. D Barnett
- CLOSING DATE** : 24 February 2023
- NOTE** : Applications submitted using the incorrect (old) Z83 form will not be considered. Further note that the new Z83 form must be completed in full and signed in order for the applicant to be considered. The new employment (Z83) form which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) or obtained at any government department. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and a detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Correspondence will be limited to successful candidates only. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions 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. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts.

**OTHER POSTS**

- POST 05/362** : **ASSISTANT DIRECTOR: EMPLOYEE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM REF NO: NCPT/2023/01**
- SALARY** : R393 711 – R463 764 per annum (Level 09)
- CENTRE** : Kimberley
- REQUIREMENTS** : Diploma/Degree: (NQF6/7) in Human Resource Management/Public Management or equivalent qualifications. 2 – 3 year's relevant experience in the Employee Performance Management environment. A valid driver's license. Skills & Knowledge: Knowledge of Service Regulation Framework, DPSA directives, Policies, Provincial Performance Management Policy. Ability to communicate at both higher and lower level, report writing, conflict management, problem solving and decision making, organizing, planning, team work, interpersonal relations, training, computer literacy, interpret directives and policy.
- DUTIES** : Monitor the Performance Management system within the department: Verify data and consolidate statistics of performance documents, Capture to report on performance management compliance, Capture SMS EPMDs documents on Excel database and PERSAL, Submit and report compliance statistics, Compile and distribute year planner and send bi – annual review reminders.



Coordinate Secretarial services to the Moderation Committee, Intermediate review committee (IRC) and Appeals Panel For SL 1 – 12: Co-ordinate logistics for SL 1 – 12 Moderation Committee, IRC and Appeals Panel, Analyse, consolidate and quality assure the minutes and reports of the Committee sittings, Compile schedule of bonuses and pay progression, compile SL 1 – 12 submission, Quality assure performance outcome Letters, Assist and support with the logistics for SMS Moderation, Type SMS Performance outcome Letters, SMS Files closed and submitted to registry. Co-ordinate the support services to be rendered to staff on Performance Management matters: Attend to performance management related enquiries (calls, emails or walk-in) and escalate to higher when necessary, assist with technical advice, Assist in the facilitation of performance management workshops. Manage the resources within the unit: Monitor performance of staff, leave management, Mentoring and Coaching, Circulate latest development of Performance Management matters.

**ENQUIRIES** : Mr. KSN Melakeco Tel No: (053) 830 8262

**POST 05/363** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: NCPT/2022/02 (X4 POSTS)**

**SALARY** : R393 711 – R463 764 per annum (Level 09)  
**CENTRE** : Kimberley  
**REQUIREMENTS** : National Diploma / B-Tech / B. Com Degree (NQF: 6/7) in Accounting / Auditing / Internal Audit. Accreditation as a Certified Internal Auditor (CIA) will be an added advantage. 2-3 years' full time experience in an auditing environment. A valid driver's license. Skills & knowledge: Extensive knowledge of and skills in applying internal auditing and accounting principles and practices, management principles and preferred business practices. Experience in government auditing or accounting, and in supervising and conducting audits in Information Systems and other areas pertinent to the industry. Knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors. Knowledge of management information systems terminology, concepts and practices. Knowledge of industry program policies, procedures, regulations and laws. Skill in conducting quality control reviews of audit work products. Skills in collecting and analysing complex data, evaluating information and systems, and drawing logical conclusions. Considerable skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines. Skill in negotiating issues and resolving problems. Considerable skill in using a computer with word processing, spreadsheet and other business software to prepare reports, memos, summaries and analyses. Considerable skill in effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations. Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment, innovative and creative, accuracy and discipline.

**DUTIES** : Annual and Quarterly Planning of Audit Assignments: Provide inputs to the Annual Audit Plan. Provide inputs to the project plan and allocation of audit assignment. Provide inputs into the quarterly progress report. Publish Plan. Supervise Planning and Execution of audit assignments: Provide input into the audit engagement scope, audit objectives and timeframes. Research on audit to be performed and relevant legislations/Acts/Policies and Procedures. Perform and/or review data analytics. Develop the audit program and plan the audit sampling method. Review the Preliminary Survey Checklist, System Description, and DPM. Review the record of work done on the audit program. Review and sign off teammate working papers. Provide frequent supervision or coaching to the Auditors and minimal supervision to seniors throughout the audit assignment. Reporting Audit Results: Review the Exception (Combined Issue) Report. Discuss of the reviewed Exception (Combined Issue) Report with client to source management comments. Assist in the discussion of the Draft Final Audit Report. Address and sign off coaching notes. Ensure audits are valuable to the departments. Verification of the audit pack as per Audit Committee request. Administration: Review and approve timesheets on teammate. Assess performance of the Auditors/Seniors quarterly (informally), bi-annually (formally) and annually. Maintenance of discipline. Manage leave of auditors and seniors. Attend Audit Committee meetings on request by management.

**ENQUIRIES** : Mr. J van Tonder Tel No: 082 719 1666

**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, 1<sup>st</sup> Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.
- FOR ATTENTION** : Kegomoditswe Makaota Tel No: 018 200 8258
- CLOSING DATE** : 03 March 2023 at 15H30
- NOTE** : Compliance Note: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be fully completed and compulsory to be signed and dated. Should the applicant/s use incorrect application form for employment (Z83), the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Applicants are requested to complete the Z83 form properly and in full. Sections A, B, C and D are compulsory, and Sections E, F and G do not need to be completed if a detailed CV covering the Sections mentioned is attached, however question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not submitting copies//proof/certificates/attachments/drivers licence/qualifications on application, 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](http://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. Qualifications of shortlisted candidates will be verified with SAQA. 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. Emailed applications will be 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 verification 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. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: <https://www.thensg.gov.za>. The appointee to SMS post must be in possession of such, prior to taking up the post.

## MANAGEMENT ECHELON

- POST 05/364** : **DIRECTOR-TRANSPORT PLANNING REF NO: 71/2022/23**  
Directorate: Transport Planning
- SALARY** : R1 105 383 per annum. The inclusive remuneration package consists of a basic salary contribution to Government Employee Pension Fund, medical 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 Certificate A relevant (NQF level 7) qualification in Transport Management or any relevant qualification within the Transport Sector recognised by SAQA coupled with five (5) years' experience at middle management within the Transport Environment. Valid driving license. Computer literacy. Project management and Policy formulation will be a strong recommendation. Knowledge: Knowledge of relevant legislation, policies and strategies. Knowledge of Public Service Act, Rules and Regulations. Knowledge of Public Finance Management Act. Be able to demonstrate sufficient knowledge of public and freight transport operations in the North West Province and policy development. Skills: Strategic capacity and leadership. Programme and project management. Financial management and service delivery innovation. Analytical skills, problem solving and the ability to work independently and under pressure. People management and empowerment. Verbal and written communication skills at a high level. Willingness to travel and work irregular hours. Have the ability to generate new ideas and improve where circumstances require. Be able to formulate, write reports and communicate at the highest level. Must have good interpersonal skills and be able to maintain a positive interpersonal relations and be able to work as part of team as an individual.
- DUTIES** : Manage personnel of the Directorate and provide effective guidance on implementation of government policies and regulations. Manage the implementation of National Transport Policy, National Land Transport Acts and strategies. Manage the development and implementation of Provincial Transport Policy, Legislations, strategies and coordination of Transport Planning processes of all modes of transport. Manage the coordination of transport initiatives at Municipalities level. Contribute to National Policy Framework for the Transport sector. Manage and review application for Integrated Plans of municipalities and make final recommendations. Perform oversight over transport governance structures and usage of inland waterways transportation. Provide strategic Leadership.
- ENQUIRIES** : M Dayel Tel No: 018 200 8028/9

## OTHER POSTS

- POST 05/365** : **DEPUTY DIRECTOR: SCHOLAR TRANSPORT REF NO: 72/2022/23**  
Chief Directorate: Transport Operations  
Re-advertisement; candidates who previously applied are encouraged to reapply.
- SALARY** : R908 502 per annum. The inclusive remuneration package consists of a basic salary contribution to Government Employee Pension Fund, medical 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 three (3) year's National Diploma or Bachelor's Degree in Transport Management environment. Five (5) to Ten (10) years' experience in Transport Management, three (3) years must be at Junior Management (Assistant Director Level) in a Public Transport environment. Valid driver's license. Knowledge: Treasury Regulations, PFMA, Public Transport Management and Preferential Procurement Plan. An understanding of the National Land Transport Act, no 5 of 2009 and other related government prescripts and ability to implement the same. Skills: Planning, organizing, report writing, communication (good written and verbal). Ability to work under pressure and maintain positive interpersonal relations and to work well as part of the team. Computer literacy, problem solving abilities.
- DUTIES** : Manage and administer subsidised Public Transport. Verify and Manage payments of Subsidies to operators. Consult with various transport

stakeholders. Liaise with public transport operators, National Department of Transport in terms of the National monitoring norms and standards. Monitor scholar transport services. Monitor and review current public transport services. Ensure compliance with Financial Management. Ensure the implementation of effective public transport monitoring systems. Consolidate and compile monitoring reports. Manage key performance area of the managed.

**ENQUIRIES** : Mr P.T Mohono Tel No: 018 200 8089

**POST 05/366** : **DEPUTY DIRECTOR: COMMUTER SUBSIDIES REF NO: 73/2022/23**  
 Directorate: Public Transport Services  
 Re-advertisement; candidates who previously applied are encouraged to reapply.

**SALARY** : R908 502 per annum. The inclusive remuneration package consists of a basic salary contribution to Government Employee Pension Fund, medical 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 certificate or equivalent plus three (3) years National Diploma/Degree in Transport Management/ Economics/Logistics Management. A Postgraduate Diploma in Transport Management or any Postgraduate Degree will serve as a strong recommendation. Three (3) to five (5) years' experience in the Public Transport Services Environment of which three (3) years must be at Junior Management level. A valid driving license. Knowledge: Extensive knowledge of Public Finance Management Act, Treasury Regulations, PFMA, Public Transport Management and Preferential Procurement Plan. An understanding of the National Land Transport Act, no 5 of 2009 and other related government prescripts, and ability to implement the same. Quantitative Techniques (Econometric Modeling). Skills: Computer Literacy. Planning, Organising and forecasting. Project management skills. Negotiation skills and report writing skills. Communication skills (written and verbal communication). Economic Analysis of Public Transport. Modeling Commuter Subsidy. Problem-solving skills. Presentation skills. The ability to maintain positive interpersonal relations and to work well as part of the team. Ability to work under pressure.

**DUTIES** : Administer and manage commuter transport including contract monitoring, Liaise with commuter transport operators and other stakeholders, Budget management and monitoring. Oversee payments of subsidies, Perform administrative duties in line with job requirements including among others, attend monthly project meetings, and monitor commuter transport, co-ordination of commuter transport forums. Manage performance of the Unit.

**ENQUIRIES** : Mr. P. Mohono Tel No: (018) 200 8086

**POST 05/367** : **DEPUTY DIRECTOR-PROVINCIAL REGULATORY ENTITY REF NO: 74/2022/23**  
 Directorate: Operator License and Permits  
 (Five (5) Years Contract Post)

**SALARY** : R908 502 per annum. The inclusive remuneration package consists of a basic salary contribution to Government Employee Pension Fund, medical 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 Certificate. A Three (3) year Tertiary Qualification in the Transport Environment or related coupled with a minimum three (3) to five (5) Junior Management experience within the Public Service. Valid Driving License. Computer Literacy. Skills: Public Transport prescripts and legislations. People management. Report writing. Investigations skills. Interpersonal relations. Conflict management and problem-solving skills. Presentation and facilitation.

**DUTIES** : Manage and monitor Public Transport operator's licences and permits. Receiving and deciding on applications relating to operating licences. Advising Management on developing Regulations relating to Public Transport and operations services. Report on non –compliance with policies and procedures. Provision of monthly reports. Any other task as may be assigned by the Supervisor.

**ENQUIRIES** : Ms B. Bopalamo Tel No: (018) 3885314/16

<b><u>NOTE</u></b>	:	NB: This appointment will be as per provisions of Section 23 of the National Land Transport Act No.5 Of 2005.
<b><u>POST 05/368</u></b>	:	<b><u>DEPUTY DIRECTOR ICT INFRASTRUCTURE SUPPORT REF NO: 75/2022/23</u></b> Directorate: Information Communication Technology
<b><u>SALARY</u></b>	:	R766 584 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office - Mahikeng Matric/ Grade 12 or equivalent Three (3) year tertiary qualification in IT / Computer System Engineering / Information Systems Qualification. Five (5) and Ten (10) years working experience of which three (3) years working experience at an Assistant Director level. A valid South African driver's license is a prerequisite. Willingness to travel is essential. Knowledge: Knowledge of Public Service prescripts and legislations relating to ICT Infrastructure Support. Skills: Must have analytical skills. Good, organising, interpersonal, presentation and communication skills. Ability to work in a team as well as independently. Adhering to business ethics and deal with confidential matters. Ability to meet strict deadlines. Knowledge of Corporate governance of ICT policy framework and ICT Security Policy.
<b><u>DUTIES</u></b>	:	Manage the maintenance of ICT Infrastructure. Manage ICT Service Desk and Technical support. Manage ICT Transversal Applications support. Manage Information Management and Information Technology Risk. Recommend and assist with the acquisition, management and use of computing resources. Manage the ICT desktop hardware and equipment inventory audits. Provide 2 Information Management and Information Communication Technology Security management Manage the provision of technical support. Ensure effective management of Human Resource in the Sub-Directorate.
<b><u>ENQUIRIES</u></b>	:	MR S. Matlhako Tel No: 018 388 3697
<b><u>POST 05/369</u></b>	:	<b><u>ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: 76/2022/23</u></b> Directorate: Office of the Executive Authority Re-advertisement; candidates who previously applied are encouraged to reapply.
<b><u>SALARY</u></b>	:	R766 584 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office - Mahikeng Grade 12 certificate or equivalent plus appropriate National Diploma/ Bachelors Degree /NQF 6 in Public Administration/Public Management/Business Administration/Local Government or any other relevant qualification. A minimum of three (3) – five (5) years experience at Assistant Director/Junior Management level. A valid driver's licence. Knowledge And Skills: Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Proven management competencies. Knowledge of Cabinet Administration. Knowledge of Public Service Regulatory Framework. Project Management. Communication Skills (Verbal and Written). Negotiation skills. Report writing. Presentation skills. Computer literacy. Problem solving skills.
<b><u>DUTIES</u></b>	:	Manage the administrative and coordination activities within the office of the Executive authority. Manage the procurement and maintenance of equipments and administer the budget in the office of the executive authority. Manage the Logistical support in the office of the executive authority for meetings and related activities. Render a Cabinet/Executive council support service to the executive authority. Liaise with internal and external role-players wrt matters relating to the Portfolio of the Executive authority. Ensure quality control of the work delivered and managing the distribution of documents and submissions to the relevant Legislature and standing/portfolio committees. Provide operational leadership for administrative support services in the office Executive Authority (EA). Plan, coordinate, organise and facilitate provision of

registry and all frontline and customer care services. Plan, coordinate and provide general supervision of the employees in the office of the executive authority. Assist office of the Executive Authority with role playing on stakeholder service.

**ENQUIRIES** : Mr Mnisi Tel No: 018 200 8020

**POST 05/370** : **DEPUTY DIRECTOR DEMAND MANAGEMENT REF NO: 77/2022/23**  
Directorate: Supply Chain Management

**SALARY** : R766 584 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical 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 Certificate or equivalent plus three (3) National diploma / Degree in /Public Management/ Public Administration/Logistics/Purchasing, Financial Management. Five (5) to Ten (10) years working experience in Supply Chain Management of which three (3) years in junior management (Assistant Director). Valid driver's license. Knowledge: Knowledge of Walker Financial Management System. Knowledge of Legislations/Acts governing SCM (PPPFA, PFMA & Treasury Regulations). Knowledge of and experience in the application of legislative framework that governs Supply Chain Management in the Public Service environment, PFMA, PPPFA, BBEE and Treasury Regulations. Knowledge of Batho Pele Principles. Knowledge of Walker/BAS. Knowledge of Public Service Regulations Act. Skills: Advanced computer literate and Leadership abilities, interpersonal skill, written and verbal communication, Conflict resolution. Excellent verbal and written communication skills. Sound analytical /innovative thinking and problem-solving skills. Computer literacy. Strong planning and coordination abilities. Ability to work under pressure and extended hours so as to meet the deadline dates.

**DUTIES** : Conduct total needs assessment within the department. Manage the implementation of supplier database. Conduct market analysis. Develop and maintain procurement plan and demand management plan. Manage the needs assessment performance in accordance with the framework. Implement Demand Management policies and SCM prescripts. Ensure the determination of specification and requirements are linked to the Strategic Plan and Budget. Administer Demand Management Plans for all line with HR practices, eg PMDS, training and on-the-job coaching. Be involved in budget projection for the Unit etc.

**ENQUIRIES** : Mr Siphon Maduma Tel No: (018) 200 8058

**POST 05/371** : **QUALITY CONTROL MANAGER REF NO: 78/2022/23**  
Directorate: Transport Terminals

**SALARY** : R491 403 per annum (Level 10)  
**CENTRE** : Pilanesberg International Airport  
**REQUIREMENTS** : Grade 12 certificate or equivalent. National Diploma/Bachelor Degree in Management of Aviation Quality and Services; Audit and Quality Control or Equivalent. Minimum of Five (5) year experience in Aviation Quality Management. Experience in Airport Quality Control Management will be an added advantage. A valid driver's License. Knowledge: Knowledge and understanding of Airport Quality Management. Understanding of Airport Operations. Familiar with Airport Audit and Quality Control. Knowledge of CAR regulation. Knowledge of Quality Assurance Policy and Procedure according to SA-CATS-ASTO 109.02.3. Knowledge of different ICAO Annexures. Skills: Good communication skills (written & verbal). Problem solving, decision making, planning and organizing skills. Time management. Team work. Diligence. Interpersonal skills. Multi-tasking. Confidentiality. Ability to work with little or no supervision and work under pressure. Ability to supervise other staff members. Customer focus and responsiveness. Proficiency with MS-Word, Excel and PowerPoint. Accountability and good ethical conduct. Applicants must be physically fit.

**DUTIES** : Ensure smooth running and management of the airport quality control unit. Ensure compliance with all the SACAA prescripts pertaining to aviation security. Updating and implementation of all Quality matters. Assist in updating and implementation of Airport Safety Management System (SMS) manual and

- Aerodrome Operations Manual. Representation of the airport and the department in all SACAA audit inspections. Ensure that training and development of personnel is executed. Security Clearance all applicants will be subjected to a security clearance / vetting.
- ENQUIRIES** : Mr Mogomotsi Padi Tel No: (014) 552 1261
- POST 05/372** : **ASSISTANT DIRECTOR: GOVERNMENT MOTOR FLEET REF NO: 79/2022/23**  
Directorate: Government Motor Fleet
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10)  
: Dr Ruth Segomotsi Mompoti  
: Grade 12 certificate or equivalent plus (3) years National Diploma/Degree in Fleet Management. Three (3) to Five (5) years relevant working experience of which (2) years must be at a supervisory level, and a valid driver's licence. Knowledge: An understanding of Public Service Policies, rules and regulations including, inter alia, the Public Service Act, Public Service Regulations, PFMA, Treasury Regulations, performance management Development system, Road Transport Quality System (RTQS) and other related prescripts. Skills: Computer literacy in Microsoft word, Excel and Microsoft Office. Good interpersonal and proven management skills, good communication skills, (verbal and writing). The ability to work independently and under pressure, the ability to maintain positive interpersonal relations and work well as part of the team as well as on individual basis, Problem solving abilities, knowledge of disciplinary code of procedures, ample initiative and self-motivation, Reliability and honesty.
- DUTIES** : Management of District personnel matters, supervise and administer managed maintenance systems. Perform administration functions of the division. Implement measures that would enforce compliance with policies. Provide Management Support to the Deputy Director. Manage staff performance and maintain discipline. Management of pool vehicles, Log –sheets, Vehicle Accidents, Renewal of motor vehicle licenses.
- ENQUIRIES** : Ms KI Masilabele Tel No: 053-927 3760
- POST 05/373** : **ASSISTANT DIRECTOR: ICT SYSTEM SUPPORT REF NO: 80/22/23**  
Directorate: Strategic Support Services  
Re-advertisement; candidates who previously applied are encouraged to reapply.
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
: Head Office  
: Grade 12 certificate or equivalent plus Three (3) year Tertiary qualification in Information Technology (IT) / Computer System Engineering /Information Systems. Three (3) to five (5) years' experience in Information Technology field of which two (2) years must be at supervisory level, Minimum of two (2) years' experience in business analysis and application Development. A valid Driver's license. Knowledge: Good understanding of Government Information Communication Technology (ICT) policy framework. Good understanding of Public Service Policies, Regulations, Financial Management and Planning as well as other relevant Government Prescripts. Ability to work independently and as a team. Service delivery driven. Understanding of ICT legislative prescripts. Good understanding of Governance of ICT Standards and Policy framework. Must have knowledge of Programming in Visual Studio 2013 or 2015, ASP.Net and Visual Basic.Net Languages, Relational Database concepts. Understanding of information processing fundamentals and best practices. Skills: Systems support skills. Resource management (Time, Cost, Human and Technology). Team player. Good communication (written and verbal) skills. Policy formulation and implementation. Excellent interpersonal skills. Good customer relations. Conflict Management and Problem-solving skills. Attributes: Ability to work abnormal hours. Ability to adhere to response time and deadlines. Ability to work under pressure. Ability to work independently. Willingness to travel.
- DUTIES** : Database administration: Managing SQL, install, configuring and server management. Plan, coordinate and implement security measures, and patches to safeguard the departmental database. Perform data backup and disaster recovery. Development of Information Systems. Assist with the implementation of corporate governance of information communication technology. Contribute

to project initiation, scope definition and scope change control for envisaged ICT projects. Provide technical support and administration support to ICT projects. Provide Information Systems training. Manage the application development life cycle. Perform systems analysis, design and development of applications based on user requirements. Assist with the compilation of project documentation to support project processes. Manage the performance and development of staff in their immediate span of work. Track, monitor and implement audit findings related to ICT Systems. Assist with management of resources (reports). Facilitate deployment strategies for new projects, including scope and timeline. Assist with the development and implementation of the ICT Strategy. Compile specification for procurement of ICT equipments Mentor and provide skills transfer to System Users. Ensuring that ICT policies are adhered to. Perform task as shall be allocated by the Director and Deputy Director from time to time.

**ENQUIRIES** : Mr Gabonnwe O Tel No: (018) 388 5685/3697

**POST 05/374** : **ASSISTANT DIRECTOR: AIRPORT ADMINISTRATION REF NO: 81/2022/23**  
Directorate: Transport Terminals

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : GD Montshioa Airport  
**REQUIREMENTS** : National Senior Certificate or equivalent plus a three (3) year National Diploma or Bachelor's degree in Administration or related. Three (3) to Five (5) years working experience preferably in administration of which two (2) years must be at supervisory level. Valid Code 08 driver's license. Knowledge: Knowledge of all applicable legislation, policies and prescripts that apply to administration, Public Financial Management Act, Human Resource Management, Supply Chain Management And South African Civil Aviation Authority Prescripts. SKILLS: Good communication skills (written & verbal) A sound computer literacy knowledge in Microsoft Word Excel, Presentation and report writing skills, Good Organizational and planning skills. Conflict resolution skills, high level of computer literacy.

**DUTIES** : Provide administration support to the Airport manager. Monitor the airport service level and lease agreements, Procurement, Supervising revenue collection. Monitor and co-ordinate airport cleaning. Administering ordering and issuing of stationary. Airport Fleet Management. Responsible for all airport Human Resource administration. Administering all incoming and outgoing correspondence. Supervise administration personnel. Security Clearance All applicants will be subjected to a security clearance.

**ENQUIRIES** : MS M M Nelson Tel No: (018) 3851027

**POST 05/375** : **ASSISTANT DIRECTOR- EXPENDITURE (FINANCIAL REPORTING) REF NO: 82/2022/23**  
Directorate: Financial Accounting

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Head Office – Mmabatho  
**REQUIREMENTS** : Grade 12 certificate or equivalent plus three (3) years National Diploma/Bachelor Degree in Accounting/Cost and Management Accounting/Internal Auditing /Financial Management. Three (3) to Five (5) years' experience in Public Service Financial Accounting environment of which two (2) years must be at supervisory level. BAS certificates should be attached and a valid driver's licence. Knowledge: Knowledge of the PFMA, Treasury Regulations, BAS, Modified Cash Standard (MCS) & Accounting Manual for Departments (AMD) and Financial accounting process and procedures. Skills: Numerical skills, Problem solving skills, Planning and organizing skills, Communication (verbal and written) skills, Computer literacy. Interpersonal Attributes: Ability to work in a team, Ability to work under pressure and to cope with a high workload.

**DUTIES** : Compiling the Annual Financial Statements and Interim Financial Statements in line with the Preparation Guide as issued by the Office of the Accountant General, the MCS and the AMD. Attend to all audit queries in respect of the Financial Statements. Ensure that there is proper audit trail and working papers (Audit file) in respect of the Financial Statements. Assist in providing financial inputs into the Annual Report. Assist in developing a project plan for monthly, quarterly and Annual Financial Statements. Review the monthly general ledger



reconciliations against the trial balance and supporting documentation. Identify any discrepancies on the general ledger reconciliations and propose corrective actions. Assist in managing the audit process and other requests for accounting and reporting. Assist in clearing audit queries and facilitate the development and implementation of audit action plans. Ensure the implementation of measures for improving financial reporting (AFS and IFS). Authorise invoices/Claims/Entity and resolve unpaid payment orders. Supervise personnel

**ENQUIRIES** : Ms. K. Tswaile Tel No: 018 200 8144

**POST 05/376** : **ASSISTANT DIRECTOR: INTERGRITY MANAGEMENT REF NO: 83/2022/23**

Directorate: Risk Integrity Management  
Re-advertisement; candidates who previously applied are encouraged to reapply.

**SALARY** : R393 711 per annum (Level 09)

**CENTRE** : Head Office – Mmabatho

**REQUIREMENTS** : Grade 12 or equivalent plus NQF level 6/Three years (3) National Diploma/or Bachelors' Degree Qualification in Risk Management or Auditing. Three (3) to Five (5) years relevant experience in Risk Management / Ethics Management or Internal / External auditing of which one (1) year must be at supervisory level. Affiliation with relevant professional bodies (IRMSA, IIA, Ethics SA, ACFE) will be an added advantage. Valid driver's License. Knowledge: Knowledge of the relevant legislations such as the PFMA, Treasury Regulations, Protection of Personal Information Act, 2013 (Act 4 of 2013) (POPIA), Public Service Regulations, 2016 (PSR, 2016), Public Administration Management Act, 2014 (Act No 11 of 2014 (PAMA), Public Service Act, 1994 (Proclamation No 103 of 1994). Skills: Verbal and written communication. Presentation Skill. Computer literacy. Report writing. Planning and organizing. 169 Interpersonal relations. Team working and good communication, Self-driven and Assertiveness.

**DUTIES** : Administer and facilitate fraud prevention plan and anti- corruption strategy. Conduct employee educational and awareness programmes. Assist with management and risk-based verifications of e-disclosures. Assist with the investigations mechanism and referral to law enforcement agency, where necessary. Conduct investigations on reported cases and report outcomes.

**ENQUIRIES** : Ms. M.G Mothibedi Tel No: 018 200 8005/7 POST 08/229

**POST 05/377** : **SENIOR ADMINISTRATION OFFICER – EVALUATION REF NO: 84/2022/23**

Directorate: Strategic Planning, Monitoring and Evaluation

**SALARY** : R331 188 per annum (Level 08)

**CENTRE** : Head Office – Mahikeng

**REQUIREMENTS** : A grade 12 certificate or equivalent, plus three (3) years National Diploma / Bachelor's Degree in Social Sciences/Economic Sciences/Research/Evaluation or equivalent with Two (2) to five (5) years working experience in Evaluation/Research environment. A valid driving license. Knowledge: The successful candidate should have good knowledge of qualitative and quantitative research methodologies supported by strong evaluation/research background. Be able to operate successfully with high - level staff in Government. Should be credible in the academic research environment. Possess good understanding of Government across- the three spheres (National, Provincial and Local) Possess practical experience of undertaking several research or evaluation studies. Skills: Should have Project/Programme Management and Financial Management, good interpersonal relations, advanced computer skills in integrating and managing datasets, data analysis and using data analysis tools e.g STATA/SPSS, data visualisation, planning & organizing as well as written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) and report writing are essential. Must be assertive and self-driven, innovative and creative. Client orientated and customer focused, solution orientated and able to work under stressful situations and possess the ability to maintain high levels of confidentiality. Ability to control financial resources and manage/supervise staff.

**DUTIES** : Conduct research and evaluation. Develop research and evaluation system. Initiate and undertake review of technical elements of the research and

		evaluation system. Manage specific evaluation assignments and undertake analytical evaluation activities. Review research and evaluation documents. Monitor improvement plans. Render effective and efficient management/supervision of Human Resources.
<b><u>ENQUIRIES</u></b>	:	Mr M. J Moiloa Tel No: 018 200 8376
<b><u>POST 05/378</u></b>	:	<b><u>SENIOR PERSONNEL PRACTITIONER-CHANGE MANAGEMENT REF NO: 85/2022/23</u></b> Directorate: Human Resource Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R331 188 per annum (Level 08) Head Office– Mahikeng Grade 12 Certificate or equivalent plus three (3) years National Diploma/Degree in Social Sciences / Public Administration/Public Management/Human Resource Management/Industrial Psychology. Two (2) to five (5) years relevant experience in Transformation/Change Management field. Knowledge: Understanding of Public Service Policies, Regulations and Prescripts. White Paper on Transformation of Public Service. Ability to read and interpret policies. Skills: Computer skills (Power Point and Excel). Good communication skills (Written and Verbal). Good interpersonal and Customer relations skills. Planning and Organising skills. Team player and understanding of Batho Pele Programmes. Facilitation and presentation skills. Report writing skills. Creativity and innovative. Unendorsed Driving License.
<b><u>DUTIES</u></b>	:	Development and implementation of service delivery improvement plan. Service Delivery Charter and Service Delivery Standards. Development and maintenance of relevant policies. Facilitate and implement Batho Pele programmes/initiatives. Facilitate the implementation of Change Management in the Department. Establish and maintain Complaints and Compliments management system. Administer Employee satisfaction survey. Provision of administrative support to the committees. Compile reports (monthly, quarterly and Annual). Supervise the key areas of subordinates.
<b><u>ENQUIRIES</u></b>	:	Ms. S.M Rabolele Tel No: (018) 200 8255
<b><u>POST 05/379</u></b>	:	<b><u>SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: 86/2022/23</u></b> Directorate: Human Resource Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R331 188 per annum (Level 08) Head Office - Mahikeng Grade 12 Certificate or equivalent plus three (3) years National Diploma/Degree in Management Services/Organisational Development/Operations Management/Industrial Psychology/Production Management or any other related qualification. Two (2) to Five (5) years experience must be in the field of Organisational Development and Job Evaluation. Knowledge: Knowledge of Job Evaluation and the Evaluate System. Understanding of Public Service Policies, Regulations and Prescripts. Knowledge of Organisational Structure Design. Knowledge of Business Process Mapping. Skills: Basic research and data analysis skills. Ability to interpret policies. Facilitation and presentation skills. Interpersonal and report writing skill. Good verbal and written communication. Computer Literacy (Ms Word, Excel, Evaluate System, Visio System, Org-Plus and Introduction to PERSAL). Ability to function independently and as a team. Code EB (08) driving license. Problem solving and decision making skills.
<b><u>DUTIES</u></b>	:	Render the development and design of Departmental Organisational Structure. Render Job Design services within the Department. Development of Service Delivery Model. Provide assistance and advice in the development of Job Descriptions for all employees within the Department. Conduct analysis, Evaluation and Grading of posts. Coordinate development of Business Processes Mapping. Implementation of Department of Public Service Administration Directives (DPSA) and Resolutions. Assist in the verification of Job Specifications. Supervise the key areas of Subordinates.
<b><u>ENQUIRIES</u></b>	:	Ms. K.G Twasing Tel No: (018) 200 8256

**POST 05/380** : **SENIOR SUPPLY CHAIN MANAGEMENT (DEMAND MANAGEMENT) REF NO: 87/2022/23**  
Directorate: Supply Chain Management

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Head Office - Mahikeng  
**REQUIREMENTS** : Matric/ Grade 12 or equivalent plus three (3) years National Diploma/Degree in Supply Chain Management/ Public Administration /Public Management/Logistics Management with Two (02) to Five (05) years working experience in SCM (Preferably in Demand Management). Knowledge: Public Service Regulation and other relevant prescripts. Knowledge in PFMA, PPPFA, BBBEA and codes of Good Practice. Knowledge of Treasury Regulations, SCM Practice notes, Knowledge of Central Supplier Database (CSD). Walker Management system. Personal Development System (PMDS). Skills: computer literacy, analytic skill, presentation skills, Conflict Management skill. Ability to work under pressure. Driver's license.

**DUTIES** : Monitor the process of conducting market and industry analysis. Monitor the process of conducting supplier and commodity analysis, Conduct expenditure analysis. Monitor implementation of Demand and Procurement Plan. Supervise and develop staff.

**ENQUIRIES** : Ms M Marumo Tel, 018 200 8363

**POST 05/381** : **SENIOR STATE ACCOUNTANT (REVENUE MANAGEMENT) REF NO: 88/2022/23**  
Directorate: Management Accounting

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Head Office – Mahikeng  
**REQUIREMENTS** : A Grade 12 Certificate or equivalent plus appropriate Bachelor's Degree/ National Diploma in Accounting or Auditing. Two (2) to five (5) years relevant experience in Revenue management and BAS certificates. Knowledge: Knowledge of Public Finance Management Act, DoRA, Treasury Regulations, Financial Systems (Walker/BAS, Vulindlela) and other Policies and Directives of the Department. Skills: Good Communication, Report writing and Computer Literacy skills in financial reporting. Ability to interpret policies, Facilitation and presentation skills.

**DUTIES** : Assist in managing the collection of revenue in the department. Handling deposits in suspense accounts and do follow up on accrued departmental revenue with stakeholders. Compile and submit reports on revenue performance (monthly/quarterly). Performance of reconciliations and clearing of reconciling items. Interact with auditors to gather relevant support and assist with retrieval of documentation during audit period. Ensure compliance with internal controls. Supervise and training personnel.

**ENQUIRIES** : Mr. T. Tsatsimpe Tel No: 018 200 8398

**POST 05/382** : **SENIOR ADMINISTRATIVE OFFICER: TRANSPORT PLANNING & COORDINATION REF NO: 89/2022/23**  
Directorate: Transport Planning and Policy Development  
Re-advertisement; candidates who previously applied are encouraged to reapply.

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Head Office - Mahikeng  
**REQUIREMENTS** : Grade 12 certificate or equivalent plus three (3) years Diploma/Degree in Transport Economics/ Transport Management. Two (02) to Five (05) years' experience in Land Transport Planning, Legislation and Policy Development environment. Valid Code EB (08) Driving License. Knowledge: Knowledge of National Land Transport Act 5 of 2009. Knowledge of White Paper on National Transport Policy. Understanding of minimum requirements of Transport Planning Processes. Knowledge of Transport Planning and related process of developing the Integrated Transport Plans (ITPs), Integrated Public Transport Network (IPTN) and Provincial Land Transport Framework (PLTF). Knowledge of Public Service Act. Public Service Regulations. Understanding of Public Financial Management Act. SKILLS: Basic research and data analysis skills. Ability to interpret policies. Facilitation and Good presentation skills. Interpersonal and report writing skill. Good verbal and written communication. Computer Literacy (Microsoft, Excel and PowerPoint). Ability to function

- independently and as a team. Willingness to travel and work irregular hours. Problem solving skills and decision making.
- DUTIES** : Manage and coordinate transport planning processes within provincial and municipal development planning processes. Participate in the Provincial, District and Local Municipality Transport forums. Ensure integration of Integrated Transport Plans into Municipal Integrated Development Plans. Participate in municipal strategic planning structures. Liaise with external and internal stakeholders and represent the sub-directorate on various committees and task teams related to planning and co-ordination. Project management by assisting with internal projects, with specific reference to transport planning needs assessment, strategy and project planning, project monitoring, evaluation and municipality regarding all issues of transport.
- ENQUIRES** : Mr. SM Molotsi Tel No: 018 200 8198
- POST 05/383** : **PRINCIPAL ROAD SAFETY OFFICER REF NO: 90/2022/23**  
Directorate: Road Safety Management
- SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Dr Ruth Segomotsi Mompoti  
**REQUIREMENTS** : Grade (12) certificate or equivalent plus three (3) year National Diploma/ Degree in Education / Communications with specialization in Road Safety Management/ Road Traffic Safety Education or equivalent. Two (2) to Five (5) years work experience in Road Safety Management/ Education and Communications field. Code 08/ EB Driver's License. Knowledge: National Road Safety Act of 1972. Ability to work independently and under pressure. Road Safety Education policies and procedures. Public Service prescripts. Financial Management principles. Project Management. Understanding of the current school curriculum. Skills: Proven administrative, communication and presentation skills. Report writing and negotiation skills. Computer literacy. Conflict resolution skills. The ability to interact professionally and effectively with diverse stakeholders, meeting procedures. Presentation and coordination. Report writing. Computer Literacy.
- DUTIES** : Supervise the implementation of Road Safety Education Programs. Coordinates Road Safety Education projects. Supervise the Implementation of road safety awareness campaigns. Identify and analyse road safety needs within the Sub- District. Identify and interact professionally and effectively with diverse stakeholders within the Sub- District.
- ENQUIRIES** : Mr. MS Thomas Tel No: 053 927 4645
- POST 05/384** : **ADMINISTRATION OFFICER SENIOR REF NO: 91/2022/23**  
Directorate: Public Transport Services
- SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Head Office  
**REQUIREMENTS** : Grade 12 Certificate or equivalent plus three (3) years National Diploma/Degree in Transport/Economics related equivalent qualification coupled with Two (2) to Five (5) years experience in transport related functions. A code 08 Drivers / EB driving license. Knowledge: Knowledge of Public Transport Legislation, Public Service Policies, rules and regulations. Sufficient knowledge of Public Transport operations in the Province. Skills: Ability to work independently and/ or with little supervision and under pressure. Computer literacy, ability to formulate and write reports. Communicate at the highest level. Demonstrate the ability to work as a member of a team, accept responsibility and show initiative at assigned tasks.
- DUTIES** : Monitoring of transport operations to ensure compliance. Monitoring of service provider contracts for compliance. Consolidation and compiling of Provincial quarterly reports, financial year expenditure reports, statistical reports. Updating commitment register of service providers. Co-ordination of audits. Verify spreadsheets. Attend project meetings and prepare progress reports.
- ENQUIRIES** : MR. P Mohono Tel No: (018) 200 8086/8089
- POST 05/385** : **ARTISAN FOREMAN REF NO.:92/2022/23 (X1 POST)**  
Directorate: Government Motor Fleet
- SALARY** : R318 090 per annum, (OSD) Notches  
**CENTRE** : Dr Ruth Segomotsi Mompoti

- REQUIREMENTS** : Grade 10 plus Trade Test certificate in Motor Mechanic. Two (2) to Three (3) years post qualification experience required as an Artisan in Fleet Management. Valid driver's licence EC or EC1 plus Public Driving Permit (PDP). Knowledge: Technical analysis knowledge, Fleet Management, Public service Act, Public Service Regulations, including PFMA, PMDS policy, Circular number 4 of 2000, Disciplinary code. Skills: Good communication skills and interpersonal relations, managerial and leadership skills, analytic and problem solving skills, negotiation and conflict resolution, creative and innovative, ability to work independently and under pressure, ability to interact with persons on various levels.
- DUTIES** : The incumbent will be responsible for the Administration and Technical Management of Government Garage, as well as responsible for the repairs and maintenance of Government Motor Fleet (RT46 maintenance and repairs transversal contract). Verification of all repairs and subsequent quality control. Responsible for the assessment and quotation of vehicles involved in accidents and breakdowns. Liaise with clients and service providers with regard to Fleet maintenance and availability. Responsible for supervision of personnel and maintenance of discipline in the workplace.
- ENQUIRES** : Mr Matsime Tel No: 053-927 3762
- POST 05/386** : **PRINCIPAL FIREMAN REF NO: 93/2022/23 (X2 POSTS)**  
 Directorate: Transport Terminals  
 Re-advertisement; candidates who previously applied are encouraged to reapply.
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
 : GD Montshioa Airport, Pilannesburg Airport  
 : Grade 12 certificate or equivalent. Higher Certificate or equivalent from recognised institution. Two (02) years' experience in firefighting environment. Fire-fighter 1 and Fire-fighter 2, National Fire Protection Association (NFPA) Certificates. Hazmat Awareness and Hazmat Operations. Valid Driver's Licence – Code C1. Certified Aviation related Fire Service Courses. Valid First Aid Level 3 or higher. Knowledge: Mechanical aptitude; ability to understand and carry out complex oral and written instructions; ability to operate an emergency vehicle or other service vehicles as required; working knowledge of first aid methods and the ability to apply them. The sound interpretation and operations of: Aircraft fire, Aircraft construction, Aircraft technical overview, Fire and Rescue procedures, Aircraft Rescue, Emergency First Aid Procedures, General Airport Procedures, Sound knowledge of public service legislations and framework. Skills: Computer skills (Ms Word, Excel, Power Point). Good communication skills (Verbal and Written), Ability to accept, issue and interpret directives. Ability to work under pressure. Ability to work in a team and independently. Ability to resolve workplace conflicts.
- DUTIES** : Maintain safety in Airport. Maintain Airport compliance in line South African Civil Aviation Authority (SACAA) and International Civil Aviation Organisation (ICAO) Regulations. Preservation of life and protection of property. To keep abreast of aviation fire-fighter work methodologies and comply with South African Civil Aviation Authority (SACAA) Regulations. Maintain equipment and facility in a state of readiness. Perform maintenance to prolong the useful life of the equipment and facility. Supervision of personnel. Perform maintenance to prolong the useful life of the equipment and facility. Supervision of personnel on shift.
- ENQUIRIES** : Mr J Matlaopane Tel No: (014) 552 1261
- POST 05/387** : **ADMINISTRATIVE OFFICER: POLICY DEVELOPMENT AND RESEARCH REF NO: 94/2022/23 (X2 POSTS)**  
 Directorate: Transport Planning and Policy Development  
 Re-advertisement; candidates who previously applied are encouraged to reapply.
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
 : Head Office - Mahikeng  
 : Grade 12 Certificate or equivalent plus Diploma/Bachelor's Degree in Transport Economics/Transport Management environment. Two (02) to Three (03) years' experience in Land Transport Planning, Legislation and Policy Development environment. Valid Code EB (08) Driving License. Project Management Course will be an added advantage. Knowledge: Knowledge of

National Land Transport (NLTA) Act 5 of 2009. Knowledge of White Paper on National Transport Policy, 1996. Knowledge of Transport Legislation and Policy Development and related researches. Knowledge of Public Service Act and Regulations. Understanding of Public Finance Management Act. Skills: Basic research and data analysis skills. Ability to interpret Legislations and Policies. Facilitation and Good presentation skills. Interpersonal and report writing skill. Good verbal and written communication. Problem solving skills and decision making. Computer Literacy (Microsoft, Excel, PowerPoint and E-Mail). Ability to function independently and as a team. Willingness to travel and work irregular hours.

**DUTIES** : Coordinate Transport Legislation and Policy development and research processes. Participate in the National and Provincial Legislation and Policy development processes. Liaise with internal and external stakeholders and represent the Sub-Directorate: Policy Development & Research on various Committees and Task Teams. Assist the Department on performance of internal projects, with specific reference to Legislation, Policy and Strategy development processes, Project monitoring, evaluation regarding all issues of Transport.

**ENQUIRIES** : Ms K.D Koikoi Tel No: 018 200 8221

**POST 05/388** : **ACCOUNTING CLERK SUPERVISOR: SALARIES AND TAXATION REF NO: 95/2022/23**

Directorate: Financial Accounting

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

**CENTRE** : Head Office - Mahikeng

**REQUIREMENTS** : Matric / Grade 12 or equivalent plus three (3) to five (5) years working experience in Salaries and Tax Unit. Certificate in Introduction to PERSAL. Certificate in PERSAL Salary Administration. General Principle of BAS. Knowledge of PERSAL & BAS System, e-filing and easy file. Knowledge: Knowledge of Treasury Regulations and PFMA. Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Public Service Regulations (PSR). Public Service Act (PSA). Skills: Accounting, Communication, Computer literacy, Time Management, Interpersonal, Report Writing, Planning and Organizing. Ability to work under pressure.

**DUTIES** : Manage effective payment of salaries allowance and deduction as well as salary claims. Payroll management. Calculations of over / under payments: Service Terminations and Manual payments. Render effective records management. Manage the performance and development of staff.

**ENQUIRIES** : Ms. G Mooketsi Tel No: 018 200 8098

**POST 05/389** : **DRIVER INSTRUCTOR REF NO: 98/2022/23**

Directorate: Government Motor Fleet

**SALARY** : R269214 per annum (Level 07)

**CENTRE** : Bojanala

**REQUIREMENTS** : Grade 12 certificate plus Advanced driving Certificate or Defensive Driving Certificate (Instructors/ Examiners). Valid drivers license (EC1 or EC). Three (3) to Five (5) years relevant working experience in Driver Instructor field. Knowledge: Defensive driving. Knowledge of Transport Act. Public Service Policies rules and regulations. Skills: Defensive driving Skills. Computer literacy. Good interpersonal relations. Decision making. The ability to work under pressure. Ability to recognize safety hazards. Ability to interact with different employees of different Departments. Creative assertive and confident approach. An independent work ethic. Self- motivated and reliable. Integrity and honesty. A collaborate approach to challenges.

**DUTIES** : conduct driving course pre-test i.e theory manoeuvring and driving. Lecture or make presentation for trainees. Train and evaluate defensive driving of trainees. Monitoring their Pre- Trip Inspection (External & Internal) driving as we supposed to do system control of the vehicle. Compile individual trainee course reports and final tests (Manoeuvring, driving, eye test and theory) to various Departments in the Province. Supervision of staff members.

**ENQUIRIES** : Ms R.M Nonyana Tel No: 087 086 6015

**POST 05/390** : **ADMINISTRATION OFFICER ACCIDENT REF NO: 99/2022/23**  
 Directorate: Government Motor Fleet

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Dr Ruth Segomotsi Mompoti  
**REQUIREMENTS** : Grade 12 certificate with a recognised National Diploma/Degree in Transport management. Two (2) to Three (3) years relevant and extensive work experience in motor vehicle accidents, plus a valid driver's license code EB/EC. Knowledge: Must know all Government Prescripts which include the National and Provincial policies of Transport. Public Service Act, Occupational Health and Safety Act of 1999, Labour Relations Act, Basic Conditions of employment Act, PFMA Act, PMDS Policy, Circular No 4 of 2000, Disciplinary code of conduct. Knowledge of fleet administration and management. SKILLS: Good analytic skills, Dynamic leadership skills, conflict resolution, Administration skills, Ability to maintain positive interpersonal relations, Good verbal and written communication as well as interpersonal skills. Computer literacy in Excel, MS Word, Power point and Access. Must be a team player and have the ability to work under pressure and deliver to tight deadlines.

**DUTIES** : Administration of accidents and pool vehicles. Liaise with the workshop manager and the Deputy Director Fleet Maintenance with regard to Accidents and pool vehicles administration processes. Ensure monthly reports are compiled for both accidents and pool vehicles for District Management and Head Office. Ensure invoices are collected for Audit purposes. Support District Management in compiling of reports to Districts as well as Head Office. Perform Transport Officers duties by ensuring that Components vehicles are utilised in accordance with Transport Regulatory Policy. Administer and supervise. Any other administrative duties that would assist in improving service delivery.

**ENQUIRES** : Ms KI Masilabele Tel No: 053-927-376

**POST 05/391** : **ARTISAN PRODUCTION GRADE A - WHITE FLEET MAINTENANCE REF NO: 100/2022/23**  
 Directorate: Government Motor Fleet

**SALARY** : R199 317 per annum, (OSD) Notches  
**CENTRE** : Dr Ruth Segomotsi Mompoti  
**REQUIREMENTS** : Grade 10 plus completed apprenticeship and Passed Trade Test in Motor Mechanic, at least 2 years' experience required in the workshop environment. Valid driver's licence code 10 and PDP. NB Grade 12 will be added as an advantage. Knowledge: Basic Technical analysis knowledge. PFMA, knowledge of Road Transport Quality System (RTQS), Technical report writing and production process knowledge and skills. Public Service Regulations. Skills: Problem solving and analysis, Decision making and creativity, Self-Management and analytic skills. Ability to communicate and Basic Computer skills, Customer focus and responsiveness, Planning and organising skills, problem solving skills and decision making.

**DUTIES** : Inspect vehicles for technical faults, Repair vehicles according to standards, Test and repair vehicles against specifications. Service vehicles according to schedule. Quality assure service and maintained vehicles. Keep and maintain job register. Continuous individual development to keep up with new technology and procedures.

**ENQUIRES** : Mr Matsime ME Tel No: 053-927 3762

**POST 05/392** : **ARTISAN PRODUCTION GRADE A REF NO: 101/2022/23 (X1 POST)**  
 Directorate: Government Motor Fleet

**SALARY** : R199 317 per annum, (OSD) Notches  
**CENTRE** : Bojanala, Rustenburg (1)  
**REQUIREMENTS** : Grade 10 plus a completed apprenticeship and passed Trade Test in Motor Mechanic. At least two (2) years post qualification experience required in the workshop environment. Valid driver's license code 10 plus PrDP. Knowledge: Basic technical analysis knowledge. PMFA, Knowledge of Road Transport Quality System (RTQS), Technical report writing and production process knowledge and skills. Knowledge of Public Service Regulation. Skills: Problem solving and analysis, Decision making and creativity, Self- Management and analytic skills. Ability to communicate and basic computer skills. Customer focus and responsiveness, Planning and organizing. Problem solving skills and decision making.

**DUTIES** : Administer vehicle maintenance system. Inspect vehicles and diagnose mechanical faults on equipment. Repair vehicles according to standard. Test and repair vehicle against specifications. Service vehicles according to schedule. Quality assures serviced and maintained vehicles. Keep record and maintain job register. Inspect and attend to mechanical breakdowns.

**ENQUIRIES** : Mr L.J Leeuw Tel No: 087 086 5947/ 087 086 6015

**POST 05/393** : **FIREMAN/FIRE FIGHTER REF NO: 102/2022/23 (X2 POSTS)**  
Directorate: Transport Terminals  
Re-advertisement; candidates who previously applied are encouraged to reapply.

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
GD Montshioa Airport, Pilannesberg Airport  
Grade 12 certificate or equivalent plus one (01) year experience in firefighting environment. Fire-fighter 1 and Fire-fighter 2, National Fire Protection Association (NFPA) Certificates. Hazmat Awareness and Hazmat Operations. First Aid Level 3 or higher. Valid Driver's Licence – Code C1 Knowledge: Ability to understand and carry out complex oral and written instructions; ability to operate an emergency vehicle or other service vehicles as required; working knowledge of first aid methods and the ability to apply them. The sound interpretation and operations of: Fire and Rescue procedures, Control room management. Sound knowledge of public service legislations and framework. Skills: Computer skills (Ms Word, Excel, Power Point). Good communication skills (Verbal and Written), Ability to interpret directives and to work under pressure. Ability to work in a team and independently.

**DUTIES** : Maintain safety in Airport. Maintain Airport compliance in line with South African Civil Aviation Authority (SACAA) and International Civil Aviation Organisation (ICAO) Regulations. Preservation of life and protection of property. To keep abreast of aviation fire-fighter work methodologies and comply with South African Civil Aviation Authority (SACAA) Regulations. Participate in fire drills, attends classes in firefighting, emergency medicals, hazardous materials and related subject. Participate in the inspection of buildings, hydrants runway, apron and other structure in the fire prevention programme. Perform general maintenance work in the upkeep of fire facilities and equipment. Cleans and washes walls and floors, cares for grounds stations, make minor repairs, washes, hangs and dries hose, washes, cleans. Maintain and tests apparatus equipment.

**ENQUIRIES** : Mr J Matlopane Tel No: (014) 552 1261

#### **DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS**

**APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management, Department of Cooperative Governance and Traditional Affairs, Private Bag X 2145 Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex)

**FOR ATTENTION** : Ms Nomathemba Serei Tel No: 018 388 3687 or Ms Ethelia Masibi Tel No: 018 388 3933

**CLOSING DATE** : 24 February 2023, Time (16H30)

**NOTE** : Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience and with full names, addresses and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications, however shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. Foreign qualifications must be accompanied by an evaluation certificate issued by South African Qualification Authority (SAQA) and it is the responsibility of a person in possession of foreign qualifications to have the evaluated and furnish the Department with such evaluation report (only when shortlisted) Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. NB: Senior Management Pre-entry Programme



Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>. Successful SMS Shortlisted candidates will be subjected to a technical assessment and the selected interviewed candidates will undertake a two day competency assessments at a venue and date determined by the Department. The competency assessment test generic managerial competencies using mandated DPSA SMS competency assessment tool. Appointment of successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome prior to appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Please Note: Some of the positions were previously advertised, applicants who previously applied are encourage to re-apply. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. Directions on how to fill in the New Z83 Form. NB: Candidate should note the following information on the new Z83 application form: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers An applicant has responded "No" to the question "Are you conducting business with the State? or are you a Director of a Public or Private company conducting business with the state? If yes (provide details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "in the event that you are employed in the Public Service, will you immediately relinquish such business interest?" "If your profession or occupation requires official registration, provide date and particulars of registration" – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated. Part C: All fields must be completed Part D: All fields must be completed Part E, F, G: Noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under part F must be answered. Declaration must be completed and signed The North West Department of Cooperative Governance & Traditional Affairs is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. People with disability are encourage to apply. Applicants who previously applied for re-advertised positions are encouraged to re-apply. NB: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

#### **MANAGEMENT ECHELON**

**POST 05/394** : **DIRECTOR: MUNICIPAL PERFORMANCE, MONITORING, REPORTING, EVALUATIONS AND SUPPORT REF NO: COGTA 29/ 22-23**  
 Chief Directorate: Local Governance  
 Directorate: MPRES

**SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum (Level 13), all-inclusive remuneration package  
 : Head Office (Mmabatho)  
 : Matric/Grade 12. Diploma/Degree (NQF Level 7) in Public Administration/ BSC in Statistical Research (NQF level 7 as recognized by SAQA). 5 years' experience in Municipal Performance Management at middle management/ Deputy Director Level. SMS pre-entry certificate. Valid driver's License  
 Competencies/Knowledge/Skills: Monitor and Evaluation processes, Research Methodology and performance measurement, All relevant public service and municipal legislation, policies and prescripts, Extensive knowledge in the Municipal System Act and shared information management systems and information management legislations, knowledge on database management and development, understanding the setup in the department and municipal level, management and leadership, negotiating, presentation, map reading, people management, geographic information systems, conflict resolution, planning and organizing, computer literate.

**DUTIES** : Monitoring the performance of municipalities in accordance with government programme of action. Administer municipal performance data availability for enhanced municipal performance reporting. Oversee municipalities with the implementation of performance management systems. Administer the evaluation of municipal performance in accordance with government programme of action.

**ENQUIRIES** : Mr G Mokoena Tel No: 018 388 2312

#### **OTHER POSTS**

**POST 05/395** : **CHIEF PROFESSIONAL CIVIL ENGINEER REF NO: COGTA 30/ 22-23**  
Chief Directorate: Development Planning  
Directorate: Intergrated Municipal Infrastructure

**SALARY CENTRE REQUIREMENTS** : Grade A: R1 090 224 - R1 246 560 per annum, (OSD Requirements)  
: Head Office (Mmabatho)  
: Matric/Grade 12. Degree/B-Tech in Civil Engineering or any other relevant equivalent qualification (NQF Level 7) in (NQF level 7 as recognized by SAQA). Compulsory Professional Registration with ECSA (Professional Engineer/Professional Technologist). 5 Year's relevant experience in Civil Engineering environment as a Civil Engineer or Engineering Technologist. Valid driver's License. Competencies/Knowledge/Skills: In-depth: knowledge of: MFMA, PFMA, DORA, MIG Framework, CIDB. Engineering Contracts (FIDIC, GCC, NEC, JBCC, PMBOK, etc) Engineering standards (SANS, TMH Manuals, TRH Manuals,etc), Contracts Management, Project Management, Design and Development, Communication, Leadership.

**DUTIES** : Administer development and implementation of Municipal infrastructure plans and programmes. Administer Compliance to Infrastructure Engineering norms, standards and programme conditions. Advise on Implementation of Infrastructure Grants in municipalities. Administer Registration of Infrastructure projects. Examine Performance and progress on infrastructure spending. Ensure maintenance of Municipal Infrastructure assets.

**ENQUIRIES** : Mr M Monageng Tel No: 018 388 3614

**POST 05/396** : **DEPUTY DIRECTOR: MUNICIPAL FINANCIAL PLANNING & MANAGEMENT REF NO: COGTA 31/ 22-23**  
Chief Directorate: Local Governance  
Directorate: Municipal Finance

**SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), all-inclusive remuneration package  
: Head Office (Mmabatho)  
: Matric/Grade12. Diploma/Degree (NQF6/7) in Accounting or any other relevant qualification. Minimum 3-5 years' relevant experience at Middle Management/Assistant Director level. Valid driver's License. Competencies/Knowledge/Skills: Understanding legislation relevant to the department, Public Office Bearers Act, Municipal Systems Act, Municipal Structures Act, Municipal Finance Management Act, Municipal Property Rates Act, Municipal Planning Performance and Performance Management Regulations, Division of Revenue Act. Report Writing, Computer literacy, Communications, Presentation and Leadership Skills.

**DUTIES** : Monitor the municipal budgetary preparation process in terms of section 21 of the MFMA. Monitor and report on municipal budget expenditure trends. Monitor and support municipalities with revenue management enhancement initiatives. Monitor and provide hands-on support to municipalities with the planning and implementation of financial recovery plans. Monitor and support municipalities with the implementation of Upper Limits of salaries, allowances and benefits of members of Municipal Council. Coordinate annual submission of inputs in regard to MSA section 47 report.

**ENQUIRIES** : Ms E Mmutle Tel No: 018 388 3763

**POST 05/397** : **DEPUTY DIRECTOR: COMMUNITY DEVELOPMENT WORKERS PROGRAMME REF NO: COGTA 32/ 22-23**  
Chief Directorate: Local Governance  
Directorate: Municipal Administration

**SALARY CENTRE** : R766 584 per annum (Level 11), (all-inclusive remuneration package)  
: Head Office (Mmabatho)

**REQUIREMENTS** : Matric/Grade12. Diploma/Degree (NQF6/7) in Development Studies, Public Management/Administration, Social Sciences or any other relevant equivalent qualification. Minimum 3-5 years' relevant experience in community development at Middle Management/Assistant Director level. Valid driver's License. Competencies/Knowledge/Skills: Sound knowledge of RSA Constitution, Sound knowledge of Labour Relations Act, Community Development Prescripts, Local Government legislative and Regulatory Environment, Chapter 4 of Municipal Systems Act i.r.o Community Participation, PFMA in general but Supply Chain management principles in particular. Public Speaking, Group Facilitation, Conflict Resolution, Planning Techniques and Tools, Monitoring Techniques, Report Writing and Computer literacy.

**DUTIES** : Facilitation and strengthen of community development interaction and partnership between government and communities. Coordination of CDWP district activities relating to overall municipal and sector department's performance for the whole Province. Coordination and participation in community development and service delivery structures/forums at Provincial level. Facilitation of public access to government-wide services at Provincial level. Coordination, consolidation and submission of CDWP reports to stakeholders. Manage the sub-directorate resources.

**ENQUIRIES** : Mr P Moipolai Tel No: 018 388 3615

**POST 05/398** : **DEPUTY DIRECTOR: MUNICIPAL GOVERNANCE SUPPORT REF NO: COGTA 33/ 22-23**  
Chief Directorate: Local Governance  
Directorate: Municipal Administration

**SALARY** : R766 584 per annum (Level 11), all-inclusive remuneration package  
**CENTRE** : Head Office (Mmabatho)  
**REQUIREMENTS** : Matric/Grade 12. Diploma/Degree (NQF Level 6/7) in Public Administration/Management or any other relevant equivalent qualification. Minimum 3 -5 years relevant experience at Assistant Director Level in Municipal Governance Valid driver's License. Competencies/Knowledge/Skills: In depth knowledge of Municipal Systems Act, Municipal Financial Management Act, Municipal Structures Act, Applicable legislation and Regulatory Framework, Analytical and Research, Group facilitation Strategic and Project Management, Computer literacy, Interpersonal and Policy development and evaluation.

**DUTIES** : Monitor and support council and council committee functionality. Monitor municipalities' compliance with legislation and policies. Conduct assessments of municipalities. Coordinate and monitor the implementation of Local Governance Anti-Corruption strategy. Support municipalities in respect of Local Labour Forum functionality (Labour Relations).

**ENQUIRIES** : Mr Pule Moipolai Tel No: 018 388 3615

**POST 05/399** : **DEPUTY DIRECTOR: PUBLIC PARTICIPATION REF NO: COGTA 34/ 22-23**  
Chief Directorate: Local Governance  
Directorate: Municipal Administration

**SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration package)  
**CENTRE** : Head Office (Mmabatho)  
**REQUIREMENTS** : Matric/Grade 12. Diploma/Degree (NQF Level 6/7) in Public Administration/Management or any other relevant equivalent qualification. Minimum 3 -5 years relevant experience at Assistant Director Level in Public Participation .Valid driver's License. Competencies/Knowledge/Skills: In depth knowledge of Municipal Systems Act, Municipal Structures Act, National Capacity Building Framework, Community Development Workers Programme, Conflict Resolution, Public Speaking, Planning and Organising, Computer literacy, Project Management, Monitoring and Evaluation.

**DUTIES** : Monitor implementation of ward committee operational plans. Administer municipal functionality support to Speaker's office and ward committees. Coordinate and monitor municipal district support forums. Provide tactical support on the implementation of Back to Basics approach and District Development Model. Monitor and support municipal response to community concerns (customer care).

**ENQUIRIES** : Mr Pule Moipolai Tel No: 018 388 3615

**POST 05/400** : **DEPUTY DIRECTOR: HUMAN RESOURCE UTILISATION & CAPACITY BUILDING REF NO: COGTA 35/ 22-23**  
Chief Directorate: Corporate Services  
Directorate: Human Resource Management

**SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), all-inclusive remuneration package  
: Head Office (Mmabatho)  
: Matric/Grade12 Diploma/Degree (NQF6/7) in Training Management/ Human Resource Management/Public Administration/Management/ Human Resource Development or any other relevant qualification. Minimum of 3 – 5 years relevant experience in Middle Management/ Assistant Director Level. Valid driver's license. Competencies/Knowledge/Skills: In-depth knowledge of: Skills Development Act (SDA), Skills Development Levies Act, Employment Equity Act (EEA), Human Resource Development Strategy, Human Resource Development Framework, National Qualification Framework, Public Service Regulations, Public Financial Management Act (PFMA), Financial Management, Conflict Management, Project/Programme Management, Presentation, Facilitation, Communication, Computer literacy, Strategic Leadership, Problem solving and analyzing.

**DUTIES** : Administer the implementation of skills development and talent management programme. Oversee the provision of training and capacity building programmes. Administer bursaries, learnership and internship programme, Monitor the implementation of the performance management system. Monitor the impact of training interventions.

**ENQUIRIES** : Mr Frank Sepeng Tel No: 018 388 4788

**POST 05/401** : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: COGTA 36/ 22-23**  
Chief Directorate: Corporate Services  
Directorate: Strategic Management Services

**SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), all-inclusive remuneration package  
: Head Office (Mmabatho)  
: Matric/Grade 12. Diploma/ Degree (NQF Level 6/7) in Auditing/Public Administration/Public Management/ Monitoring and Evaluation or any other relevant equivalent qualification. Minimum 3-5 years relevant experience at Middle Management or Assistant Director Level and Auditors who have conducted audit on predetermined objectives in both Private and Public sectors are encouraged to apply. Valid driver's license. Competencies/Knowledge/Skills: In-depth knowledge of audit procedures and standard skills, Performance Information framework, annual report guide for national and provincial departments, Performance monitoring and evaluation reporting guidelines and performance information handbook, knowledge of PFMA, Advanced data analysis, Advanced Report writing, Advance Computer literacy, Sound organizing and planning, Good Communication, Good records management.

**DUTIES** : Oversee the implementation of Performance Information Framework. Coordinate the development of the Departmental Annual report. Oversee the implementation of Provincial M&E system. Coordinate Auditor General and Provincial Internal Audit on Predetermine objective and respond to audit exceptions. Coordinate the development of Accounting Officer's Report.

**ENQUIRIES** : Mr Mthandazo Radebe Tel No: 018 388 4456

**POST 05/402** : **DEPUTY DIRECTOR: EXTERNAL COMMUNICATION REF NO: COGTA 37/ 22-23**  
Chief Directorate: Corporate Services  
Directorate: Communication Management Services

**SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), all-inclusive remuneration package  
: Head Office (Mmabatho)  
: Matric/Grade 12. Diploma/ Degree (NQF Level 6/7) in Journalism/Communication/Public Relations/ Media Studies or any other relevant equivalent qualification. Minimum 3-5 years relevant experience at middle management/ or Assistant Director Level. Valid driver's license. Competencies/Knowledge/Skills: In-depth knowledge of Public Service prescripts, In-depth knowledge of government communication prescripts,

<b><u>DUTIES</u></b>	:	Good Communication, Analytical and Research, Strategic Management, Project Management, Computer literacy, Interpersonal and problem-solving. Monitor the provision of media relations services. Oversee departmental interaction with the public. Administer the process of event communication support services. Monitor the provision of content development services. Oversee the usage of communication channels to market departmental services.
<b><u>ENQUIRIES</u></b>	:	Ms Dineo Thapelo Tel No: 018 388 3402
<b><u>POST 05/403</u></b>	:	<b><u>DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: COGTA 38/ 22-29</u></b> Chief Directorate: Corporate Services Directorate: Human Resource Management Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R766 584 per annum (Level 11), all-inclusive remuneration package Head Office (Mmabatho) Matric/Grade 12 Diploma/ Degree (NQF Level 6/7) in Social Work/Psychology relevant equivalent educational qualification. Minimum 3-5 years relevant experience at middle management or Assistant Director Level. Registered with Health Professions Council South Africa (HPCSA) or South African Council for Social Services (SACSS). Valid driver's license. Competencies/Knowledge/Skills: Knowledge of Employee Health and Wellness Strategic Framework in the Public Service, Occupational Health and Safety Act, COIDA and the implementation, Communication, Facilitation, Computer literacy, Planning, Analytical, Problem-Solving.
<b><u>DUTIES</u></b>	:	Administer Occupational Health, Safety and Environment Strategies and Programmes. Oversee the implementation of HIV and AIDS, TB and other communicable diseases. Oversee implementation of prevention support and treatment care programmes. Coordinate the implementation of Employee Health and Wellness Programmes. Monitor department health risks trends.
<b><u>ENQUIRIES</u></b>	:	Mr Frank Sepeng Tel No: 018 388 4788
<b><u>POST 05/404</u></b>	:	<b><u>DEPUTY DIRECTOR: SECURITY AND FACILITIES MANAGEMENT SERVICES REF NO: COGTA 39/ 22-23</u></b> Chief Directorate: Corporate Services Sub Directorate: Security and Facilities Management Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R766 584 per annum (Level 11), all-inclusive remuneration package Head Office (Mmabatho) Matric/Grade 12 Diploma/ Degree (NQF Level 6/7) in Security Management/Policing or any other relevant equivalent qualification. Minimum 3-5 years relevant experience at middle management or Assistant Director Level in security and facilities management. Valid driver's license. Competencies/Knowledge/Skills: In depth knowledge of Promotion of Administration Justice Act (PAJA), Protection of Personal Information Act (POPIA), Promotion of Access to Information Act (PAIA), National Strategic Intelligence Act (NSIA), Property Management Principles, Public Financial Management Act (PFMA), Investigation skills, Contract management, Project Management, Stakeholder Management, Specification Drafting, Communication, Computer Literacy, Strategic Leadership, Problem solving and analysing.
<b><u>DUTIES</u></b>	:	Oversee the implementation of physical security measures and mechanisms. Oversee the implementation of information security measures and mechanisms. Monitor the provision of document classification and employee vetting services. Administer the provision of Departmental infrastructure maintenance services. Oversee the provision of auxiliary and driver messenger services.
<b><u>ENQUIRIES</u></b>	:	Ms ME Lehoko Tel No: 018 388 4788
<b><u>POST 05/405</u></b>	:	<b><u>DEPUTY DIRECTOR: INTERGRATED DEVELOPMENT PLANNING REF NO: COGTA 40/ 22-23</u></b> Chief Directorate: Development Planning Directorate: Municipal Development Planning
<b><u>SALARY CENTRE</u></b>	:	R766 584 per annum (Level 11), all-inclusive remuneration package Head Office (Mmabatho)

- REQUIREMENTS** : Matric/Grade12. Diploma/Degree (NQF6/7) in Development Studies/ Development Planning/Social Sciences or any other relevant equivalent qualification. Minimum 3 – 5 years relevant experience at Middle/Assistant Director level. Valid driver's License. Competencies/Knowledge/Skills: Constitutional of RSA, Act 108 of 1996. Municipal Structures Act no 117 of 1998. Spatial Planning and Land Use Management Act 16 of 2013. Municipal Finance Management Act 56 of 2003. Intergovernmental Relations Framework Act 13 of 2005, Regulations of pieces of legislation as at least mentioned above. National development Plan Vision 2030. Sustainable Development Goals (2030).Provincial Spatial Development Framework. Integrated Urban Development Framework (IUDF). Municipal and Government planning process, Structures and timeframes. Public Service Administration Policies and process. Strategic Planning and management skills, Leadership skill, Analytical skills, People management skill, problem solving skill, Presentation skill, Planning and organizing skill, Good interpersonal skill, Policy analysis skill facilitation skill, Communication skill (written and verbal) , Project management skill, Computer Literacy skills Ms Packages, Financial management skill & liaison/ Networking skills.
- DUTIES** : Coordinates assessment of the quality and credibility of municipal integrated development plans, Coordinate the development and implementation of district IDP framework and process plans in municipalities. Oversee the establishment and functionality of IDP structures at provincial level. Coordinate sector planning support initiatives and priorities per district in line with District Development Model.
- ENQUIRIES** : Mr M Oagile Tel No: 018 388 2642
- POST 05/406** : **DEPUTY DIRECTOR: INFORMATION MANAGEMENT & COMMUNICATION SUPPORT REF NO: COGTA 41/ 22-23**  
Chief Directorate: Development Planning  
Directorate: Disaster Management
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), all-inclusive remuneration package  
: Head Office (Mmabatho)  
: Matric/Grade12. Diploma/Degree (NQF6/7) in Disaster Management/ Information Systems or any other relevant equivalent qualification. Minimum 3-5 year's relevant experience at Assistant Director in Information Management & Communication Support level in Disaster Management. Valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of: Disaster Management Act and Policy Frame work, Cooperate governance of ICT Policy Framework, Public Service Act, Public Service Regulations, Treasury regulations, DORA, Troubleshooting, System Analysis, Computer literacy, Project Management, Financial Management, Report Writing, Conflict Management, Strategic Management and leadership, Problem solving, Effective communications and coordination, planning and organizing, research and analytical skills.
- DUTIES** : Establish Disaster Management Information System, Monitor the provision of early warnings on detected disaster hazards. Oversee the establishment of the Provincial information resource centre. Administer response and recovery operations and the recording, retrieval, and updating of information during events/disaster. Monitor the implementation of municipal disaster management information system. Administer the implementation of Geographic Information Systems.
- ENQUIRIES** : Mr M.J Rikhotso Tel No: 018 388 4446
- POST 05/407** : **PROFESSIONAL TOWN PLANNER (GRADE A) REF NO: COGTA 42/ 22-23**  
Chief Directorate: Development Planning  
Directorate: Municipal Development Planning
- SALARY CENTRE REQUIREMENTS** : Grade A: R646 854 – R696 834 per annum, (OSD Requirements)  
: Head Office (Mmabatho)  
: Matric/Grade: 12 Degree/B-Tech (NQF7) in Town/ Urban and Regional Planning or any other relevant equivalent qualification, Registration with SACPLAN as Professional Town and Regional Planner Minimum 03 years post qualification Town/Urban and Regional Planning experience. Valid driver's License. Competencies/Knowledge/Skills: Knowledge of spatial planning and land use management Act, (SPLUMA, Act 16 of 2013), Knowledge of Municipal land use schemes and spatial development framework (processes of

development and review), Knowledge of municipal structures as constituted by SPLUMA, Legislative framework governing development planning, Project management, research and development, computer-aided applications, report writing, presentation, leadership, analytical and communication.

**DUTIES**

: Coordinate the development and review of Land use Schemes. Coordinate the development and review of Spatial Development Frameworks. Coordinate technical support to municipalities with the assessment of town planning applications. Coordinate the establishment, training and functionality of Municipal Planning Tribunals and Appeal Authorities. Coordinate the implementation of National and Provincial Spatial Planning and Land Use Management. Provide technical support in the IGR structures of the District Development Models.

**ENQUIRIES**

: Mr M Oageng Tel No: 018 388 2642

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

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

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

**OTHER POSTS**

**POST 05/408** : **HEAD CLINICAL UNIT GRADE 1 (MEDICAL: PSYCHIATRY)**  
Chief Directorate: Metro Health Services

**SALARY** : R1 807 380 per annum, A portion of the package can be structured according to the individual's personal needs.

**CENTRE** : Lenteguur Hospital

**REQUIREMENTS** : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Registration with a professional council: Registration with (HPCSA) as a Medical Specialist in Psychiatry. Experience: A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Psychiatry. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel to meet service needs. Willingness to work overtime. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape. Extensive experience in teaching, training and supervision of students, Registrars and Medical Staff. Extensive experience in conducting and supervising research. Demonstrated experience of engagement at all levels of care. Extensive appropriate management experience of clinical services as well as supervisory experience. Recognised academic achievement and leadership as demonstrated in further qualifications, publication and teaching portfolio.

**DUTIES** : Plan, organise, lead and influence the catchment area ecosystems clinical and corporate governance. Strengthening the primary health care platform in the catchment area ecosystems. Lead and manage Clinical Service Delivery within the broader sphere of the delivery of effective healthcare services with the available resources as per the mandate and AOP for the Province and Lenteguur Psychiatric Hospital, and the Lenteguur Catchment Area. Assure Clinical Governance and Quality in the provision of safe and desired quality patient care as per quality assurance indicators, incorporating highest standards of service delivery, research and teaching (Psychiatric and MDT) in the LGH in the Lenteguur Catchment. Take custodianship of the development of an integrated academic supportive unit as defined by the regulations of the affiliated Universities regulations which oversees the provision of related teaching and research outputs; Conduct relevant research. Head the Clinical Psychiatric services of Lenteguur Hospital and provide clinical leadership to the Lenteguur Catchment (strategic planning, monitoring and evaluation) and supervisory management of the Department. Take responsibility for the development and maintenance of high quality, evidence-based psychiatric assessment, treatment, and rehabilitation programmes within the catchment area. Provide an effective psychiatric consultation service and outreach to the Lenteguur Hospital Catchment Areas/ Sub-districts. Be accountable to the CEO of Lenteguur Hospital for the performance of clinical services and the management of human and financial resources, as a Functional Business Unit Manager at the Hospital. Perform clinical and operational as required.

**ENQUIRIES** : Mr. W. Caesar Tel No: (021) 370 1401

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

**NOTE** : No payment of any kind is required when applying for this post. Candidates 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 on or before the day of the interview.  
03 March 2023

**CLOSING DATE**

**POST 05/409**

**MEDICAL SPECIALIST (SUB-SPECIALTY) GRADE 1 TO 3: NEPHROLOGY**

**SALARY**

Grade 1: R1 341 942 per annum  
Grade 2: R1 534 356 per annum  
Grade 3: R1 677 720 per annum

**CENTRE REQUIREMENTS**

Groote Schuur Hospital  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist Nephrology. Registration with a professional council: Registration with the HPCSA as a Medical Sub-Specialist Nephrology. Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years relevant experience after registration with the HPCSA as a sub-specialist Nephrology. A minimum of 6 years relevant experience after registration with the HPCSA as a sub-specialist nephrology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 10 years relevant experience after registration with the HPCSA as a medical sub-specialist in respect of South African qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Excellent knowledge and skills in the diagnosis, treatment, and management of patients. Highly specialised skills in nephrology. Excellent record keeping skills and knowledge of database management and ability to interrogate commonly used bioinformatics platforms. Experience in teaching and supervision at undergraduate and postgraduate level and research experience. Excellent interpersonal skills, good communication, analytical and problem-solving skills.

**DUTIES**

Provide outpatient medical care to patients with renal and related medical problems at a consultant level. Provide inpatient care. Provide outreach as part of a Nephrology Platform of Care for the Western Cape. Provide support with administrative duties. Develop and/or facilitate new innovations to improve division function. Assist in the structured basic science programs and bedside clinical training of medical registrars. Training of senior registrars in nephrology including basic sciences and clinical training as well as procedural skills including lines, renal biopsies and Tenckhoff catheters. Supervision in the ward and renal and hypertension clinics. Involvement in research relating to nephrology.

**ENQUIRIES**

Ms D Johnson Tel No: (021) 808-6108

**APPLICATIONS**

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

**NOTE**

No payment of any kind is required when applying for this post. Candidates 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 on or before the day of the interview.

**CLOSING DATE**

03 March 2023

**POST 05/410**

**MANAGER DENTAL SERVICES (GRADE 1)**

Chief Directorate: Metro Health Services

**SALARY**

R1 227 255 per annum, (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE REQUIREMENTS**

Oral Health Centre, Tygerberg  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a professional council: Appropriate qualification that allows registration with the HPCSA as a Dentist (Independent Practice). Experience: A minimum of 3-year appropriate experience as a Dentist after registration with the HPCSA as a Dentist. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to communicate in at least two of the three official languages of the Western Cape Competencies (knowledge/skills):

- Appropriate experience of managing clinical dental services within an academic environment. Good interpersonal and problem-solving skills. Strong business orientation with proven skills and abilities in the clinical management of a dental service. Computer literacy (MS Word, Excel, PowerPoint, Internet and Email).
- DUTIES** : Comprehensive strategic and operational management of all service areas and support services of the institution in terms of relevant acts and delegations. Provide strategic management and leadership. Effective, efficient and sustainable Human Resource Management and planning. Assist with delivery of clinical services within scope of clinical knowledge and skills. Liaison/collaboration with the Academic Dean of the UWC Faculty of Dentistry. Ensure the seamless integration and service delivery activities on the clinical dentistry platform.
- ENQUIRIES APPLICATIONS** : Ms C Dean Tel No: (021) 833-9482  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to competency test/practical assessment.
- CLOSING DATE** : 03 March 2023
- POST 05/411** : **PRIMARY HEALTH CARE MANAGER**  
Garden Route District
- SALARY CENTRE REQUIREMENTS** : R908 502 per annum  
: Oudtshoorn & Kannaland Sub-district, Stationed at Oudtshoorn Hospital  
: Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent, registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate/recognisable experience in District Health Systems and Management. Inherent requirement of the job: Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Valid driver's licence (Code B/EB) and willingness to travel. Willingness to attend to community needs after hours. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook, Internet). Good organisational, interpersonal, creative problem solving and research skills. Knowledge and understanding of the District Health System and Comprehensive Service Plan. Basic knowledge and experience in office administration, financial and procurement administration.
- DUTIES** : Overall strategic management of the PHC facilities in the sub-district/s. Manage the implementation of the COPC approach and support the external and internal interface, with all the appropriate Health Programme. Manage/support the health establishment staff to meet the Ideal Clinic Realisation and Maintenance (ICRM). Ensure efficient financial planning, control, and the effective use of all resources. Participate in Human Resource Management and Skills Development Planning and Labour relations of PHC staff within the Sub-district/s. Ensure that prescribed policies and procedures are implemented and adhered to.
- ENQUIRIES APPLICATIONS** : Dr CA Dreyer Tel No: (044) 203-7204  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 03 March 2023
- POST 05/412** : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL)**  
Garden Route District
- SALARY CENTRE REQUIREMENTS** : R881 961 per annum  
: Harry Comay Hospital, George Sub-district  
: 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. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to

- be on call and availability for Emergency situations. Competencies (knowledge/skills): Strategic nursing leadership, knowledge, ability to plan and apply management processes for required outcomes. Clinical governance, knowledge of quality assurance, infection control and occupational health and safety issues. Corporate governance, knowledge of Human Resource Management and Financial Management. Ability to communicate verbally and in writing in at least two of the official languages of the Western Cape and the ability to work on MS packages (Word, Excel, Power Point and Outlook).
- DUTIES** : Provide strategic management and leadership within the nursing component of Harry Comay Hospital and Uniondale. Provide Clinical Governance and manage quality assurance and improvement of nursing care. Manage financial resources and consumable resources for the designated areas. Manage Human Resources in the relevant designated areas. Manage Nursing research and both professional and nursing practice development.
- ENQUIRIES APPLICATIONS** : Dr Z North Tel No: (044) 814-1126
- NOTE CLOSING DATE** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
: No payment of any kind is required when applying for this post.  
: 03 March 2023
- POST 05/413** : **REGISTRAR: CORPORATE SUPPORT SERVICES**
- SALARY** : R766 584 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Western Cape College of Nursing (based at Stikland Hospital Premises)  
: Minimum educational qualification: An appropriate 3-year National Diploma or degree in Business Management or Administration/Development /Human Resource Management / Financial Management or Advance Diploma in Public Administration. Appropriate experience at management level. Appropriate experience and knowledge in human resources management, finance and supply chain as well as support services. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge and skills): Knowledge and experience of the operations of a higher education institution would be an added advantage. Possess applied knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Possess good communication (written & verbal) and presentation skills. Sound understanding of the operations of a higher education institution. Sound conflict management and decision making / problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills. Sound Marketing Skills. Computer literacy and sound knowledge of information technology and systems.
- DUTIES** : Effective management of human resources which include employee relations, people development and people Administration. Effective management of financial and supply chain support functions of the College. Effective management of information management, library services, student auxiliary services. Effective management of Occupational Health and Safety for the College and various campus sites within the Western Cape. Assist the CEO with strategic planning and support. Support College Council and committees with secretarial services.
- ENQUIRIES APPLICATIONS** : Dr TB Mabuda Tel No: (021) 831-5801
- NOTE CLOSING DATE** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
: No payment of any kind is required when applying for this post.  
: 03 March 2023
- POST 05/414** : **ENGINEER PRODUCTION GRADE A TO C (MECHANICAL)**  
: Directorate: Engineering and Technical Services Professional Engineering Services (Location on the grounds of Karl Bremer Hospital)
- SALARY** : Grade A: R750 693 per annum  
: Grade B: R846 429 per annum  
: Grade C: R967 809 per annum  
: (A portion of the package can be structured according to the individual's personal needs) (Salary within the range will depend on years of experience post professional registration)
- CENTRE** : Head Office, Cape Town

- REQUIREMENTS** : Minimum educational qualification: University degree in Mechanical Engineering. Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: **Grade A:** At least 3 years appropriate/recognisable experience after obtaining the relevant qualification e.g. BSc (Eng.). **Grade B:** At least 14 years appropriate/recognisable experience after registration as a Professional Engineer. **Grade C:** At least 26 years appropriate/recognisable after registration as a Professional Engineer. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge in the compilation of specifications and tender documentation. Contracts and quality management skills. Knowledge of risk analysis and risk mitigation strategies and prioritisation. Conversant with OHSA and regulations pertaining to Mechanical and Electrical installations. Conversant with NEC contracts especially the Short-, Term service- and Framework agreement forms of contracts. Computer literate (MS Word, Auto CAD and Excel). Knowledge and experience in computer aided design of engineering infrastructure in the health care environment. Registration with ECSA as a professional Engineer. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Appropriate experience in design, specification and maintenance of hospital infrastructure with a strong emphasis on Mechanical plant as well as Mechanical engineering reticulation and systems: HVAC in a Health Care built environment. Fire services. Medical gas reticulation and plant. Wet services. Implementation of green and energy savings technologies.
- DUTIES** : Compile specifications and tender documentation within time limits. Manage, identify projects from inception to close-out Investigate proposals for innovative service delivery mechanisms for Routine and Day-to-Day Maintenance. Liaise with clients with regard to information and work progress. Ensure continuity of service schedules, prioritizing work, and consideration of operational requirements. Ensure Engineering infrastructure, plant and equipment complies with Occupational Health and Safety Act and Built environment related regulations and prescripts in the Health Care environment.
- ENQUIRIES** : Mr C Badenhorst/Mr S Reichert Tel No: (021) 830 3752/3768  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 March 2023
- POST 05/415** : **QUANTITY SURVEYOR PRODUCTION GRADE A TO C**  
 Directorate: Infrastructure Planning
- SALARY** : Grade A: R646 854 per annum  
 Grade B: R739 605 per annum  
 Grade C: R833 922 per annum  
 (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : (Head Office, Cape Town)  
**REQUIREMENTS** : Minimum educational qualification: Degree in Quantity Survey or relevant qualification. Registration with a professional council: Registration with the SACQSP as a professional Quantity Surveyor. Experience: **Grade A:** At least 3 years' appropriate/recognisable experience in this profession after qualification. **Grade B:** At least 14 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. **Grade C:** At least 26 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Knowledge of cost norms including risk analysis and risk mitigation strategies and ability to analyse costings. Understand how to prepare budgets and experience with feasibility studies. Knowledge of facility condition assessments. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).
- DUTIES** : Develop, interpret and customise cost, functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms

and undertake feasibility studies. Schedule projects and provision of Cost Plans, interpretation and analysis of cash flows. Contribute towards the compilation of briefing documentation and specifications. Monitoring the implementation of Programs and projects of the implementing agent and the adherence to the Service level agreement including commissioning of buildings. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

**ENQUIRIES** : Ms M van Leeuwen, Milne.vanLeeuwen@westerncape.gov.za  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 March 2023

**POST 05/416** : **ASSISTANT MANAGER NURSING (GENERAL: NIGHT DUTY)**  
 Chief Directorate: Metro Health Services

**SALARY** : R588 378 per annum  
**CENTRE** : Victoria Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional body: Current registration with the SANC as Professional Nurse Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate I recognisable experience at management level. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution and leadership skills. Ability to work independently and under pressure.

**DUTIES** : Provide innovative leadership, management and guidance in the provision of Services on Night Duty Coordinate the provision of person-centered care by setting standards, as well as involvement in policy and guideline development. Monitor the standard of nursing care, as well as guidance and participation in improvement projects with regards to quality of care. Effective management of human and financial resources on Night Duty. Coordinate the provision of effective training and research to ensure professional growth and adhere to ethical standards.

**ENQUIRIES** : Ms MAT Dubru-Shunmugam, E-mail: Mary.Dubru@westerncape.gov.za  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 March 2023

**POST 05/417** : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**  
 Garden Route District

**SALARY** : Grade 1: R400 644 per annum (PN-B1)  
 Grade 2: R492 756 per annum (PN-B2)  
 (Plus, non-pensionable rural allowance of 8% of your annual basic salary)

**CENTRE** : Oudtshoorn Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. 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/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Registration with a Professional Council: Registration with the SANC as Professional Nurse and proof of current registration. Inherent requirement of the job: Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Willingness to work shifts and after hours (weekends, public holidays, and night duty). Competencies (knowledge/skills): Knowledge of policies and legislation regarding Trauma/Emergency Critical Care Services and ability to implement it. Leadership and people skills. Computer skills.

**DUTIES** : Provide and supervise holistic Institutional nursing care regarding the identification of nursing care needs, the planning and implementation of nursing care plans. Responds to the rapidly changing Physiological and psychological status of complex emergency care patients. Ensure overall quality of the nursing care is facilitated cost effectively, efficiently, and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practice. Maintain professional growth/ethical standards and self-development, compliance to. Participate in the planning, organization, and supervision of emergency nursing activities.

**ENQUIRIES** : Ms H Human Tel No: (044) 203-7203  
**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "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 post-basic qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General.

**CLOSING DATE** : 03 March 2023

**POST 05/418** : **CLINICAL PROCUREMENT SPECIALIST (SUPPLY CHAIN MANAGEMENT (X2 POSTS))**

**SALARY** : R393 711 per annum  
**CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch (X1 Post)  
 Groote Schuur Hospital, Observatory (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Inherent requirements of the job: The candidate must be willing to work overtime. Must be conversant in at least two of the three official languages. Experience: Appropriate experience in clinical product/equipment evaluation. Appropriate experience in government procurement. Appropriate experience in strategic procurement. Competencies (knowledge/skills): Computer literacy (Word, Excel, PowerPoint). Knowledge of medical equipment and supplies and their application within a healthcare environment. Sound clinical knowledge of medical products. A nursing background would be advantageous. Proven report writing skills. Broad knowledge of negotiating with suppliers. Health sector products (Medical and Surgical equipment and consumables). Bid Management and Procurement prescripts. Preferential Procurement and/or Black Economic Empowerment Management capabilities and understanding. Product evaluation processes. Highly developed problem-solving abilities. Sound interpersonal/communication skills.

**DUTIES** : Coordinate the evaluation of medical & surgical equipment and consumables for purchase. Liaise with users and suppliers of medical & surgical equipment and consumables. Conduct research and maintain a database of healthcare technology. Provide training and guidance on the use of medical & surgical equipment and consumables. Provide training and guidance on the use of the Essential Supplier Database. Assist in the prioritization of medical and surgical consumables and equipment needs. Represent SCM on Hospital Clinical

Advisory Committee. Ensure proper application of contract management. Advisor to bid committee and delegates. Ensure compliance with SCM prescripts. Assist in Procurement Planning and Demand Management.

**ENQUIRIES** : Ms S Janki Tel No: (021) 658-5393 / Mr C Frank Tel No: (021) 404-3248  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 March 2023

**POST 05/419** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**  
Chief Directorate: Metro Health Services

**SALARY** : R393 711 per annum  
**CENTRE** : Khayelitsha District Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of human resource management, human resource development and labour relations. Appropriate supervisory experience. Appropriate PERSAL experience. Inherent requirement of the Job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Strong managerial and supervisory skills. Excellent computer skills in MS Office packages.

**DUTIES** : Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System and Human Resource Administration. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department. Facilitate compliance with the Auditor-General's requirements and HR audit reports and ensure that sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) and HR Audit Action Plan (HR AAP). Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Workplace Skills Plans. Manage sound Labour Relations and provide expert advice and guidance to Management and staff. Management and development of staff in the Human Resource Component.

**ENQUIRIES** : Mr DW Brecht Tel No: (021) 360-4635  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 March 2023

**POST 05/420** : **ADMINISTRATIVE OFFICER: FINANCE**  
Garden Route District

**SALARY** : R269 214 per annum  
**CENTRE** : Knysna Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in hospital admissions, fees and patient administration. Appropriate Supervisory experience. Inherent requirement of the job: Valid (Code B/EB) drivers' license. Proficient in at least two of the three official languages of the Western Cape of which one must be English. Competencies (knowledge/skills): Analytical skills for monitoring and evaluation. Organisational, planning and leadership skills. Problem solving. Knowledge and working experience of BAS, Accounts Receivable and Clinicom systems, UPFS and Chapter 18 manual. Computer literacy (Word, Excel and Outlook).

**DUTIES** : Manage and supervise admissions, reception office, cashier and fees department. Manage income and cash. Monitor and control payments and journals of hospital accounts (BAS, AR and Clinicom). Monitor and submit statistics to management and District office timeously. Training of employees at admissions, fees and revenue. Banking of state monies. Represent institution at meetings and workshops in district.

**ENQUIRIES** : Mr D Matthee Tel No: (044) 302-8406  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 March 2023

**POST 05/421** : **TELKOM OPERATOR**

**SALARY** : R151 884 per annum  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational requirements: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in operating an electronic switchboard and a messaging system. Inherent requirements of the job: Must be willing to work shifts, night shifts, weekends, public holidays, and overtime. Must be physically able to hear and speak clearly. Competencies Knowledge/skills Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel, and Outlook) Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES** : Manage switchboard, answer telephonic queries, and deliver messages. Ensure that switchboard and telephone equipment is in working order. Monitor, place and record all cellular, national, and international calls made. Effectively sending of bulk SMS's and assist with administration duties in the Paging office. Update speed dials and manage speed dial directory. Report all telephone faults and Switchboard errors to the Supervisor.

**ENQUIRIES** : Ms K Goolam Tel No: (021) 404-3332  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 March 2023

**POST 05/422** : **CHILD MINDER**

**SALARY** : R128 166 per annum  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: Numeracy and literacy and Child Care Certificate. Experience: Appropriate experience. Inherent requirement of the job: Must be willing to work shift and/or rotation basis. Competencies (knowledge/skills): Good interpersonal, supervisory skills, ability to work independently and within a team. Ability to perform child minding activities, Educare teaching and training skills. Ability to multitask and take overall responsibility for each child. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Provide quality child care to children at the GSH Childcare Centre. Create a safe, stimulated and happy environment for the children. Supervise the children between the ages 0 to 6 years. Provide effective communication within and outside the institution. Report incidents or abnormalities to the relevant manager, parent or guardian. Provide ad hoc classroom cover if and when required. Maintain a clean and healthy environment to prevent infections.

**ENQUIRIES** : Ms J Stevens Tel No: (021) 404-6194  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 March 2023

**POST 05/423** : **CLEANER**  
Central Karoo District  
Chief Directorate: Emergency and Clinical Support Services

**SALARY** : R107 196 per annum  
**CENTRE** : Emergency Medical Services – Central Karoo (Leeu-Gamka)  
**REQUIREMENTS** : Minimum requirements: Ability to read and write. Experience: Appropriate experience as a Cleaner in a hospital or a health facility environment. Proven experience in duties as mentioned below. Inherent requirements of the job: Willingness to work shifts and on weekends. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Good time



management. Competencies (knowledge/skills): Knowledge of Health and Safety procedures.

**DUTIES** : Cleaning of all offices, common areas, kitchens and ablution facilities of the EMS Base/Ground, including deep cleaning and detailed cleaning tasks. Provide a clean, safe, and hygienic environment to prevent injuries and the spread of infection which includes sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment e.g., polishing and scrubbing machines, mops, brooms, buckets etc. are clean after usage and securely stored. Ensure removal of waste from building daily. Notify management of deficiencies or repairs required. Relief according to the needs of the service.

**ENQUIRIES** : Ms K Goolam Tel No: (021) 404-3332

**APPLICATIONS** : Director Emergency Medical Services, Private Bag X24, Bellville 7530.

**FOR ATTENTION** : Ms M Lambert

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

**CLOSING DATE** : 03 March 2023

**POST 05/424** : **HOUSEHOLD AID**  
(Garden Route District)

**SALARY** : R107 196 per annum

**CENTRE** : Harry Comay TB Specialised Hospital, George Sub-district

**REQUIREMENTS** : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate Hospital and or other Health Facility cleaning experience. Inherent requirements of the job: Rotate in wards according to the needs of the service. Render a shift service on weekends and public holidays, day and night duty. Competencies (knowledge/skills): Knowledge of infection control and safety procedures of a hospital environment. Basic knowledge of cleaning procedures and the cleaning equipment. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to work with heavy duty household/cleaning equipment.

**DUTIES** : Render an effective, efficient and safe hygiene service in the Health Facility Correct handling and disposal of waste, medical waste and soiled linen. Responsible for cleaning duties in Health Facilities, refuse handling and maintenance of general neatness and hygiene in the area. Serving meals and beverages to patients on ward level. Cost effective utilization of consumables or resources. Assist with loading and off-loading of stock. Attending in-service training appropriate to services delivery and optimal support to the supervisor and colleagues. Effective support in the management of waste. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and record keeping.

**ENQUIRIES** : Mr R Lewis-Peters Tel No: (044) 814 1117/ (044) 814 1159

**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** : 03 March 2023

**POST 05/425** : **FOOD SERVICE AID**  
Garden Route District

**SALARY** : R107 196 per annum

**CENTRE** : George Regional Hospital

**REQUIREMENTS** : Minimum requirement: Basic reading, writing and numerical skills (basic Mathematics). Experience: Appropriate experience in an Industrial Food Service Unit. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. The incumbent must be physically strong to lift heavy objects and be on their feet the entire day. The ability to read, speak and write in two of the three official languages of the Western Cape. Competencies (knowledge/skills): The ability to function in a group and to work under pressure. Knowledge of HACCP, National Guidelines of safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment and Health and Safety policies. Knowledge of basic cleaning and maintenance of equipment used in the milk kitchen and Food Service Unit. Knowledge with regards to the functioning of a hospital milk kitchen.

**DUTIES** : The preparation and distribution of milk feeds to the wards, according to prescribed standardized recipes and the standard operation plan, and temperature control during the various processes. Assist with the receipt, storage and stock control of food and milk kitchen supplies. Maintain record keeping and statistics of milk feeds delivered to the wards. Pre-prepare and prepare, dish up and distribute normal and special diets. Follow and maintain general hygiene and safety directives in the food service unit and milk kitchen including for the use of apparatus and equipment, and washing of crockery, cutlery and cooking utensils. Maintain safety measures for apparatus and equipment, and report broken apparatus and equipment.

**ENQUIRIES** : Ms MJ Greyling Tel No: (044) 805-4423

**APPLICATIONS** : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

**FOR ATTENTION** : Ms LP Du Plessis

**NOTE** : No payment of any kind is required when applying for these posts. Short listed candidates may be subject to competency testing.

**CLOSING DATE** : 03 March 2023

**DEPARTMENT OF SOCIAL DEVELOPMENT**

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

**CLOSING DATE** : 27 February 2023

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00, you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POST**

**POST 05/426** : **PERSONAL ASSISTANT: OPERATIONAL MANAGEMENT SUPPORT REF NO: DSD 08/2023**

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

**CENTRE** : Department of Social Development, Western Cape Government

**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years experience in rendering secretarial/ administrative support services to management/ senior management. Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Financial administration; Skills needed: Written and verbal communication; Telephone etiquette; Proven computer literacy; People skills; Organising; Reliable; Self-management and motivated; Ability to act with tact and discretion; Ability to do research and analyse documents and situations.

**DUTIES** : Provide a secretarial/ receptionist support service to the manager; Rendering administrative support services; Provide support to the manager regarding meetings; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES** : Ms R Patel Tel No: (021) 483 9392